

**STR8/V1 Oyster privilege discount  
application form – retired staff**

Staff Travel, 1<sup>st</sup> Floor 14 Pier Walk, North Greenwich, London SE10 0ES



If you have a Retired Privilege Ticket Authority Card (PTAC), you can use priv-rate pay as you go for your leisure journeys on London Underground, DLR, London Overground, TfL Rail and (where permitted) National Rail. Partners and dependent children with PTACs can also use priv-rate pay as you go.

### **How to apply**

You must complete the application form attached (one form per applicant)

- Read the terms and conditions and the Privacy Notice
- Complete and sign the form, which confirms that you accept the terms and conditions
- Send it to:  
Staff Travel,  
Floor 1B2  
14 Pier Walk  
North Greenwich  
London SE10 0ES

Staff travel will authorise the form and post it back to you at home.

### **If you, your partner or dependant child already has an Oyster card or Oyster photocard:**

Take your completed, authorised application form to any Tube station with your PTAC and ask a member of staff to set the privilege discount on your Oyster (photo) card

### **If you or your partner do not have an Oyster card:**

You will need to get one and get the priv discount set as above

### **If one of your dependent children is aged under 18 and doesn't have a Oyster photocard, you should:**

- Apply for a Zip Oyster card at [www.tfl.gov.uk/photocard](http://www.tfl.gov.uk/photocard)
- Once you have received the Zip Oyster photocard, you can get the priv discount set on it
- Take the completed, authorised application form with the PTAC and Zip Oyster photocard to a Tube station and ask a member of staff to set the discount on it

### **Further information**

- If you are applying on your partner's or dependant child's behalf you must also show your PTAC or Staff Oyster card to station staff as proof of identity
- Once you have the priv discount set on your Oyster card/Oyster photocard , you can add pay as you go credit at any Oyster outlet, including online
- Your privilege discount will expire when your PTAC expires
- When you get a new PTAC, take it and your Oyster card/Oyster photocard to a Tube station and ask a member of staff to reset the discount
- Do not use this form to update your personal Oyster card details. To update your details sign into your online account or call TfL Customer Services in 0343 222 1234
- If you have more than one Oyster card, you must keep them separate to ensure that the card you want to pay with is read by the reader.
- You cannot set privilege discount on or use pay as you go with a Freedom Pass, a Retired Staff Pass or Retired Nominee Pass.

If you need help, contact Staff Travel on 0800 0155 073 (Auto 1727) Mon to Fri (excluding bank holidays) 08:30-17:30.

## Terms and Conditions

- All Oyster cards and Oyster photocard are the property of Transport for London (TfL). They are issued in accordance with TfL's Conditions of Carriage. Visit [tfl.gov.uk/terms](http://tfl.gov.uk/terms)
- All PTACs are the property of TfL and are issued in accordance with the PTAC Conditions of Use which are available from Staff Travel
- Any breach of these Terms and Conditions and the PTAC Conditions of Use may result in the withdrawal of your Oyster card, Oyster Photocard and PTAC. Those involved may be liable for prosecution and the associated employee may also be liable to disciplinary action. TfL reserves the right to refuse any application
- The application form must be verified and authorised by Staff Travel
- Either the applicant or the retired employee named on the form must be present when the application form is submitted at a London Underground station
- Normal Oyster card deposit rules apply
- You can only use your Oyster card with privilege discount for leisure purposes. You **must** get another Oyster card or other ticket to travel at the appropriate rate for journeys to and from work. You must keep the Oyster cards separate, or they will not work on the card readers
- If you have been issued with a restricted PTAC endorsed LU, you can only use priv-rate pay as you go on London Underground, Docklands Light Railway, London Overground and TfL Rail. You cannot use your privilege rate pay as you go on any National Rail service
- If you are a holder of an 'All Rail' PTAC which is also valid for travel on National Rail, you can also use priv-rate pay as you go on any National Rail service where pay as you go is valid
- You must carry both your Oyster card, or Oyster Photocard and PTAC with you when travelling and show it when asked to do so
- You must have completed an Oyster registration form before your Privilege discount can be set on your Oyster card
- An Oyster card with a valid privilege discount can only be used by the applicant and is not transferable. Oyster Photocards are not transferable at any time
- The privilege discount will expire on the same date as your PTAC
- If your PTAC is lost or stolen, you must not use your Oyster card or Oyster Photocard for privilege rate rail travel until you receive a replacement
- If your PTAC is replaced or is reissued, you must have the privilege discount on your Oyster card or Oyster Photocard updated at any London Underground station. You do not need to complete a further application form, when doing this
- If you lose your Oyster card, you must notify the Oyster helpline on 0343 222 1234 or visit [tfl.gov.uk/oyster](http://tfl.gov.uk/oyster)

## Privacy Notice

1. Transport for London (TfL), its subsidiaries and service providers, will use your personal information for the purposes of customer services and administration, the provision of travel related information, customer research and fraud prevention. If you use your Oyster card in connection with National Rail products or services, you will also be authorising TfL to share your personal information with relevant Train Operating Companies so that they can use it for the same purposes. Your personal information will be properly safeguarded and processed in accordance with the requirements of privacy and data protection legislation.
2. In certain circumstances, TfL and relevant TOCs may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention or detection of crime.
3. If you are under 16 your parent/guardian can also contact us and will be given the same information as we would give to you.
4. We will not use your data for marketing purposes.
5. Where a PTAC has been issued for leisure purposes or use on London Underground, DLR, London Overground and TfL Rail services only, TfL and its agents will monitor usage of the associated Oyster card to ensure that the Terms and Conditions under which the PTAC and associated Oyster card were issued, are being complied with. If the Terms and Conditions are being breached, this may result in disciplinary action or the withdrawal of privilege facilities.

## Oyster privilege discount application form – Retired Staff

**All sections must be completed in block capitals and in black or blue ink**

### Section 1: Applicant details

I am applying as an  Retired Employee  Partner  Dependant

(Mark X in one box only)

Title  Mr  Mrs  Miss  Ms  Other

First Name

Middle Initial(s)

Surname/Family name

House number/Name

Street

Town

Postcode

Email address

Oyster card password

(no spaces) Only supply a password if you do not have a registered Oyster card or Oyster photocard

**Please complete the following if this application is for a partner or a dependant**

Title of associated employee  Mr  Mrs  Miss  Ms  Other

First name of associated employee

Surname/Family name of associated employee\*

**Please complete the following for all applications**

Retired employee company

Retired employee number

### Section 2: Authorisation by Staff Travel

Authorised by (name)

Authorising Signature

### Section 3: Declaration

I, the undersigned, have read and understood the provisions of this form for the applicant named in Section 1.

I agree to the Terms and Conditions of the priv-rate pay as you go fares and the Privacy Notice.

Signature of applicant  Date

Parent/guardian  Date

if the applicant is under 16

Employee signature\*  Date

**For issuing station use only:**

Oyster card number

Station NLC