

# **EXPLANATORY NOTES AND APPLICATION FORM**

## TAXI VOUCHER SCHEME - APPLICATION FORM

Parking Services  
Mid Sussex District Council  
Oaklands, HAYWARDS HEATH  
West Sussex, RH16 1SS

**If you have any queries please contact:**  
( 01444 ) 477212

( Mr / Mrs / Ms / Miss Surname.....		.....
Forenames.....	Date of Birth.....	
Address		
Postcode	.....Tel. No. ....	
National Insurance Number.....		

I would like to apply for Taxi Vouchers because: (Please tick as appropriate)

<input type="checkbox"/>	I am aged 60 or over and have restricted mobility which prevents me using public transport*
<input type="checkbox"/>	I am so disabled that my ability to walk is seriously impaired. *
<input type="checkbox"/>	I am registered blind or partially sighted. *
<input type="checkbox"/>	I have a learning disability. *
<input type="checkbox"/>	I have been refused a driving licence or would be refused a driving licence on medical grounds under section 92 of the Road Traffic Act 1988 or have had such a licence revoked on medical grounds under section 93 of the Road Traffic Act 1988. *
<input type="checkbox"/>	I am deaf or without speech. *
<input type="checkbox"/>	I am without the use of both arms. *

**\* Enclose documentary evidence of your disability or ask your Doctor to complete the form below.**

<p><b>For Doctor to complete:</b> I <b>confirm</b> <b>that</b> <b>my</b> <b>patient</b> (name)..... <b>in my opinion suffers permanently from illness or disability as indicated above.</b></p>	
<p>Doctor's Signature _____ Date _____</p>	<p>Doctor's Stamp</p>

**Declaration**

I wish to apply for Mid Sussex Taxi Vouchers and declare that to the best of my knowledge and belief the information given on this form is accurate. **I am a Permanent Resident of Mid Sussex, and understand that while I am in receipt of taxi vouchers I will be unable to apply for/hold a free national bus pass under the English National Concessionary Travel Scheme.**

**Please ensure that all documentary evidence or Doctors signature, (and your current bus pass if applicable), proof of residency and recent passport sized photo are included.**

Signature of applicant \_\_\_\_\_Date \_\_\_\_\_  
If you are unable to sign the declaration yourself it may be signed below on your behalf by your relative/spouse/person of authority/friend.

Name \_\_\_\_\_Usual Signature \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_Date \_\_\_\_\_



## WHAT IS THE MSDC TAXI VOUCHER SCHEME?

This scheme allows residents in Mid Sussex who suffer from a disability or who have restricted mobility to travel in certain local taxis at reduced fares.

### Are you eligible?

1. To be eligible you must be disabled by one of the categories listed on the application form, or suffer from restricted mobility
2. To join the scheme you must:
  - **not** hold a current bus pass issued under the English National Concessionary Travel Scheme.
  - **be** a permanent resident of Mid Sussex.

### What does it cost?

There is no charge for the £30.00 book of vouchers. Please be advised 1 book of vouchers is available per eligible resident per financial year.

### How does it work?

You can **ONLY** use the taxi operators participating in the scheme. At the end of the journey you pay the driver with up to half the fare in vouchers and the rest in cash. Vouchers may not be exchanged for cash.

### Any purpose

You can use the scheme to make any type of journey you wish: for example leisure, shopping, work or entertainment.

### Any time

You may use the scheme at any time of the day, every day of the year.

### Anywhere in Mid Sussex

You may use your vouchers for any trips which start and/or finish in Mid Sussex. (It is not a requirement of the scheme that you have to start or finish the journey at your home).

### Restrictions on the use of your vouchers

Under this scheme **you must not:**

- Allow anyone else to use your vouchers.
- Use the scheme to send parcels or to have shopping delivered.

### Contract

The taxi operators are required to carry insurance to cover carriage of passengers for hire or reward and the Council cannot be held responsible in the event of an accident or other mishap. The contract is between the user and the operator.

### How to apply for the Taxi Voucher Scheme

1. Complete the application form:
  - (i) Give your full name, address and daytime telephone number.
  - (ii) If you are eligible because of a disability, please provide documentary proof of your disablement. This can be a photocopy of your letter of entitlement to Disability Living Allowance in the lower/higher rate for mobility, proof of registration if blind etc.
  - (iv) If you suffer from restricted mobility, but believe you are still eligible, give the form to your Doctor to consider and to certify on the form that you meet the Council's criteria for eligibility. **The Council will not accept responsibility for any charges your Doctor might make.**
  - (v) You must sign the declaration. If you are unable to complete and sign the application form yourself, ask someone else to do so for you.
2. You will need to enclose with your application form:-
  - (i) **A recent colour passport type photograph** (maximum size 2" x 1.5") of yourself. (The easiest and cheapest way is from an automatic photo-booth). The Council will not reimburse the cost of the photograph.
  - (ii) Proof that you are a resident of the District of Mid Sussex. This can be any letter addressed to you e.g. a gas or electricity bill or any official document bearing your name and address.
3. Once completed the application form and accompanying documents **must be sent to:**

Parking Services  
Mid Sussex District Council  
Oaklands, Oaklands Road  
Haywards Heath, West Sussex RH16 1SS
4. If your application is successful the book of vouchers will be sent to you.
5. This Scheme is limited to 300 eligible residents per financial year on a "first come, first served" basis. If you are not eligible/successful you will be notified and your documentation returned.
6. If you have any queries regarding the scheme, please telephone (01444) 477212

## **PARTICIPATING OPERATORS**

**You may use any of the following hackney carriage or private hire operators**

	A 'n' B Cars	East Grinstead	01342 317887
	A to Z Taxi Travel	Haywards Heath	07720 449074
	Border Cars	East Grinstead	01342 458487
	Five Star Taxis	Hassocks	01273 846666
<b>W</b>	Hello Taxis	Haywards Heath	01444 414840
	Hurst & Hassocks Cars	Burgess Hill	01444 253328
	John Willard's Taxi Service	Haywards Heath	07801589235
	Kens Taxi	Haywards Heath	07703 581888
	Michael Peace	Haywards Heath	07801 413173
	Road Runners	East Grinstead	01342 324444
<b>W</b>	Road Runners	Haywards Heath	01444 443300
	Southdown Cars Ltd	East Grinstead	01342 317400
	Station Taxis	Haywards Heath	01444 410410

Two community transport operators also accept Taxi Vouchers. These services are only available to people with disabilities and their companions. Journeys need to be booked in advance. For more information contact the operators concerned.

### **W Egfleet**

Operates in East Grinstead and the surrounding area. For further details and bookings contact:-

Egfleet East Grinstead CVS 01342 305275 (10.00 – 12.00, Mon – Fri)

### **W Bluebird Community Transport**

Operates in and around Haywards Heath, Burgess Hill, Ardingly, Lindfield and Cuckfield. For further details and bookings contact :-

Bluebird Community Transport 01444 471919 (10.00 – 11.30, Mon – Fri)

**W denotes operators with vehicles which can take disabled passengers seated in their wheelchairs.**

## **Your Personal Data:**

### **What we need**

Mid Sussex District Council will be what's known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of name, address, health details etc.

### **Why we need it**

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services

### **What we do with it**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. In this instance, it will be our printing provider only.

### **How long we keep it**

The Council has a data retention schedule and the various service areas all have differing lengths of time they are required to keep data. In this case, your application correspondence will be held for 2 years. retention period.

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer is Sheila Harris and you can contact her at [foi@midsussex.gov.uk](mailto:foi@midsussex.gov.uk).