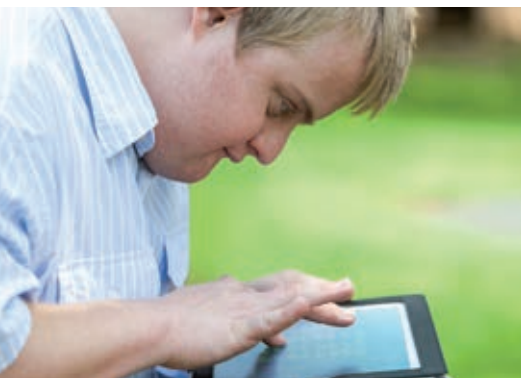




Disabled Person's and Blind Person's Travel Pass

Easy Read Application Form



wymetro.com      

Section 1 - About you



Your full name



Address and postcode



Phone number



Date of birth



Email address

Section 2 - Benefits



You might be able to get a Disabled Person's Travel Pass or a Blind Person's Travel Pass if you get any of these benefits.



Tick the box if you get the benefit.



Blue badge parking permit.

Write your badge number here.



Higher rate mobility part of Disability Living Allowance.



Personal Independence Payment. This is called PIP for short.

You need to have 8 points or more for 1 of these:

- moving around activity.
- communicating verbally activity.

Section 2 - More about Benefits



- War Pensioner's Mobility Supplement. This is called WPMS for short.
- Armed Forces Compensation Scheme. This is called AFCS for short. You need to get level 1 to 8.



If you ticked one of the benefits send us a copy of your benefits award letter.

- It must have been sent to you in the last 12 months.
- Have your full name and address on it.
- Say how many points or what level you get for your benefit.
- Say how much money you get and how long you will get it for.



If you have a copy of your benefits award letter go to **section 4**.



If you do not have a copy of your benefits award letter go to **section 3**.

Section 3 - About your disability



In this section when we say **Medical Professional** we mean:

- Hospital Consultant
- Doctor
- Occupational Therapist
- Physiotherapist
- Nurses



When we say **evidence form** we mean a special form filled in by a **medical professional**.



You can download and print an **evidence form** from our website.

ticketsandpasses.wymetro.com



You may have to pay for the **medical professional** to fill in the **evidence form**.

Section 3 - More about your disability



Tick the box if you have any of the disabilities in **Section 3**.



You are blind or partially sighted.
This means you cannot see anything or find it very hard to see.



Is this registered with Leeds City Council?

Yes

No

If you ticked no send us 1 of these with your application form.



- A Certificate of Vision impairment. This is called a CVI for short.



- A BD8 form that is signed by a special eye doctor called a Consultant Ophthalmologist.



- An **evidence form** or letter from a **medical professional**.

Section 3 - More about your disability



You are profoundly or severely deaf.

This means you cannot hear anything or you find it very hard to hear.



Is this registered with Leeds City Council?

Yes

No

If you ticked no send us 1 of these with your application form.



- A letter or report from an ear doctor.

It must say your hearing loss is more than 70dBHL in both ears.



- An **evidence form** or letter from a **medical professional**.

Section 3 - More about your disability



You do not say words to communicate.

This means that when you get on a bus you do not say words to:

- ask where the bus is going.
- ask how much it is.
- ask where it stops.
- tell the bus driver something.



If you ticked the box send us a letter or **evidence form** from a **medical professional**.

It must say that you do not say words to communicate in any language.



You are not able to use your arms to do things or you do not have any arms.



If you ticked the box send us a letter or **evidence form** from a **medical professional**.

It must say you are not able to use your arms to do things like give money to the bus driver for your ticket.

Section 3 - More about your disability



You have a Learning Disability.

If you ticked the box send us 1 of these with your application form.



- A copy of your statement of educational needs.



- A letter from your social services key worker that says you have a learning disability.



- An **evidence form** or letter from a **medical professional**.

Section 3 - More about your disability



Your letter or **evidence form** must say:



- You have a learning disability that is a significant impairment of intelligence and social functioning.

This means because of your learning disability you need a lot of help and support every day to do most things.



- Your learning disability started before you were born or when you were a child.

Section 3 - More about your disability



You can not walk or it is hard to walk because of your disability.



If you ticked the box send us a letter or **evidence form** from a **medical professional**.

It must say that you can not walk or it is hard for you to walk because of your disability.



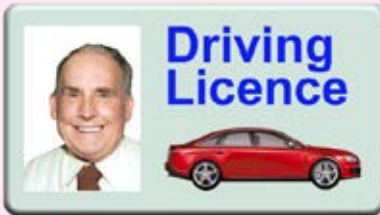
You are not able to drive for medical reasons.



This might be because you:

- have epilepsy.
- cannot see very well even with glasses.
- have a learning disability.
- have other medical reasons.

Section 3 - More about your disability



The Driver and Vehicle Licencing Agency say who can drive in England, Scotland and Wales. It is called the **DVLA** for short. The **DVLA** can give you a driving test. If you pass the test you will get a driving licence.

