



The London Taxicard Scheme provides subsidised transport in taxis and private hire vehicles (mini-cabs) for people who have serious mobility or visual impairments and who find it very difficult or impossible to use mainstream public transport such as buses and tubes. Taxicard is for long term disabilities, not for short term problems such as broken legs etc.

If you think you may qualify, please read the following guidance notes carefully to assist you with the completion of the application form. It is important that all relevant sections are fully completed to ensure that your application can be dealt with quickly. All questions are compulsory unless specified.

Failure to complete the application form fully or to provide proofs of identity, eligibility, photographs etc may lead to your application being rejected and the form being returned to you. This will result in delays to the application process and you will incur additional postage costs.

Please try as far as possible to keep your answers within the boxes provided as this makes it easier to process your application.

Section 1 - Personal details

Where there are boxes on the form, for instance Female and Male, place a tick in the relevant box.

- Print all text in black ink and in capital letters.
- Enter your full name, address and postcode.
- You must live in one of the 33 London local authorities to be eligible for the scheme. These are:

Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith & Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Kingston Upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond Upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster.

- It is helpful to give a mobile phone number and e-mail address as well as a land line number to enable London Councils and Computer Cab to contact you when necessary.
- It is useful to have your National Insurance number, but this is not compulsory.

Section 2 – Photograph

You must enclose one passport sized photograph taken within the last 12 months. This must be a good quality picture of your head and shoulders. Your face should be uncovered and you should not wear sunglasses unless these are worn all the time. Your application form will be returned to you if you do not enclose a suitable photograph.

Section 3 – Automatic qualification

If you are in one of the categories 1-3 below you will automatically qualify and you do not need to get your GP to sign this form.

1. Higher Rate Mobility Component of the Disability Living Allowance

You must enclose a photocopy of your entitlement letter from the Department for Work and Pensions (DWP), dated within the last 12 months. If you cannot produce the letter you can obtain a replacement from the DWP on 08457 123456 or www.dwp.gov.uk

2. Registered Severely Visually Impaired or Blind

You must enclose a photocopy of your evidence of registration with your local authority - Certificate of Visual Impairment (CVI) – or your BD8. Evidence of registration may be obtained from your local council.

3. War Pension Mobility Supplement

You must enclose a photocopy of your entitlement letter from the Service Personnel and Veterans Agency. If you cannot produce the letter, you can obtain a replacement from the Service Personnel and Veterans Agency on 0800 169 2277 or www.veterans-uk.info

4. Higher Rate Attendance Allowance of the Disability Living Allowance

You must enclose a photocopy of your entitlement letter from the Department for Work and Pensions (DWP), dated within the last 12 months. If you cannot produce the letter you can obtain a replacement from the DWP on 08457 123456 or www.dwp.gov.uk

- You will only qualify automatically for the scheme if you receive the Higher Rate Attendance Allowance if you live in Hackney. It is not automatic if you live in any other borough and you have to complete section 4 and get it signed and stamped by your doctor.

5. Moving Around Activity of Mobility Component of PIP (Personal Independence Payment)

You must enclose a photocopy of your entitlement letter from the Department for Work and Pensions (DWP), dated within the last 12 months. If you cannot produce the letter you can obtain a replacement from the DWP on 0845 850 3322 or www.dwp.gov.uk

- You will only qualify automatically for the scheme if you receive 8 points or more under the mobility component for PIP.

If your form is received without accompanying documentary evidence it will be returned to you.

Section 4 – Doctor’s confirmation

If section 3 does not apply, you have to get your GP to sign and stamp this section. Your GP has to confirm you have a long term disability or mobility problem and explain why it makes it difficult for you to use mainstream public transport.

Your application cannot be accepted if your GP does not sign and stamp this section if you do not meet the automatic qualification criteria in section 3.

Section 5 – Other information

- You need to answer these questions either ‘Yes’ or ‘No’ by placing a tick in the relevant box. Some boroughs have different journey entitlements depending on what other benefits you receive.
- If you have a Blue Badge you should enter the Badge serial number as some boroughs wish to cross reference this.
- It is helpful for our records to know how you heard about the London Taxicard Scheme.

Section 6 – Ethnic origin

London Councils and the London local authorities consider all applications fairly, regardless of applicants’ gender, race, colour or religion. By monitoring the ethnicity of our service users, we can identify whether we are providing equal access to all groups of people. All information will be kept confidential in accordance with the Data Protection Act 1998.

Section 7 – Data protection

- London Councils or your local authority may wish to contact you to consult you about your views, or provide information about other services or initiatives. Please indicate if you are happy for them to do this. All information will be kept confidential in accordance with the Data Protection Act 1998.
- Even if you say no, London Councils or your local authority will retain the right to write to you with any important information you will need to know about your membership of the scheme.

Section 8 – Proof of identity and residence

You must provide one of the proofs of identity and residence from the list on the application form. Your application form cannot be processed without this and will be returned to you. You should provide copies not originals of these documents.

N.B. Please do not send original documents as these cannot be returned to you.

Section 9 – Declaration of consent

You must sign and date the form or have it signed and dated by someone else on your behalf if you are unable to sign it yourself.

N.B Applications cannot be accepted if they are unsigned and will be returned to you.

Taxicard terms and conditions of use:

Please note you must not:

- Allow anyone else to use your Taxicard
- Use anyone else's Taxicard
- Use the scheme to send packages (or have anything delivered) unless you accompany them
- Make journeys to and from work if you are receiving payment from the Employment Services Agency's assistance with taxi fares to work scheme
- Allow the card to be swiped other than at the start or end of your journey

Your journey must either start or finish within the area covered by the 33 London councils.

Any abuse of the rules of the scheme may lead to your Taxicard being withdrawn.