When you apply for a National Bus Pass you confirm that you are providing valid and authentic proof of eligibility, which is not borrowed, loaned, or otherwise misappropriated. Any false statement made during the application process, or at any time whilst a concession holder, is a criminal offence that might render you liable to prosecution. You must report the loss of any bus pass to the Royal Borough of Windsor & Maidenhead (the Royal Borough) immediately and notify any change of address or eligibility status, for which proof must be provided.

All applicants must provide proof of their sole or principle residence in the Royal Borough and evidence of either being over the eligible age or having a disability within the Eligibility Categories in the table below. Please ask at Reception if your disability is not listed, as you may still be eligible. Please ask at Reception to clarify individual qualification dates for the older people’s National Bus Pass or for additional criteria for the Companion Bus Pass.

Please note that your Advantage card is NOT a valid proof of address and a letter from your GP will NOT be accepted as proof that you meet the criteria of the standard National Bus Pass.

### Eligibility Categories – authorised by the Department of Transport

<table>
<thead>
<tr>
<th>Eligibility Categories</th>
<th>The proof we need to see (one document to prove residence and one document from another relevant category)</th>
</tr>
</thead>
</table>
| Royal Borough resident | • Last council tax bill  
                          • Rental agreement  
                          • Utility bill (within last 3 months)  
                          • Bank statement (within last 3 months)  
                          • NHS medical card  
                          • Benefits book  
                          • For children: child benefit documentation or trust fund letter or vaccination reminders |
| People of eligible age | • Birth certificate  
                          • Passport  
                          • Driving licence bearing date of birth  
                          • Letter from the DWP (Department for Work and Pensions) confirming state retirement pension  
                          • Retirement pension card  
                          • NHS medical card bearing name and date of birth  
                          • Printed prescription bearing name and date of birth (within last 3 months)  
                          • Winter fuel payment letter |
| People who are blind or partially sighted | • Letter from Berkshire Sensory Needs Service confirming disability registration as blind or partially sighted  
                                           • Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist (eye specialist)  
                                           • Current disabled persons blue parking badge |
| People who are profoundly or severely deaf | • Letter from Berkshire Sensory Needs Service confirming disability registration as profoundly or severely deaf  
                                             • An audiology report on official paper confirming that the applicant is profoundly or severely deaf |
| People who cannot speak | • Letter from Berkshire Sensory Needs Service confirming disability registration as a person without speech  
                             • Letter on official paper from a medical professional that applicant is without speech |
| People who have a disability or have suffered an injury which has a long term effect on their ability to walk | • Evidence that the applicant is in receipt of PIP with a descriptor score of 8 and above  
                                             • War pension with mobility supplement  
                                             • Current disabled persons blue parking badge  
                                             • Letter on official paper from a medical professional confirming that the applicant cannot walk for distances up to 100m without stopping, suffering severe discomfort or without help from another person |
| People who are without the use of both arms | • Visible evidence that the person is without arms  
                                              • Evidence that applicant is in receipt of PIP with a descriptor score of 8 and above  
                                              • Current disabled persons blue parking badge  
                                              • Letter on official paper from a medical professional confirming that the long term loss of use of both arms |
| People who have a learning disability | • Letter on official paper from the Community Team for People with Learning Disabilities (CTPLD) confirming that the applicant has a learning disability  
                                          • Letter on official paper from a medical practitioner confirming learning disability before adulthood |
| People who are unable to drive for medical reasons, but not on grounds of persistent misuse of drugs or alcohol | • Letter from DVLA giving notice of refusal or withdrawal of licence (not including voluntary withdrawal)  
                                                            • Letter on official paper from a medical practitioner confirming that a medical condition prevents driving or issuing a licence |
| Companion Bus Passes Available to people who are unable to travel by bus without assistance | • Evidence of residence in the Royal Borough and either age or disability as outlined above.  
                                             • Letter on official paper from a GP or other medical specialist or social worker which states that the applicant finds it impossible to travel by bus alone. |

This guidance can be provided in large print. Please ask at Reception.