

Fare-Paying Passenger and Denominational Scheme FAQ's

What are the charges?

- £480 per child per academic year paid by direct debit or payment in full upfront once an invoice has been issued by B&NES Council. A direct debit mandate is included with the application form. The mandate must be completed & signed by hand – electronic copies will not be accepted.
- **The price per term is £80, based on 6 terms. If paying by direct debit this charge will be split over 8 monthly instalments of £60.**
- No discount is available regardless of the number of journeys required per week.
- An exemption of the charges will only be made for children from low income families i.e. those who are in receipt of a qualifying benefit. A full list of the qualifying benefits and the evidence required are listed on the application form.
- We will review the charge annually: any increases will be agreed through the Council's budget setting process.

Are there any discounts?

- All new applications for any pupil not previously travelling under these schemes prior to 2016/2017 will incur the full charge of £480, regardless of any siblings.
- Full termly payment will be required if a pupil is allocated a seat mid-term.
- Existing customers who were paying for travel during the 2016/17 academic year will retain the 50% discount for the second and third child, until those children complete the current phase of their education (either primary or secondary).

Example - for families with one child in a primary school and two children in a secondary school (all paying):

- If one of the pupils in secondary school no longer requires transport, a discount will still apply for one of the two remaining pupils.
- If the remaining secondary school pupil no longer requires transport prior to the primary school pupil finishing, the discount would no longer be applicable. The full charge would be applied to the remaining child.
- The discount will no longer apply when a pupil moves from primary to secondary school.
- If a child moves school, a discount will no longer be applicable.

How do I apply?

Applications will be sent out automatically to any pupil who is eligible and travelling under denominational transport.

You must select one of the payment options or your application will be rejected.

We are no longer accepting emailed applications as the direct debit mandate cannot be a scanned image. Complete the application form & direct debit mandate and post to:

Passenger Transport
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath BA1 1JG

When do I need to apply by?

- Applications can be received throughout the year for consideration. The timing for allocation is at the discretion of the allocating Transport Officer: this could take up to 4 weeks.

What if I'm not entitled to Denominational transport?

- Children not entitled to denominational transport to school may be able to travel on a paying basis under Bath & North East Somerset Council's Fare-Paying Passenger Scheme. Families are able to apply for any spare seats available on hired vehicles arranged for entitled passengers.

When do I pay?

You will receive an invoice either by post or email by 31st August 2018. Information regarding payment will be on the invoice.

If paying by direct debit we will automatically make the request for payment to your bank for 8 monthly instalments, starting 5th October and thereafter on the 5th of each month. **Failure to pay will result in the right to travel being withdrawn.**

The direct debit payment reference on your bank statement will be listed as B&NES or Bath & North East Somerset Council.

What if a direct debit payment fails during a given month?

A second attempt will not be made for any failed payments; it is your responsibility to bring payments up to date as soon as you are aware any have failed. Missed payments can be made using the instructions on your invoice.

What if I change my bank account?

Your new bank should transfer this direct debit to your new account and will notify us of the changes

What if I no longer want my seat?

Contact passenger_transport@bathnes.gov.uk to advise an end date. You will be required to return your child's bus pass before any cancellation can be made. Do not cancel your direct debit until instructed by Passenger Transport. If you cancel transport mid-term, any payment made for the current term will not be refunded.

**Denominational School Transport
Application form for 2018/19 academic year
Closing date for on-time applications for September start is 29th June 2018**

Using BLOCK CAPITALS please **COMPLETE and RETURN THIS FORM to the postal address of:**
Passenger Transport, Lewis House, Manvers Street, Bath, BA1 1JG

Please read all terms and conditions before submitting this application and note the full yearly charge is
£480 per child.

I wish to apply for my child(ren) under the terms of the Denominational Transport Scheme.

	<u>Child's Surname</u>	<u>First Name</u>	<u>DOB</u>	<u>School</u>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address:

Postcode:

Day time Tel No
(mandatory):

Email address:

Requested Boarding Point:

If you are in receipt of a qualifying benefit you may be entitled to an exemption

Please tick the box if applicable: I am in receipt of a qualifying benefit:
(please also complete the form overleaf)

I certify that the information given on this form is, to the best of my knowledge & belief, correct. I have read the terms and conditions and undertake to pay the appropriate fare. I understand that if this fare is not paid, permission to travel will be withdrawn.

