

# Norfolk County Council Application for Home to School Transport for children aged 5 – 16 years

September 2023 to July 2024

Please complete this form in **capital letters** and post it to:

Travel & Transport, Norfolk County Council, County Hall, Norwich, NR1 2DH

or scan to: [educationtransport@norfolk.gov.uk](mailto:educationtransport@norfolk.gov.uk)

You can also apply on-line or print another form at [www.norfolk.gov.uk/schooltransport](http://www.norfolk.gov.uk/schooltransport)

**You must use a separate form for each child**

## **A: Child details**

Surname:

First name:

Date of birth:

Address including postcode:

Daytime telephone number:

Email address for correspondence:

School for which transport is required:

Preferred bus or boarding point (if known):

Name of sibling attend same school:

## **B: Application on grounds of low income**

I receive Income Support, Income-based Jobseeker's Allowance, Employment and Support Allowance (Income Related), Guaranteed Pension Credit or Universal Credit and I attach a letter from the Department for Work and Pensions. **Yes / No (please circle)**

I receive the **maximum** level of Working Tax Credit (when reduction due to income is £0.00), or I receive Child Tax Credit but not Working Tax Credit as annual income (assessed by HM Revenue & Customs) does not exceed £16,190, and I attach my full tax credit award notice. **Yes / No (please circle)**

I receive one of the above benefits and my child is of secondary school age (11-16) and obtained a place on grounds of religion or belief. **Yes / No (please circle)**

**C: Discretionary travel scheme – for those not entitled to free transport**

If not entitled to free transport I wish to pay termly, if a spare seat is available **Yes / No (please circle)**

**D: Declaration**

**Please sign the declaration below and return to:**

Travel & Transport, Norfolk County Council, Floor 2, County Hall, Martineau Lane, Norwich, NR1 2DH

I declare that to the best of my knowledge and belief, the information I have given on this form is accurate and complete. I will notify the County Council of any changes and I accept the conditions explained in the information sheet. I understand that if I give false or misleading information action may be taken against me and I agree that the Council can make any enquiries to check the information I have given. I have read the Data Protection statement (below) and I consent to the information provided on this application being disclosed as described in the statement.

**Parent/guardian signature:**

**Date:**

(unsigned forms will be returned)

**Data Protection Act**

The information collected on this application form will be subject to the Data Protection Act 1998. Norfolk County Council will hold it for use in processing your application for travel assistance, procuring cost-effective transport and testing relevant systems. Data may also be passed to learning establishments and transport providers to assist with the planning and operation of journeys and to verify details. Data will be held for up to 6 years after the student has reached the statutory school leaving age (16) to comply with contract and audit requirements, after which time it will be securely destroyed.