



Dear Parents/ Carers,

As part of enrichment sessions, your young person may have the opportunity to go offsite for certain activities. The staff and learners often use public transport to travel which is an excellent opportunity to build life skills.

An All-Day Concessionary Travel Pass, offering free or subsidised travel, is sometimes available from your local authority and must be applied for directly from the council (see guidance below). Some of our learners have bus passes which are due to expire and some may be applying for the first time. Please note, not all students may be eligible.

If you have previously had a Concessionary Travel Pass you can renew it here → [Renew or replace a CT Pass | nexus.org.uk](https://nexus.org.uk)

Under 18's (Age 5-17 Disabled Children)

To apply for a bus pass for disabled children aged 5 to 17 years old, you will need to provide proof of your child's eligibility. You can do this by emailing Travel.Training@southtyneside.gov.uk or visiting South Shields Town Hall. You will need to provide proof of your address (a utility bill, council tax letter or an official government letter) and one of the following:

- proof of your child's/ young persons EHCP
- letter of diagnosis
- proof that your child gets higher rate for the mobility part of Disability Living Allowance.

A member of staff will check to see whether your child is eligible. If they are eligible for a pass, you will be given an eligibility form which you will need to upload to an online Nexus form → [Apply for a new CT Pass | nexus.org.uk](https://nexus.org.uk)

Over 18's (Disabled Adults)

Please complete the attached application form and return it to → Business.SupportASC-Adults@southtyneside.gov.uk.

Or visit the reception to deliver by hand:
FAO: Adult Social Care Business Support
South Tyneside Council,
South Shields Town Hall,
Westoe Road,
NE33 2RL



If you are approved, you'll then need to upload this to the Nexus form → [Apply for a new CT Pass | nexus.org.uk](#)

There may also be an option for travel training to be included for your young person. Please enquire directly with the provider if this is something you are interested in.

Kind regards,

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