

# DISABLED PERSON'S FREEDOM PASS

## LEARNING DISABILITY

### Your guide to applying for a pass

**This guide contains extra information to help explain what you need to know to fill in the application form correctly.**

The Council is authorised and required to determine the eligibility of applicants under the above laws and related Government guidance. Your application will therefore be considered in accordance with the eligibility criteria prescribed in law and in guidance.

Applicants must reside in the Royal Borough of Kensington and Chelsea.

**You need to use another form if you are applying on grounds of**

- physical disability; or
- mental health disability

Contact the Accessible Transport team on 020 7361 2390 or email [Accessible.Transport@rbkc.gov.uk](mailto:Accessible.Transport@rbkc.gov.uk) for an application form.

**If you are over 60:** to have an Older Person's pass you must meet the age criteria, you can find more information on [www.freedompass.org](http://www.freedompass.org) or visit a main Post Office branch.

If you are 60 but not yet eligible for an Older Person's Freedom Pass you can apply for the 60+ Oyster Card on Transport for London's website [www.tfl.gov.uk](http://www.tfl.gov.uk)

Thank you for your interest in the Disabled Person's Freedom Pass scheme.



## ELIGIBILITY

Under the Concessionary Bus Travel Act, 2007, you will be eligible for a Disabled Person's Freedom Pass from your fifth birthday if you have ***“a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning”***. Government guidance to the Act defines 'learning disability' in this way:

- A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills, and may be unable to cope independently. **These disabilities must have started before adulthood** and have a lasting effect on development. The person should be able to qualify for specialist services and he or she may have had special educational provision.
- The Department of Health adopted the term 'learning disability' in 1992. **It has the same meaning as its predecessor 'mental handicap'** but it is seen as more acceptable, particularly in reducing the confusion with mental illness.

### Other possible categories of eligibility

Below are other possible categories under which a person with learning disabilities may be found eligible for a Disabled Person's Freedom Pass

- registered as blind or partially sighted
- profoundly or severely deaf
- without speech (unable to talk)
- has a disability, or have suffered an injury, which has a substantial and long-term adverse effect on the ability to walk
- without arms or have long-term loss of the use of both arms
- medically unfit to drive (due to uncontrolled epilepsy or 'severe mental disorder') and would be refused a driving licence if one were applied for

The statute excludes people from obtaining freedom passes who have been, or would be, refused a driving license on grounds of persistent misuse of drugs or alcohol.

## Photograph requirements

A photograph is necessary in order to ensure correct use of the badges. It is not a requirement that the photograph is taken in a photo-booth, but it must roughly comply with the requirements for passport photographs, see the following list:

- a colour photograph taken within the last 12 months
- be taken against a plain, light cream or grey background
- show your full head, without any head covering, unless you wear one for religious beliefs or medical reasons
- be taken with your eyes open and clearly visible (no sunglasses or tinted glasses)
- be free from reflection or glare on your glasses, and the frames must not cover your eyes
- not be torn, creased, or marked

If you have difficulties getting a photograph taken in a photo-booth you may take a photograph on a digital camera or mobile phone and email it to

[Accessible.Transport@rbkc.gov.uk](mailto:Accessible.Transport@rbkc.gov.uk)

## Ethnic origin

The purpose of this section is to provide information on whether we are delivering services in an appropriate manner across the whole community. This information is confidential and failing to complete it will not prejudice your application. If you do not wish to fill it in please tick the 'I do not wish to say' box.

## Proof of address

If you do not want to give permission to check council tax records to verify your address you need to provide one proof from the list below (photocopies are acceptable):

- benefit or pension entitlement letter dated within the last 6 months
- current Council tax bill
- utility bill dated in the last 3 months
- home contents insurance policy dated within the last 6 months
- credit card, bank or building society statement dated in the last 3 months
- council or housing association rent statement dated in the last 3 months

The following will **not** be accepted: letters / general correspondence; bills; hand written tenancy agreements or “Challenge” rent books (bought from any stationers); rail cards or envelopes.

## **PAGE 3**

If you receive, or have received, services from one of the Council's departments (listed in this section), please indicate the name of the department by ticking the box next to it, and the name of the social worker or care manager who serves you if you currently receive services.

If you attend, or have attended a special educational needs school, please indicate the name of the school by ticking the box next to it.

You may also enclose with your application a copy of your Statement of Special Educational Needs or a report by a psychologist that confirms that you have a learning disability.

## **PAGES 4 and 5**

It is important that you understand the conditions on which a Freedom Pass may be issued to you. Please read all items in this declaration carefully before signing and dating it, as your signature indicates that you have done so.

A representative or guardian may sign the form on your behalf if you are unable to do so. Unsigned forms will be returned.

Please note it is an offence under the law to make a false statement in order to evade the payment of public transport fares.

## **ADDITIONAL INFORMATION**

### **Travel Expenses**

Please note that the Council cannot take responsibility for any travel or legal expenses that you incur whilst your application is being processed, regardless of the outcome of your application. Should you be found ineligible, and decide to appeal the Council's decision, you will not be reimbursed by the Council for travel or legal expenses incurred during the appeal procedure, regardless of the outcome of the appeal.

