

Judy Jones
Senior Operations Officer
Tel: 020 8831 6097
Fax: 020 8831 6099
judy.jones@richmond.gov.uk
Accessible Transport unit

Date as postmark

Dear Sir or Madam

APPLICATION FOR THE RICHMOND UPON THAMES VOUCHER SCHEME

Enclosed is an application pack for the Voucher Scheme.

Please read the application form carefully and follow the instructions given. If anything is left out we may have to return your form and this will delay your application. If you want to write in more detail about your disability or illness, please enclose a separate sheet. You can also include information from your GP or specialist if you feel this will be useful.

The following items are enclosed with this letter:

- Application Form (blue)
- Information about eligibility for the scheme (peach).
- Information about the scheme (green)
- A check list to help you complete and send off your application (yellow).
- A guide to the assessment and appeals procedure for the Voucher Scheme
- Ethnic Monitoring Form
- Personal Information Policy
- Communication Information

When you have completed your application, please return with all the necessary documentation needed to:

The Accessible Transport Unit - Voucher Scheme Section
4 Waldegrave Road, Teddington TW11 8HT

If you have any queries concerning your application please contact a member of staff from the Accessible Transport Unit (ATU) on 020 8831 6094/6097.

Yours sincerely

Judy Jones
Senior Operations Officer