

Full details of acceptable documentary evidence are as follows:

Proof of residency in Aberdeen City

- Council Tax bill (current financial year)
- Utility bill (e.g. gas, electric, or land line phone bill – within last 3 months)
- Bank statement (within last 3 months)
- Television licence
- Letter from residential card home
- Letter from Aberdeen City council showing your name and address

Please note: When providing the above evidence, it must state your name and address.

Proof of age

- Birth certificate
- Passport
- Photo driving licence
- Attendance Allowance award letter

Proof of Disability

- Anyone with epilepsy who has had a seizure within the past 12 months and: does not hold a current driving licence (license refused or revoked on medical grounds), or, has never had a driving licence, and, would be refused a driving licence on medical grounds if they applied for one.
Evidence – Completed Transport Scotland form NCT003. This must be completed by your hospital consultant confirming you meet the criteria and is available from any of the offices stated above or by calling the Accord office (0845 3452789).
- In receipt of higher rate of the mobility component of the disability living allowance.
Evidence - The original award letter from DWP or confirmation of award on form DBD 384 stating that the applicant is in receipt of higher rate of the mobility component of DLA. The award date must not have expired.
- In receipt of the higher or middle rate of the care component of the disability living allowance.
Evidence - the original award letter DWP or confirmation of award on form DBD 384 stating that the applicant is in receipt of higher or middle rate of the care component of DLA. The award date should not have expired.
- In receipt of the standard or enhanced rate of the mobility component for Personal Independence Payment (PIP).
Evidence - Personal Independence Payment (PIP) award letter dated within the last 12 months confirming receipt of the standard or enhanced rate of the mobility component.
- In receipt of the standard or enhanced rate of the living component for Personal Independence Payment (PIP).
Evidence - Personal Independence Payment (PIP) award letter dated within the last 12 months confirming receipt of the standard or enhanced rate of the daily living component.

- In receipt of a mobility supplement under article 26A of the Naval, Military and Air Forces etc. (Disablement and Death) Service Pensions Order 1983 including such a supplement by virtue of any scheme or order under article 25A of the Personal Injuries (Civilians) Scheme 1983.
Evidence - an award letter or letter of confirmation from the Veterans Agency stating that the applicant is in receipt of the mobility supplement of the Naval, Military and Air Forces (Disablement and Death) Service Pension.
- Your vehicle is licensed in the 'disabled' taxation class.
Evidence - either the V11 vehicle licensing reminder from DVLA showing the 'disabled' taxation class; or form DLA 404 from DWP confirming receipt of higher rate mobility component of disability living allowance.
- You have a disabled person's parking badge issued in accordance with the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 – also commonly known as a Blue Badge.
Evidence – you should produce your Blue Badge which should confirm your name.
- If you have been certified as blind or partially sighted and in consequence are registered as blind or partially sighted in a register maintained by or on behalf of a council constituted under the Local Government (Scotland) Act 1994 – i.e. the Grampian Society for the Blind
Evidence – registrations certificate from the Blind Society confirming you are registered as blind or partially sighted.
- If you have been refused a driving licence, or had your licence revoked, as you would fail to meet the eyesight standard as defined in section 96(1) of the Road Traffic Act 1988.
Evidence – correspondence from the Drivers Medical Branch at DVLA, letter numbers D206, D235, D220 or NS57 stating that you have failed to meet the required eyesight standards as defined in Section 96(1) or the Road Traffic Act 1988.
- If you are profoundly deaf (95+ dBHLs) or severely deaf (70 -94 dBHLs) you will be eligible to enter the Scotland-wide Free Bus Scheme.
Evidence - An Audiologist Written Report stating you are profoundly or severely Deaf or confirmation of registration as Profoundly Deaf or Severely Deaf with a Society for the Deaf.)
- Individuals who have made applications for a first provisional licence; to renew an expired licence; or for a duplicate or exchange licence and declared a medical condition, or,
Individuals who currently hold a driving licence and notify the DVLA of a change in their health, and, in both cases, subsequent medical investigations confirm that they are unable to meet the fitness standards required to drive and they have their applications refused or their licenses revoked.
Evidence – Refusal of application letter or notification of your driving licence being revoked from DVLA (reference number D206, D235, D220 and NS57) Note: Persons who have had their driving licence refused or revoked for persistent misuse of drugs and /or alcohol are excluded from applying under this category.
- If you are under the legal age to apply for a licence, but if you did apply for a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, would have your licence application refused pursuant to section 92 of that Act (physical fitness) otherwise than on the grounds of persistent misuse of drugs or alcohol.
Evidence – confirmation of medical condition and inability to meet the fitness standards required to hold a UK driving licence, from your General Practitioner.

- You may also qualify if your ability to travel is impaired by a mental disorder which has persisted for more than a year and you are required to travel to keep health or social care appointments or participate in activities as part of a treatment, care or rehabilitation programme

Evidence - You must produce a fully completed Transport Scotland NCT002

Certificate, available from us, completed by a Qualified Professional (as detailed below) and demonstrating that your ability to travel is impaired by your condition.

Persons who cannot demonstrate that they need to travel as described above this will not be eligible under this category even if they are covered by the definition of the Mental Health (Care and Treatment) (Scotland) Act 2003.

NOTE: A Qualified Professional for the purpose of this category is: Psychiatrist; Community Psychiatric Nurse; Educational Psychologist; Head Teacher of a Special Needs School; Occupational Therapist; Mental Health Officer; Social Care Manager.

- If you are diagnosed as terminally ill or with a progressive degenerative condition in so far as such condition severely impedes your mobility and ability to carry out day to day activities may also qualify for free bus travel.

Evidence - Depending on your needs arising from the condition, people in this category may be in receipt of higher rate of the mobility component of the disability living allowance or the higher or middle rate of the care component of the disability living allowance. Alternatively they should have a copy of a DS1500 report or Hospice admittance letter confirming their condition and admittance to that Hospice registered on a Scottish Hospice Register.

- If you have lost one of the following: one or both lower limbs, one lower limb and one upper limb or both upper limbs.

Evidence – higher rate of the mobility component of the disability living allowance or the higher or middle rate of the care component of the disability living allowance.

Alternatively written confirmation from the prosthetics clinic/centre, physiotherapist, and rehabilitation centre would also be suitable evidence.