

Application for Discounted Air Travel Scheme for residents of the eligible areas within the Highlands and Islands

BEFORE YOU START TO COMPLETE THIS FORM, PLEASE READ THE INSTRUCTIONS ON PAGE 3. IF YOU REQUIRE HELP COMPLETING THIS FORM THEN YOU SHOULD CONTACT THE SCHEME ADMINISTRATOR.

Part 1: Known Personal Details

Part 2: Known Personal Details
 If Part 1 is filled in, check that the information is correct and complete. If it is not, only fill in the boxes in Part 2 to amend the information in Part 1 or add missing information. If Part 1 is blank complete Part 2 in full. Use black ink and write in BLOCK CAPITALS.

EVERY PERSON WHOSE MAIN RESIDENCE IS THE LISTED ADDRESS SHOULD BE LISTED BELOW

Address

House Number/Name

Street

Town/City

Postcode

Persons resident at above address and are 16 years of age or over

Mr Mrs Miss Ms

First Name Middle Initial(s)

Surname Responsible Adult

Date of Birth

Mr Mrs Miss Ms

First Name Middle Initial(s)

Surname Responsible Adult

Date of Birth

Mr Mrs Miss Ms

First Name Middle Initial(s)

Surname Responsible Adult

Date of Birth

Mr Mrs Miss Ms

First Name Middle Initial(s)

Surname Responsible Adult

Date of Birth

*** YOUNG PERSONS IN THE HOUSEHOLD UNDER 16 YEARS OLD WILL BE INCLUDED ON THE CARD HELD BY THE RESPONSIBLE ADULT(S). YOU SHOULD INDICATE IN THE BOX PROVIDED WHO IS/ARE THE RESPONSIBLE ADULT(S). (Part 2 continued over)**

Part 2: Known Personal Details (continued)

Children (under the age of 16 may be included on the pass of the nominated parent, carer or guardian. Please provide details of any children to be included.

CHILD 1	Gender	Male	<input checked="" type="checkbox"/>	Female	<input checked="" type="checkbox"/>		
First Name	<input type="text"/>					Date of Birth	
Surname	<input type="text"/>					<input type="text"/>	<input type="text"/>
CHILD 2	Gender	Male	<input checked="" type="checkbox"/>	Female	<input checked="" type="checkbox"/>		
First Name	<input type="text"/>					Date of Birth	
Surname	<input type="text"/>					<input type="text"/>	<input type="text"/>
CHILD 3	Gender	Male	<input checked="" type="checkbox"/>	Female	<input checked="" type="checkbox"/>		
First Name	<input type="text"/>					Date of Birth	
Surname	<input type="text"/>					<input type="text"/>	<input type="text"/>
CHILD 4	Gender	Male	<input checked="" type="checkbox"/>	Female	<input checked="" type="checkbox"/>		
First Name	<input type="text"/>					Date of Birth	
Surname	<input type="text"/>					<input type="text"/>	<input type="text"/>

Part 3: Your signature

I agree to the processing of my personal details to the extent necessary for the administration of the Discounted Air Travel Scheme.

I agree that I meet the criteria set out in the scheme description and that I am eligible to apply for access to discounted air travel. I confirm that the details as stated above are to the best of my knowledge correct and I undertake to advise you if my circumstances change during my participation in the scheme.

<input checked="" type="checkbox"/> Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

FOR OFFICIAL USE ONLY

Part 4: Confirmation of eligibility. Mark (where appropriate).

(Signature & Date) or
Authorised Stamp

Application for Discounted Air Travel Scheme for residents of the eligible areas within the Highlands and Islands

APPLICATION PROCESS

If you believe that you are eligible for the scheme and would like to apply for a resident's Air Discount Scheme (ADS) Card then complete and return this form in the reply envelope provided.

Once you have applied and your application is validated, your resident's Air Discount Scheme (ADS) Card will be sent to you together with advice on how and when you will be able to purchase discounted tickets for travel. For details of how to purchase discounted tickets please see enclosed leaflet. Applications can be made at any time and forms will also be available from various outlets including: HIAL airports, Post Offices and Council Offices.

INSTRUCTIONS

Part 1: Please make sure that the details printed here are correct.

If some of your details are not correct, or are missing, then you should make the corrections or additions in Part 2 before completing Parts 3 and 4.

Part 2: If your details are not printed in Part 1 then you need to complete this part in full.

- Mark an **X** in the appropriate boxes for your Title and Gender.
- Write your First Name, Middle Initial(s), Surname and Date of Birth (DD/MM/YYYY) in the spaces provided.
- Write your House Number/Name, Street, Town/City and Postcode in the spaces provided.

We also ask you to provide names for persons resident at the same address and are under the age of 16 years old. Persons of that age will be included in the card of the nominated parent, carer or guardian. Please complete in full. The same persons may be included in the Card of up to 2 adults. Please indicate your request in the spaces provided on page 1. Should you need more spaces than that provided in section 2, please continue on a separate piece of paper, giving the same details requested in the appropriate sections of the form.

- Mark an **X** in the appropriate boxes for Gender.
- Write child's First Name, Middle Initial(s), Surname and Date of Birth (DD/MM/YYYY) in the spaces provided.

Part 3: This is where we ask for your consent to use your data. Section 3 headed Information on Data Sharing and Data Protection explains why we are asking for your consent.

This is where the form must be signed and dated by all persons 16 years of age and over that are applying to participate in the scheme.

INFORMATION ON DATA SHARING AND DATA PROTECTION

Once your application form has been processed, you will be given a resident's Air Discount Scheme (ADS) Card.

The Air Discount Scheme (ADS) Card will enable you to travel using air tickets purchased with a resident's discount on eligible air services from May 2006.

In Part 3 of this form you gave your permission to use your personal details.

Your new ADS Card can be given a reference number which is unique to yourself.

The ADS Card and the entitlements offered are administered by the Scottish Executive and appointed administrators. Under the terms of the Data Protection Act 1998 ('the Act'), we are required to provide you, the data subject, with details of the data controller and purposes for which we will be/are processing your data.

The data controller of your personal details will be the Scottish Executive. We will only use the information you have provided to process your application for residents' air fare discount. If you have any queries relating to data protection these should be addressed in writing to the Scottish Executive Data Protection Officer.

As data subject, you have a number of rights under the Act in relation to the data which is processed about you. One of these rights is a subject access right. This means that you have the right to a copy of the data which is processed about you which is held in our systems. If you want to exercise your rights of subject access, you are required to send a request in writing to the Data Protection Officer. A charge may be made for this information and the Data Protection Officer will be able to give you the details.

To apply for an Air Discount Scheme card you will need to send us a completed application form with proof of residence.

Proof of residence:

Originals or photocopies are accepted. These documents will not be returned.

They must show the current name and address of the applicant and may be any two of the following:

- Recent utility bill (within the last three months) – gas, electricity, water or telephone;
- Council or housing association rent book;
- A valid flat or house contents insurance policy;
- Benefits or pension book;
- Current Council Tax bill;
- Tenancy agreement;
- Recent bank or building society statement (within the last three months)
- Driving Licence

If you have any questions then you should contact the appointed administrators of the scheme at: Air Discount Scheme, PO Box 5715, Inverness IV1 9AS or at: airdiscountscheme.com

Unique Form Number

Date form completed