

**STR5/V1 Retired Partner Privilege  
Ticket Authority Card  
Application**

Staff Travel, 1<sup>st</sup> Floor 14 Pier Walk, North Greenwich, London SE10 0ES





## Application for a PTAC for retired staff partner

A **Privilege Ticket Authority Card (PTAC)** gives 75% discount on equivalent pay as you go fares on Tube, DLR, London Overground, TfL Rail and National Rail services for leisure travel only.

You can apply for a PTAC for your partner if you were in service with London Transport (excluding staff employed by London Buses), London Regional Transport, or Docklands Light Railway since before 1 April 1996:

### How to apply

- Read the Conditions of Use overleaf
- Complete and sign the form, which confirms that you accept the Conditions of Use.

The form will not be processed if any information is missing or completed incorrectly.

Send the completed form to

Retired Staff Travel Services,  
1st Floor, 14 Pier Walk,  
North Greenwich, London, SE10 0ES

Your PTAC will be posted to your home

### Proof of address

You must provide proof of address for your nominee/partner to confirm they live with you. Once processed, the application form and proof of address will be securely destroyed

Any of the following are accepted as proof of address:

- UK Driving licence (Full and Provisional - photocard version only)
- Utility Bill - gas, electricity, water, telephone - dated within the last 3 months
- Current TV licence
- Bank/building society statement/letter - dated within the last 3 months
- Current council tax bill
- Benefits notification letter/Official notification letter from Department Work and Pensions - dated within the last 3 months
- HM Revenue & Customs letter - dated within the last 3 months
- Tenancy agreement - from Local Council or Housing Association - Dated within the last 3 months

Not accepted:

- Mobile phone bill
- Credit card/store card statement
- Unsolicited/junk mail
- Tenancy agreements from private landlords and agencies

We accept copies - we don't need to see the original documents.

## Privacy notice

Transport for London (TfL), its subsidiaries and service providers, will use your personal information for the purposes of customer services and administration, the provision of travel related information, customer research and fraud prevention. If you use your PTAC in connection with National Rail products or services, you will also be authorising TfL to share your personal information with relevant Train Operating Companies (TOCs) so that they can use it for the same purposes. Your personal information will be properly safeguarded and processed in accordance with the requirements of privacy and data protection legislation.

In certain circumstances, TfL and relevant TOCs may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention or detection of crime.

We will not use your data for marketing purposes

## Privilege Ticket Authority cards (PTACs) – Conditions of Use

1. PTACs can only be used by the person whose name and photo appears on it.
2. You must carry your PTAC at all times when travelling.
3. Your partner, as a former TfL employee, is responsible for all PTACs issued to you.
4. Any improper use of your PTAC, or any misconduct whilst travelling may result in your travel benefits being withdrawn. Disciplinary action may be taken and those involved may be prosecuted.
5. You may be charged a fee if you lose your PTAC. This travel benefit may be withdrawn if you lose your PTAC more than once. Contact Retired Staff Travel as soon as possible and fill in the lost and stolen form.
6. Priv rate travel is subject to exclusions and restrictions. Visit the TfL Retired Staff Travel pages for full details at <https://tfl.gov.uk/pensions/your-pension/staff-travel>
7. PTAC holders are subject to all rules, regulations and Conditions of Carriage applied by service operators.
8. All PTACs remain the property of TfL and may be cancelled, suspended or withdrawn at any time. If withdrawn, or they cease to be available on particular services, no compensation will be paid.

# Retired Partner Privilege Ticket Authority Card Application

Please complete this form and return it to:

TfL Staff Travel, Retired Travel Facilities, 1<sup>st</sup> Floor, 14 Pier Walk, North Greenwich,  
London SE10 0ES

Appropriate proof of address for the Nominee must be provided. A list of accepted proof is overleaf.  
The form cannot be processed if any information is missing or completed incorrectly.

## Part 1: Retired Employee Details (Please complete in using BLOCK CAPITALS)

Mr/Mrs/Ms/Miss First name \_\_\_\_\_ Surname \_\_\_\_\_  
(Please delete)

Retired Number R 

--	--	--	--	--

 Date of birth: 

D	D	M	M	Y	Y
---	---	---	---	---	---

  
(As shown on Retired Photocard)

Home Address \_\_\_\_\_

Postcode \_\_\_\_\_

## Part 2: Partner Details

Mr/Mrs/Ms/Miss First name \_\_\_\_\_ Surname \_\_\_\_\_  
(Please delete)

Date of birth: 

D	D	M	M	Y	Y
---	---	---	---	---	---

**PARTNER**

Please attach a full faced passport style\* photograph of your partner

*Do not use paperclips!*

Partner to sign **within** the box below (in BLACK ink)

**The photograph must be clear, no hats or sunglasses. Photographs that are not full faced or obscured will not be accepted.**

I confirm that my Partner, named above, lives permanently with me at my address, and that the attached photograph is a true likeness. I also understand that:-

- if my Partner and I cease to live together at the same address, the eligibility to retain the Privilege Ticket Authority Card ceases immediately. It is then my responsibility to return the Privilege Ticket Authority Card to Staff Travel, Retired Travel Facilities, 1<sup>st</sup> Floor 14 Pier Walk, North Greenwich, London SE10 0ES for cancellation, failure to do so may lead to the withdrawal of this travel facility
- the recording of any false information on this application may lead to prosecution and the withdrawal of this travel facility

Retired Employee's signature \_\_\_\_\_

Date \_\_\_\_\_

## Accepted proofs of address

You must provide proof of address for your nominee/partner to confirm they live with you. Once processed, the application form and proof of address will be securely destroyed

Any of the following are accepted as proof of address:

- UK Driving licence (Full and Provisional - photocard version only)
- Utility Bill - gas, electricity, water, telephone - dated within the last 3 months
- Current TV licence
- Bank/building society statement/letter - dated within the last 3 months
- Current council tax bill
- Benefits notification letter/Official notification letter from Department Work and Pensions - dated within the last 3 months
- HM Revenue & Customs letter - dated within the last 3 months
- Tenancy agreement - from Local Council or Housing Association - Dated within the last 3 months

### **Not accepted:**

- Mobile phone bill
- Credit card/store card statement
- Unsolicited/junk mail
- Tenancy agreements from private landlords and agencies

All Partner PTAC applications must now be submitted with proof of address for the partner to confirm they live with the employee.

We do not require the original documents; copies will suffice.