

**STR6/V1 Retired Dependent Child
aged 16 and over Privilege
Ticket Authority Card
application form**

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



Application for a PTAC for dependent children of retired staff aged 16 and over

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 dependent children 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.
- provide a letter on official headed paper from their school, college or university confirming that your child is enrolled. The letter must also include the date that the course ends. Note: Finance and loan confirmations are not accepted as proof of enrolment

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

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. Your child must carry their PTAC at all times when travelling.
3. You, as a former TfL employee, is responsible for all PTACs issued to your dependent children.
4. Any improper use of your child's 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 your child loses their 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 Dependent Child aged 16 and over Privilege Ticket Authority Card declaration form

The form must be completed and returned to:

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

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**

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(As shown on Retired Photocard)

Home Address _____

Postcode _____

Part 2: Child's eligibility details (please complete using **BLOCK CAPITALS**– please complete **all** parts or put a **cross** through sections that are not relevant)

A letter on official headed paper must be provided from the School, College or University confirming that the child is attending and the date the course ends. This must be dated for the current term applicable. Note: Finance and loan confirmations are not acceptable.

First name	Surname	Date of birth	Gender <small>Please Delete</small>
		/ /	Male/Female

School / College / University attended :-

Name of school _____

Address _____

Employment details (if working) :-

Employer's name _____	
Address _____	
	Phone number _____
	Gross weekly income £ _____

Other income (please provide weekly amounts) :-	£
Unemployment benefit	
Supplementary benefit	
Any other benefit (please specify)	

Disability Benefits (please provide weekly amounts) :-	£
Incapacity benefit	
Disability Living Allowance	
Invalid Care Allowance	
Severe Disablement Allowance	
Any other benefit (please specify)	

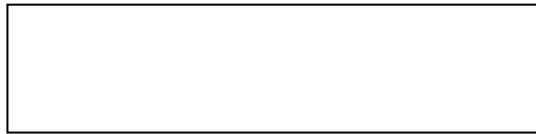
Part 3: Child's photograph & signature

Child

Please attach a full
faced passport sized
photograph of the
child

Do not use paperclips

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



**The photograph must be Passport style/sized and
clear with no hats or sunglasses. Photographs
that are not full faced or clear will not be accepted.**

Part 4: Retired Employee's/Widowed Dependant's confirmation

- The child must be dependent upon the employee, unmarried and living at the same address as the parent/s to be eligible for a Child Dependant PTAC. Periods spent away from the parent/s home address whilst in full-time education or on an apprenticeship are acceptable.
- I confirm that the child named above in Part 2: is eligible to receive a Child Dependant PTAC and that the attached photograph in Part 3: is a true likeness
- I understand that I am solely responsible for the proper use of this card and that any false information given may lead to the withdrawal of travel facilities
- If at any time the above named child ceases to be eligible for these travel facilities I will return the Child Dependant PTAC immediately to TfL Staff Travel
- The Dependant PTAC may be retained in the period between leaving full-time education and obtaining full-time employment for leisure and educational purposes ONLY. It is not valid for the purchase of privilege rate tickets for travel to job interviews.

Retired Employee's/Widowed Dependant's Signature _____ Date _____