



KirkleesPassport

saving you **£££'s**

July 2011

Information and Application Form

There are two types of Passport for people who live in Kirklees:

Priority Passport - £2 for 12 months (£1 for children)

for residents who receive any of the following:

- Job Seeker's allowance (income based)
- Guaranteed Pension Credit (not Savings Credit)
- Income Support
- Housing benefit
- Council Tax benefit
- Employment & Support allowance (income related)
- Working Tax Credit with Child Tax Credit**
- Working Tax Credit which includes a disability element**
- Child Tax Credit only**

**Note: your Tax Credit award must be based on total annual income which entitles you to full NHS exemption. The qualifying amount for the 2010-11 tax year is £15,276. If you are reading this after 31 July 2012 please phone us for details.

Access Passport - £3 for 12 months (£1.50 for children)

For residents who receive any of the following:

- *Job Seeker's allowance (contribution-based)
- *National Insurance Credits (you must be "signing-on" at the Jobcentre as registered unemployed)
- Carer's allowance
- Incapacity Benefit (not Statutory Sick Pay)
- *Employment & Support Allowance (contribution based)
- *Industrial Injuries Benefit
- *Disability Living Allowance
- Severe Disablement Benefit
- *Attendance Allowance
- *Registered disabled or deaf or blind or partially sighted
- *Blue Badge Holder
- *Registered wheelchair user
- Full time student aged 16 or over
- Working Tax Credit with Child Tax Credit
(total annual income for 2010-11 tax year over £15,276)
- Working Tax Credit only (regardless of total annual income)

* note: these benefits do not include dependents

Passports are available for dependents (adult or child). Names and proof of dependency must be clearly shown - and in the case of children we may ask for child benefit proof or birth certificate if name is not clearly shown.

Get your Passport by visiting or writing to:

Customer Service Centres

Dewsbury KIP, The Town Hall, Dewsbury WF12 0DQ

Huddersfield KIP, Civic Centre 1, High Street, Huddersfield HD1 2PQ

Libraries and Information Centres

Batley, Market Place, Batley, WF17 5DA

Birkby/Fartown, Wasp Nest Road, Fartown, Huddersfield HD1 6HA

Birstall, Market Street, Birstall WF17 9EN

Chestnut Centre, 2a Chestnut Street, Deighton, Hudds HD2 1HJ

Cleckheaton, Whitcliffe Road, Cleckheaton, BD19 3DX

Denby Dale, Wakefield Road, Denby Dale, Huddersfield, HD8 8RX

Dewsbury, Railway Street, Dewsbury, WF12 8EQ

Golcar, 12 Town End, Golcar, Huddersfield, HD7 4QD

Greenwood Centre, The Park, Huddersfield Rd, Ravensthorpe WF13 3JR

Heckmondwike, Walkley Lane, Heckmondwike, WF16 0LY

Holmfirth, 47 Huddersfield Road, Holmfirth HD9 3JH

Huddersfield, Princess Alexandra Walk, Huddersfield, HD1 2SU

Kirkburton, Turnshaws Road, Kirkburton, Huddersfield, HD8 0RT

Kirkheaton, Fields Rise, Kirkheaton, Huddersfield, HD5 0LZ

Lepton, 56 Highgate Lane, Lepton, Huddersfield, HD8 0HB

Lindley, Lidget Street, Lindley, Huddersfield HD3 3JP

Marsden, Marsden Mechanics Hall, Peel Street, Marsden, HD7 6BW

Meltham, The Town Hall, Meltham, Holmfirth HD9 4AG

Mirfield, Huddersfield Road, Mirfield, WF14 8AN (From Feb 2009)

Rawthorpe/Dalton, 23-25 Ridgeway, Dalton, Huddersfield HD5 9QR

Shepley, Marsh Lane, Shepley, Huddersfield HD8 8AE

Skelmanthorpe, 24 Commercial Road, Skelmanthorpe HD8 9DA

Thornhill Lees, 53 Brewery Lane, Dewsbury WF12 9DU

More Library & Information Centres will soon be issuing the Passport

Kirklees Passport (01484) 234056

website: www.kirklees.gov.uk/kirkleespassport

email: kirkleespassport@kirklees.gov.uk

When you apply

If you apply in person

- Please make sure that you bring the necessary documents (see the chart)

If you apply by post

- please do not send cash
- make cheques or postal orders payable to Kirklees Council
- we will return all documents to you
- we accept photocopies of documents if these provide all the details we require
- we will send your passport to you within 10 working days

If you know somebody who would like this leaflet in a different language other than English, or in Braille or large print, please contact us and we will make appropriate arrangements.

The “+1” scheme

Do you know that if you receive either:

- * **the high or middle CARE component of Disability Living allowance, or**
- * **Attendance Allowance, or**
- * **you are registered blind**

you can join the “+1” scheme. You can then take someone with you, free of charge, to certain arts events, concerts and sporting activities. Please ask for more details - and don't forget to state on the application form that you wish to join the “+1” scheme.

How to apply: complete and sign the application form.

Show proof of entitlement (see the chart) If this doesn't show your address please also show proof that you live in Kirklees.

Provide a passport-sized photo.

If you want the extra free parking disc please show your vehicle registration document showing you or your spouse/partner as the registered keeper.

Pay the correct fee.

