



## All Wales Concessionary Travel Scheme Companion Person's Eligibility Self Assessment Form

The Concessionary Travel Scheme is provided by Caerphilly County Borough Council in conjunction with Transport for Wales. It entitles over 60s and eligible disabled people to a bus pass allowing free travel on virtually all local bus services in Wales.

Some disabled people are unable to travel on their own. In some circumstances, the Council can issue a pass that allows a companion to travel free with the pass holder. The companion element is issued to the person who needs to be accompanied. The Council does not issue Carer's Passes or passes directly to the companion.

Please use this form if you have or are applying for a Disabled Persons/over 60's bus pass and you wish to be assessed for a Companion Pass. You will need to supply documentary evidence to support your claim. If you already have a Concessionary Travel Pass, you do not need to supply a photograph.

### What you need to do:

- Fill out all sections of this application form with the details of the person who needs to be accompanied.
- Include documentary evidence to support your application.
- Attach one passport type colour photograph if needed.

Once completed please return the form marking the envelope "Confidential" to:

Companion Persons Bus Pass  
Integrated Transport Unit  
Caerphilly County Borough Council  
Penallta House  
Tredomen Park  
Hengoed  
CF82 7PG

If you need help filling in this form please contact (01443) 866550 or [travelinks@caerphilly.gov.uk](mailto:travelinks@caerphilly.gov.uk)

### Section 1 Applicant's details

**Title** (Mr/Mrs/Miss/Ms/Other)

**Surname**

**Forename(s)**

**Address**

**Post Code**

**Telephone Number**

**Date of Birth**

**Email Address**

**National Insurance Number**

**I would like information provided in an alternative format (please tick)**

- Large Print**   
  **Email**   
  **Braille**   
  **Audio CD**  
 **Audio MP3**   
  **Other** - please specify

**Please attach a photograph if you do not already have any type of bus pass. Write your name and date of birth on the back.**

**If you already have a bus pass, you do not need to provide a new photograph**

please  
tick

**The person whose details are shown on the front of this form is unable to travel by bus without assistance of another person due to circumstances confirmed in Section 2.**

## Section 2 Details of disability

**Please tick the box(es) that best describe your circumstances**

- (a) **I am registered as having a Severe Learning Disability.**  
That is a state of arrested or incomplete development of mind which includes significant impairment of intelligence or social functioning.
- (b) **I have challenging behaviour and I need to be supervised at all times.**
- (c) **I have no awareness of risk.**  
This would be as a result of cognitive impairment or no ability of knowing.
- (d) **I have a combination of visual and hearing loss that prevents independent mobility.**
- (e) **I have difficulties using a wheelchair independently.**

**You must provide relevant evidence to support your eligibility**

## Section 3 Supporting Statement

**Describe in your own words the condition(s) relating to the criteria you have indicated or any contact names, address or telephone numbers within the Social Services Directorate or other sources from where this information can be obtained/confirmed.**

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## Section 4 General Data Protection Regulation

Personal data provided by you will be processed in accordance with the General Data Protection Regulation for the purpose of administering concessionary travel passes. We also collect information and data about you when we access [tfw.gov.wales](http://tfw.gov.wales) or [trc.llyw.cymru](http://trc.llyw.cymru) on your behalf.

We are committed to protecting this data once we have received it and to being transparent about what we collect and why. For further details please refer to the Concessionary Travel Card Privacy Statement and the Authority's Customer Service Privacy Statement for details of how we look after your personal data in the concessionary card scheme. These are available at

### Transport for Wales

Data Protection Officer, Transport for Wales, South Gate House, Wood Street, Cardiff CF10 1EW  
[www.tfw.gov.wales/privacy-statement](http://www.tfw.gov.wales/privacy-statement) • [contact@tfw.gov.uk](mailto:contact@tfw.gov.uk) • telephone: 0300 303 4240

### Caerphilly County Borough Council:

Corporate Information Governance Unit, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG  
[www.caerphilly.gov.uk/privacynotices](http://www.caerphilly.gov.uk/privacynotices) • [infounit@caerphilly.gov.uk](mailto:infounit@caerphilly.gov.uk) • telephone: 01443 864322

## Section 5 Declaration

**I confirm that the information I have provided is correct. I understand that if any details are found to be false, my pass will be cancelled and I may have to pay costs arising from the issue of my pass.**

### Please remember to include:

- One passport-sized photograph (if needed).
- Any relevant documentation to support your claim. Please do not send originals as all paperwork is shredded after assessment.

Signature

Applicant/Advocate/Parent/Guardian  
(delete as appropriate)

Date

**The bus pass assessment process can take up to three weeks and may take longer if we need further information to support your application.**