Signature of Parent/Carer:

Date:

Name of Parent/Carer

Please select one of the following two payment options:

Payment by Direct Debit (mandate must be included): **Yes** **No**

Pay full yearly charge upfront: **Yes** **No**

Exemption of charges

Exemption of the charge/ type of benefit	Evidence required with this application (if any)
<i>Category A</i> - Maximum Level of Working Tax Credit (with no reduction due to income)	Inland Revenue Tax Credit Award Notice (Form TC602) to confirm that you are entitled– please note you must supply the full copy of your current (2018/19) Tax Credit Award notice (Form TC602)
<i>Category B</i> - Eligible by Benefits Based Free School Meals (Not Universal Free School Meals)	As you are <u>already in receipt</u> of Benefit based free school meals for your child(ren) you will already have submitted necessary documentary evidence and it is therefore <u>not</u> necessary to send in any further copies of your benefits as our existing records will checked.
<i>Category C</i> – Applying for consideration on basis of:- Income Support, Income Based only Job Seekers Allowance or Income Related only Employment Support Allowance	The Local Authority will check eligible benefits on your behalf. No paper proof of benefit is usually required unless you have made a recent claim. If this is the case and you have paper evidence please forward this with the completed form to speed up your application. Your National Insurance Number and Date of Birth must be completed clearly and accurately on the form as incorrect data will lead to proof of benefit being refused. Alternatively if you prefer you can arrange for an officer of B&NES Council Connect, Job Centre or Benefit Agency to confirm entitlement in the section at the bottom of the previous page
<i>Category C</i> -Applying for consideration on basis of:- Child Tax Credit (without any Working Tax Credit) and your annual household income (as assessed by HMRC) is below £16,190 .	Provide all pages of your most recent Tax Credit Award Notice (Form TC602).
<i>Category C</i> -Applying for consideration on basis of:- Pension Credit (Guarantee Element only)	Provide your most recent Pension Credit (M1000)
<i>Category C</i> -Applying for consideration on basis of:- Asylum Seeker	Provide a letter from the National Asylum Support Service that confirms that you are receiving support under part V1 of the Immigration and Asylum Act 1999
<i>Category C</i> -Applying for consideration on basis of:- Universal Credit	Provide paper proof

Under which category of the fare-paying passenger scheme are you are making this application?

Exemption of Termly Charges (Please tick either Category A, B or C as appropriate)

(A) I am in receipt of Maximum Working Tax Credit (with no reduction due to income). I enclose the requested documentation as mentioned above

(B) I am currently in receipt of Benefit Based Free School Meals (no documents needed but existing records will be checked)

(C) I do not currently receive Benefit Based Free School Meals but I believe I am eligible as I am in receipt of the following benefits. I have read the notes above and am enclosing any requested documentation as appropriate:-
Income Support **Income Based only Job Seekers Allowance** **Income Related only Employment Support Allowance**

Child Tax Credit (but without any working tax credit) **Pension Credit** **Support under part VI of the Immigration & Asylum Act 1999** **Working Tax Credit run on** **Universal Credit**

	<u>Surname</u>	<u>First Name</u>	<u>Date of Birth</u>	<u>National Insurance Number(see note)</u>
Parent 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CONFIRMATION OF BENEFITS

This Certificate must **only** be completed by an officer of B&NES Council Connect, Job Centre or Benefit Agency

I certify that the above named person is receiving Income Support OR Income Based Job Seekers Allowance OR Income Related Employment Support Allowance	OFFICIAL STAMP of B&NES Council Connect, Job Centre or Benefit Agency
Name: Signed: Contact Telephone Number:	Do not use this section to confirm Child Tax Credit or Pension Credit

Bath & North East Somerset Council



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Service user number

Passenger Transport
 Bath and North East Somerset Council
 Lewis House
 Manvers Street
 BATH
 BA1 1JG

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Name(s) of account holder(s)

FOR BATH & NORTH EAST SOMERSET COUNCIL OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society.

Bank/building society account number

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Branch sort code

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Instruction to your bank or building society

Please pay Bath & North East Somerset Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Bath & North East Somerset Council and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Signature(s)

Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Bath & North East Somerset Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bath and North East Somerset Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Bath & North East Somerset Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Bath & North East Somerset Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.