	Recently dated letter	Doctor's letter, or disability certificate, or blue badge, or named on blind/partially sighted persons' register, or named on wheelchair-users' database.	School/college/University card/letter showing you to be a full-time student	Computer check at most issuing centres	Complete notification of award letter	
Priority Passport	Income support	●				
	Guaranteed Pension Credit	●				
	Council Tax or Housing Benefit	●		●		
	JSA (income based)	●				
	Employment & Support allowance (income related)	●				
	Tax Credits with NHS exemption*					●
Access Passport	JSA (contribution based)	●				
	'Signing on' for NI Credits	●				
	Incapacity Benefit (not SSP)	●				
	Employment & Support Allowance (contribution-based)	●				
	Industrial Injuries Benefit	●				
	DLA, SDA, or Attendance Allowance	●				
	Carers Allowance	●				
	Registered disabled, or blind, or deaf, or partially sighted, or a registered wheelchair user, or blue badge holder		●			
	Full-time student (aged 16 and over)			●		
	Tax Credits without NHS exemption* (not Child Tax Credit only)					●

Please note: Letters showing benefit proof must be no more than 4 weeks old. If they are, please also show evidence that benefit is still paid into your bank account (ie. bank statement less than 4 weeks old). *For tax credits we accept current award letter.

Your Passport benefits include:

- One hour's additional extra free parking in certain short stay off-street car parks (registered vehicle owners) **Please check the car park you are using is covered by the scheme**
- 50% off swimming and up to 25% off sporting and leisure activities
- 50% off pest control and environmental services
- 25% off MOTs
- Dog neutering for only £15
- 10% off Library shop items over £5 (not including stamps)
- 10% off Tourist Information shop items over £5 (not including stamps)
- Discounts on Library loans such as CDs, DVDs and videos
- Concert discounts at Lawrence Batley Theatre and Town Halls
- Free entry to Castle Hill Tower
- Driving lessons
- High street shops/services **...and lots more.**

Priority Passport holders also receive:

- Discount off music school tuition in Kirklees Council schools

** correct at time of printing*

Terms and conditions:

The Kirklees Passport

- must always be shown to receive a discount
- can only be used by the cardholder and no one else
- is valid for 12 months or until the holder is no longer eligible
- remains the property of Kirklees Council and must be returned on demand
- will be invalid if defaced, or made illegible through damage

Kirklees Passport holders should note:

- It is an offence to use a Passport which does not belong to you or for which you are no longer eligible
- Please inform us if you change your address
- The additional free parking disc is only available to Kirklees Passport holders who are registered car owners and can show proof of this - you can only get one disc per card application
- Kirklees Council takes no responsibility for discounts, promotions or similar activities which are offered by other organisations.
- Kirklees Council accepts no liability for the discounted services, facilities, special promotions and goods provided within the Passport scheme by groups and organisations which are not part of Kirklees Council.

Application for a Kirklees Passport

Is this a renewal? Yes No

If you ticked "yes" when did your last Kirklees Passport expire?

Is this a completely new application? Yes No

Is it a replacement for a lost or stolen card? Yes No

Surname First name

Address

..... Postcode

Tel No Date of birth

Email Male Female

Please only enter email address if you are happy to receive any new information regarding the Kirklees Passport scheme.

We want to make sure Kirklees Council services are available to everyone. Please help us by ticking one of the boxes. You may, of course, leave this section blank.

White Black Caribbean Black African Black Other

Indian Pakistani Bangladeshi Chinese

Any other ethnic group

What benefit or allowance etc qualifies you for the Kirklees Passport? (you can name up to three)

1 2..... 3.....

Tick here if you wish to join the "+1" scheme? (this is only available to certain applicants - please see the information contained in this leaflet)

Is the benefit in your name? Yes No

If not, whose name is it in? Spouse/Partner Parent/Guardian

Office use ONLY	Where issued <i>Tick here if postal issue</i> <input type="checkbox"/>	Name up to three benefits (state DLA components if applicable)	Tick here if +1 issued DLA awarded until
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Tick which applies Own benefit <input type="checkbox"/> Spouse/partner's <input type="checkbox"/> Parent/Guardian's <input type="checkbox"/>	Proof seen and comments
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To enable us to improve the Passport Scheme please tell us what you will use your Kirklees Passport for (please note that some discounts are only available to Priority Passport holders)

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How did you hear about the Kirklees Passport?.....

Are you a car owner? Yes No

Office use only
 Car reg no:

Parking disc issued Yes No
 (for the extra free parking disc please show your vehicle registration document)

Are you a library member Yes No

Office use only KP no:	Issue date	Issued by	Amount Rec'd
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Data Protection Act 1998

The information you give us will be used by Kirklees Council Staff and partner organisations who work with us to administer the Passport scheme, to check your entitlements and to ensure that you receive the appropriate Passport. Partners in the Kirklees Passport scheme may contact us to check that you hold a valid Passport. We may use you details to inform you of any special offers etc. Your personal details will not be used for any other purpose. For more information please contact the Passport Co-ordinator on 01484 234056 or email kirkleesspassport@kirklees.gov.uk

I confirm that the information I have given is correct and agree to be bound by the terms and conditions stated in this leaflet. I confirm that my entitlement can be checked during the time I hold a Kirklees Passport.

Signed: Date:

If yours is a postal application or if someone is applying on your behalf please will you ALSO sign in this box so we can place your signature on your card