



## Concessionary Travel Application

Please complete in block capitals. Please complete one application per child

### Pupil' Details

Question	Your answer
Pupil's Name	
Date of Birth	
Address	
Postcode	
Email address	
School	
Telephone number	
Start Date	
Is a sibling already travelling?	
If yes, please state sibling's name	
If you are applying for a taxi seat, and your child is under 12, please supply height and weight details in case a car seat is needed	

### About your application

If/when a seat becomes available on existing transport the Transport Co-Ordination Centre will contact you with regard to the transport start date and payment required.

Concessionary seats are sold on the presumption that your child will be travelling every day. You may apply for a concessionary seat for a part of the week. However, these are only offered once all applications for 5 days per week have been considered. If you wish to be considered for a part of the week, please indicate the journeys on the reverse of this form.

### Please read and sign below

I confirm that I have read the criteria for concessionary seats. This can be found on the Surrey County Council website ([www.surreycc.gov.uk/schools-and-learning/schools/transport/concessionary-seat](http://www.surreycc.gov.uk/schools-and-learning/schools/transport/concessionary-seat))

I confirm that I wish to be considered for a concessionary (paying) seat for my child. I understand that payment for concessionary seats is due at the beginning of each term.

In accepting this concessionary seat for my child I hereby undertake to make this payment promptly, and understand that should I fail to do so the seat will be withdrawn and this undertaking could be produced as evidence in any legal action, which the Council may decide to take.

I understand that the concessionary seat can be withdrawn at any time and at short notice should the seat be required for an entitled pupil. (Under these circumstances an appropriate refund will be made).

Question	Your answer
Signature	
Please print title and surname of parent/guardian	
Date	

If you wish to apply for part time travel, please tick which journeys are required below:

Day of the week	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If you have questions about the application process, or if you need help completing this form then contact us:

### Our contact details

- Phone: 0300 200 1004
- Email: [travel.assistance@surreycc.gov.uk](mailto:travel.assistance@surreycc.gov.uk)

If you would like to see how we use your personal data please read our privacy notice. This can be found on the Surrey County Council website ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)) and follow the links for Your Council/Your Privacy/Our Privacy Notices/Transport Coordination Centre

Alternatively, please ring the above phone number and ask for a copy to be sent to you.

Please return the form to:

- Email: [travel.assistance@surreycc.gov.uk](mailto:travel.assistance@surreycc.gov.uk)
- Post: Transport Coordination Centre, Quadrant Court, 35 Guildford Road, Woking, Surrey, GU22 7QQ