



From April 2006

## Nexus Travelshops

Conveniently located in key Metro and bus concourse areas, Travelshops are open 6 days a week.

Buy tickets, check times, pick up leaflets and even book a short break; our friendly staff are always happy to help.

Nexus Travelshops can be found at:

- Central Station Metro station
- Gateshead Interchange
- Haymarket Metro station
- Heworth Interchange
- Four Lane Ends Interchange
- MetroCentre
- Monument Metro station
- North Shields Metro station
- Park Lane Interchange
- South Shields 34-36 Fowler Street

## Traveline

A national service which provides impartial planning information for all public transport services.

Large print and alternative formats are available on request **T: 0191 203 3333** or email **marketing@nexus.org.uk**

## Under 16 Card application form

For children living in Tyne and Wear



[www.nexus.org.uk](http://www.nexus.org.uk)



**traveline**  
public transport info  
**0870 608 2 608**  
north east  
minicom 0870 241 2216

## The Tyne and Wear Concessionary Travel Scheme for children

Children who live in Tyne and Wear and are aged 5 to 15 on the 31st August before the start of the current academic year are entitled to an Under 16 Card. This lets them travel in Tyne and Wear at concessionary child fares.

### The fares are:

Concessionary child single fare	40p
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Concessionary child Transfare	50p
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With an Under 16 Card, you can travel at the concessionary child fare until 19.00 Monday to Friday. You will also need it to pay the operator's commercial child fare at all other times.

## How to apply for your travel pass

All Under 16 Cards are issued by post.

You have a choice of how to apply for your pass - either by post or in a Travelshop. If you apply by post, please send us photocopies of your proof of age and address, not the originals (Nexus accepts no responsibility if original documents are sent).

Send your application to our Concessionary Travel Bureau (address overleaf).

Special envelopes addressed to Nexus are available in Nexus Travelshops for you to use to send your application to us.

However, if you choose to drop your application into a Travelshop, you can take originals of your proof of age and address. The Travelshop staff will check your documents and hand them straight back to you. They will then send your application to

our Concessionary Bureau for your pass to be issued. Most Travelshops also take passport photos for £2.50.

Your Under 16 Card will be posted out to you within 5 working days of us receiving your application. You will also be sent full details of how, where and when to use your new pass.

## What do I need to send you?

### You will need to send us the following:

Completed application form, signed by the child's parent or guardian.

A passport photo (please write the child's name on the back).

Proof of the child's age.

Proof that the child's permanent address is in Tyne and Wear.

A stamped self-addressed envelope.

The following documents are examples of what we can accept as proof (one for age, another for address)

### Proof of age

Passport or birth certificate

### Proof of address

Parent or guardian's council tax, gas, electricity or phone bill

### Proof of both age and address

Child Benefit Award letter (if you have lost this, contact the Child Benefit Helpline on **0845 302 1444**)

Medical card (can be only used as proof of address too if it's up to date)

## I've lost my pass - what do I do?

If you think you lost your pass while using public transport, please contact the appropriate operator. Call Traveline on **0870 608 2 608** if you are unsure which operator's service you were on.

If the operator has not found your pass, you will need to complete this application form. A replacement Under 16 Card costs £3.

### You will need to send us the following:

Completed application form, signed by the child's parent or guardian.

A stamped self-addressed envelope.

£3 (by cheque or postal order made payable to Nexus if applying by post, cash if via a Travelshop).

## The photo on my pass is from years ago - can I get it changed to a more recent one?

You can update the photo on your pass if you would like to. You will need to complete this application form. There is a £3 charge to update the photo on your pass.

### You will need to send us the following:

Completed application form, signed by the child's parent or guardian.

A passport photo (please write the child's name on the back).

A stamped self-addressed envelope.

£3 (by cheque or postal order made payable to Nexus if applying by post, cash if via a Travelshop).

## Where do I send my application to?

Either hand it in at any Nexus Travelshop or post it to us at -

### Concessionary Travel Bureau

Nexus

Nexus House

St James Boulevard

Newcastle upon Tyne

NE1 4AX

If you have any questions about applying for your pass, or the Concessionary Travel scheme, please call **0191 203 3434**.

## Conditions of use

- 1 Under 16 Cards remain the property of Nexus and will be withdrawn if misused.
- 2 Under 16 Cards are not transferable and can only be used by the person named and shown on the pass.
- 3 Under 16 Cards are only valid for travel when accompanied by a valid concessionary ticket.
- 4 Under 16 Cards can only be used for travel on specified local public transport services within Tyne and Wear.
- 5 Notwithstanding the above, the passholder is subject to the General Conditions of Carriage and passenger regulations of the participating operators

The Tyne and Wear Concessionary Travel scheme is financed by the Passenger Transport Authority and administered by Nexus in conjunction with your Local Authority.

<b>Have you provided</b>	✓	Staff use only
<b>If applying for first pass or photo update</b> A colour passport photo, with child's name written on the back		
<b>If applying for first pass</b> Proof of age - photocopy if posting, original if via a Travelshop		
<b>If applying for first pass</b> Proof of address - photocopy if posting, original if via a Travelshop		
<b>If applying for replacement pass or photo update</b> £3 cheque or postal order made payable to Nexus if posting, cash if via a Travelshop		
<b>All applicants</b> A stamped self-addressed envelope		

## Under 16 Card application form

### This application is for

<input type="checkbox"/>	for my first Under 16 Card
<input type="checkbox"/>	for a replacement Under 16 Card as the original has been lost or stolen
<input type="checkbox"/>	to update the photo on my existing Under 16 Card

Surname
Forename(s)
Date of birth
Address
Postcode
Telephone number
Renewals/replacements only existing pass number (if known)
First line of previous address

**As parent/guardian for the above named, I declare that the above details are correct and that he/she will use the Under 16 Card in accordance with the published conditions which I have read and understood.**

Name
Signature

### For office use only

Payment received by (Staff initials)
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### For office use only

Pass number (Staff initials)
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