If you ticked the box send us 1 of these with your application form.



- A letter from the **DVLA** that says you cannot have a driving licence for medical reasons.
- A letter from the **DVLA** that says it has taken your driving licence away for at least 12 months. **This must be for medical reasons.**



If you have not asked the **DVLA** for a driving licence you can send us a letter or **evidence form** from a **medical professional** that says:

- Why you cannot drive for medical reasons.
- How long you cannot drive for.
- The letter or **evidence form** must have been sent to you in the last 12 months.



Section 4 - Companion Pass



If you need support to travel you might be able to get a companion pass. This pass is for the person who is supporting you.

Do you want a companion pass?

Yes

No



If you want the companion pass tick the box if you get the benefit.



Higher rate for care in your Disability Living Allowance.

Enhanced rate of Daily Living Component of your Personal Independence Payment. You must have 12 points or more for the daily living part.

Section 4 - More about the Companion Pass



- Personal Independence Payment. You must have 10 points or more on the planning and following a journey activity.
- Higher rate Attendance Allowance.



If you ticked 1 of the benefits send us a copy of your benefits award letter.



- It must have been sent to you in the last 12 months.
- Have your full name and address on it.
- Say how many points or what level you get for your benefit.
- Say how much money you get and how long you will get it for.



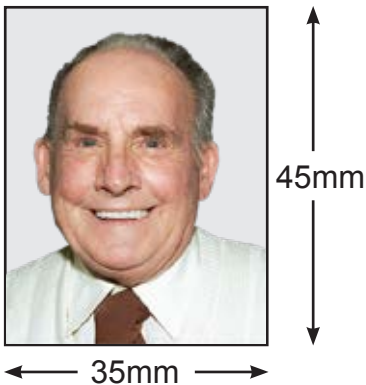
If you do not get any of these benefits send us an **evidence form** or a letter from a **medical professional**.

The letter must say why you need support to travel.

Section 5 - A photograph

We need a photograph of you to put on your pass.

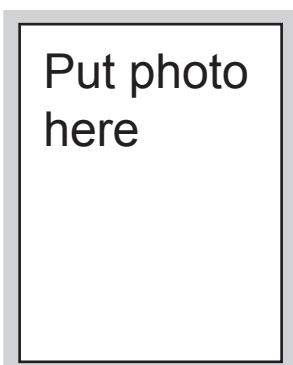
Important things about your photograph



- It must be the same size as this photograph.
- It is a colour photograph and has a plain background like this photo.
- It shows all of your head and your shoulders.
- Only you can be in the photo.
- It has been taken in the last 12 months.
- You must not wear a hat or sunglasses in the photo.



Write your name and date of birth on the back of the photo.



Put your photograph in this box.

You can use glue or a paper clip to do this.

Do not use staples.

Section 6 - Checking your information



Sign your name in this box if you have given us the right information in this application form.



Write the date here.



When you have filled in this form send it to:

Leeds City Council
PO Box 657
Leeds
LS1 9BS



Staying in touch

We will keep you informed about the process of your travel card. We'd love to drop you an email every now and then to let you know about all the latest travel card developments and any exciting offers. Please be sure to tick this box so we can keep you posted.

You can withdraw your consent at any time by contacting us:

Customer.feedback@westyorks-ca.gov.uk

Wellington House, 40-50 Wellington Street, Leeds, LS1 2DE

MetroLine 0113 245 7676

Privacy Statement

What is personal data?

Personal data is information about a living person that means we can work out who they are.

When we collect your personal data, West Yorkshire Combined Authority is what is known as the 'data controller'.

As the data controller, we will:

- Only keep your data that we need to provide services you have requested and do what the law says we must
- Keep your data safe and accurate
- Only keep your data as long as we have to
- Collect, store and use your data in a way which does not break any data protection laws

You can help us with this by telling us when any of your details change and tell us if any of the information we hold about you is wrong.

What data are we collecting?

We collect data from you to make sure we can provide your travel pass, this includes includes:

- Name
- Date of birth
- Address
- Phone number
- Email address
- Details of your disability
- Proof of your disability

Some of this data (such as health data) may be classed as special category which is more sensitive and means we will look after it more carefully.

Who are we sharing your data with?

In order to make sure we can provide you with your travel pass, we need to share your data with the following organisations:

- Local Councils in West Yorkshire
- Power Objects HCL (who maintain our customer relationship database)
- Paragon Ltd and Euclid (card printers)
- TwentySix (who look after the WYMetro and MCard websites)

How long do we keep your data for?

We will keep your information for 366 days after the expiry date of your card. This is to make sure you have time to renew your card and that you don't have to provide all of your details again. After this time has passed, we will safely delete your information.

What if I have any questions?

If you want to ask us to delete or change any of your information or want to know more, you can get in touch with us at the following address

West Yorkshire Combined Authority, Wellington House, 40-50
Wellington St, Leeds LS1 2DE (tel: 0113 251 7272).

If you would like to read our full privacy statement, this is available on our website at wymetro.com/privacy-policy