## **Response time**

We will respond within 14 working days from when we receive your application form. Please do not ring the Town Hall during this time unless you want to make a major change to your application.

## **Successful applications**

If you are found eligible for a Freedom Pass we will send your details to a bureau to make the pass and send it to you through the post.

## **CONTACT**

If you have any questions about the application form please contact the Accessible Transport Services team

Telephone: 020 7361 2390  
Fax: 020 7361 3874  
Email: [Accessible.Transport@rbkc.gov.uk](mailto:Accessible.Transport@rbkc.gov.uk)

**Please detach and keep these notes.**



# Application form for a Disabled Person's Freedom Pass for people with a learning disability

## Section A – Your details

Before you begin, please read the guidance notes on how to complete this form. Incomplete forms will be returned. Please write clearly in BLOCK CAPITALS.

**Please attach passport photo here.**

Your photograph must fit within this box. See instructions in the Guidance Notes enclosed.

**Please do not use a stapler.**

Title (Mr, Mrs, Miss, Ms, Other)	
First names (in full)	
Surname	
National Insurance Number	
Date of birth	
Address	
	Postcode
Home phone number	
Work number	
Mobile number	
Email	
Do you have a pass issued by another borough?	No <input type="checkbox"/> Yes <input type="checkbox"/> issued by:

Please return this form to:

The Royal Borough of Kensington and Chelsea  
 Accessible Transport Services  
 Kensington Town Hall  
 Hornton Street, London W8 7NX  
 020 7361 2390



THE ROYAL BOROUGH OF  
**KENSINGTON  
 AND CHELSEA**

**Ethnic Origin Data** - please tick the box that applies to you:

<p>(a) White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Other</p>	<p>(b) Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Other</p>	<p>(c) Mixed</p> <p><input type="checkbox"/> White/Black Caribbean</p> <p><input type="checkbox"/> White/Black African</p> <p><input type="checkbox"/> White/Asian</p> <p><input type="checkbox"/> Other</p>	<p>(d) Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Other</p>	<p>(e) Chinese</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other</p>
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Any other: \_\_\_\_\_

I do not wish to say.

**Section B – Proof of your address**

To be considered for a Freedom Pass, your main residence must be within the Royal Borough and you must provide current proof of your residency.

If you would like us to check Council Tax records to prove your main home is in the borough, please tick this box.  If you choose not to tick this box, you must provide one document from the list of evidence in the guidance notes to this form as proof that you reside within the Royal Borough.

**Section C – Proof of your identity**

A photocopy of one of the following documents must be provided as proof of your identity.

- current passport                       driving licence (photocard)
- medical card                               birth certificate (unless name has changed)

**Section D – Contact with third parties**

We cannot discuss your application or personal details with anyone for any other reason, unless you give us your permission to do so. If you think that we may need to speak with anyone else about this application, please give their details below.

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_



## Section E – Council services that you receive

Please tick one or more boxes below to indicate that you receive, or have received, services a Council department listed below. If you currently receive services, please provide the name of the staff person who serves you:

Learning Disability Services

Staff person's name: \_\_\_\_\_

Children with Disabilities Team

Staff person's name: \_\_\_\_\_

Special Education

Staff person's name: \_\_\_\_\_

## Section F – Educational needs statement

If you attend, or have attended, a special educational needs school, please tick the box next to the name of the school(s) below:

Green Mead

Jack Tizard

Paddock

Queen Elizabeth II Jubilee

Another school (name): \_\_\_\_\_

If you have a Statement of Special Educational Need or a report from a Psychologist which confirms that you have a learning disability, please enclose a photocopy with your application. Please do not send originals.

## Section G – My declaration

1. I confirm that, to the best of my knowledge, all information I have provided in this application is true and accurate. I realise that action may be taken against me if I have provided false information in this application. I have enclosed all necessary documentary evidence with this form.
2. I do not currently hold a Disabled Person's Freedom Pass issued by another London borough, nor a concessionary bus pass issued by another local authority in England.
3. I understand and accept that a Freedom Pass that the Council has issued to me may be withdrawn if I have given any information that I know is wrong or untrue in this application.
4. I understand that a Disabled Person's Freedom Pass remains the property of Transport for London, and that Transport for London may refuse to allow replacement of a Freedom Pass that has been misused by its holder.
5. I agree that, if you issue me a Freedom Pass, I will not allow anyone else to use it in order to evade travel fares; if I do so, I understand that the Freedom Pass may be withdrawn, and the Council may be unable to issue another one to me.
6. I agree that if I become aware that another person is using my Freedom Pass, I will report this to the Council immediately.
7. I understand you will deal with the personal information I provide in line with the Data Protection Act 1998. You will use the information to assess whether I qualify for a disabled person's freedom pass and to manage, monitor and evaluate your services. You will not use my information for any other purpose and you will keep my information in electronic format.
8. I understand that you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other sections within the Council, and with agencies such as the police and Transport for London.
9. I understand and agree that the Council reserves the right to monitor my continuing eligibility for a Freedom Pass.

**By signing and dating this section, I confirm that I have read, understood and agreed each of the above statements.**

Your signature, or your representative's or guardians signature

Date

**If your representative or guardian is completing this form they should give their personal details below:**

Representative's name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_