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Accessible Transport Unit

Date as postmark

Dear Sir or Madam

SUPER SHOPPER BUS

We received your enquiry for membership onto the Super Shopper bus scheme that provides transport to two superstores:

SAINSBURYS, LOWER RICHMOND ROAD, RICHMOND
alternate MONDAYS

TESCO, MOGDEN LANE, ISLEWORTH
alternate WEDNESDAYS

The scheme runs on an annual basis from 1 September to 31 August the following year. Members on the scheme are assessed annually for eligibility onto the scheme.

The scheme is aimed at offering transport to residents of the borough who intend going shopping once a fortnight on a regular basis. In order to make maximum use of space on the vehicle, occasional cancellations are acceptable, however members with regular cancellations would be placed on a reserve waiting list and those with long term cancellations would have their membership cancelled.

The following documents are enclosed:

- About the Scheme - information about the scheme.
- Application form - to be completed and returned for assessment.
- Appeals Procedure - explanatory document regarding appeals.
- Personal Information Policy - explanatory document regarding data protection.

We will contact you with the outcome of your application.
Please send completed application form to: **Accessible Transport Unit
4 Waldegrave Road, Teddington TW11 8HT**

Yours faithfully

Judy Jones
Senior Operations Officer