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Accessible Transport Unit

Date as postmark

Dear Applicant

LONDON TAXICARD SCHEME

Enclosed is an application pack for the London Taxicard Scheme.

Please read the information 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 (yellow)
- Information about eligibility for the scheme (blue).
- Information about the scheme (green)
- A check list to help you complete and send off your application (pink).
- A guide to the assessment and appeals procedure for the Taxicard Scheme
- Personal Information Policy
- Communication Information

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

The Accessible Transport Unit
Taxicard Scheme
4 Waldegrave Road
Teddington
TW11 8HT

When we receive your completed forms you will be assessed for membership, and notified within 28 days of the decision.

If your application is approved your form will then be sent to the Association of London Government (ALG) who administer the scheme for the London boroughs, this normally takes approximately 1 week, and they will send you the following items:

- your taxicard with unique membership number
- your photocard
- an explanatory booklet on how to use the service, please take the time to read this before using your card for the first time, so that you understand exactly how the scheme works, and to ensure you are able to make full use of the service.

If you have any queries concerning your application please contact a member of staff from the Accessible Transport Unit (ATU) on 020 8831 6094/6312.

Yours sincerely

Kelly Stock
Senior Operations Officer