

[illegible]

Telephone						-							
Gender	Male				Female								
Date of Birth	D	D	M	M	Y	Y	Y	Y					
Email										@			

[illegible]

Halton Borough Council is the Data Controller for the personal information you provide. The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

You can review the full privacy notice at www.halton.gov.uk/privacynotices

I certify that the address above is my sole or principal residence and I am entitled to the concession for which I apply. I agree to an examination of any Council records in processing this application should the need arise.

Signed							
Date	D	D	M	M	Y	Y	

FOR OFFICE USE ONLY				
	Received	DD	MM	YY
	Verified and accepted	Residence		
		Age & Identity		
		Date Eligible		
		By		
CMS Reference				

Please return your application and supporting evidence either by

- Calling into a One Stop Shop

Halton Lea, Rutland House, Halton Lea, Runcorn, WA7 2ES

Widnes, 7 Brook Street, Widnes, WA8 6NB

Temporary opening hours are as follows:

Monday to Friday 9.00am – 4.30pm Closed Saturday

- Email to hdl@halton.gov.uk
- Post to Concessionary Travel, PO Box 317, Runcorn, WA7 9BZ (only copies of documents not originals)

Please allow up to 14 days for delivery. If you do not receive your pass within 28 days you **MUST** notify the local office, failure to do so will result in your pass being treated as a replacement and a fee will be applied.

At the time of application please ensure you have the following with you:

	Proof of Residence	i.e. Utility bill or bank statement (must be no more than 3 months old)
	Proof of Identity/Age	i.e. Passport, Driving Licence Photocard, birth certificate (If a married woman marriage certificate also required)
	One passport sized photograph	Photographs can be taken at no additional cost at all of the Halton Direct Link locations. If providing a photograph it must be recent (Within 5 years) and of passport quality showing a close up of applicant's head and shoulders without a hat, facing forwards looking directly at the camera on a plain background

Age of Eligibility

If you are of state pension age you will qualify.

Application forms can be accepted two weeks prior to becoming eligible.