

**STR4/V1 Retired staff – Privilege  
Ticket Authority Card  
application**

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





## Application for a PTAC for retired staff

A **Privilege Ticket Authority Card (PTAC)** gives 75% discount on equivalent pay as you go fares on Tube, DLR, London Overground, TfL Rail and National Rail services for leisure travel only.

You can apply for a PTAC if you were in service with London Transport (excluding staff employed by London Buses), London Regional Transport, or Docklands Light Railway since before 1 April 1996:

### How to apply

- Read the Conditions of Use overleaf
- Complete and sign the form, which confirms that you accept the Conditions of Use.

The form will not be processed if any information is missing or completed incorrectly.

Send the completed form to

Retired Staff Travel Services,  
1st Floor, 14 Pier Walk,  
North Greenwich, London, SE10 0ES

Your PTAC will be posted to your home

### Privacy notice

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 PTAC in connection with National Rail products or services, you will also be authorising TfL to share your personal information with relevant Train Operating Companies (TOCs) 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.

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.

We will not use your data for marketing purposes

## Privilege Ticket Authority cards (PTACs) – Conditions of Use

1. PTACs can only be used by the person whose name and photo appears on it.
2. You must carry your PTAC and associated Retired Staff Oyster card at all times when travelling.
3. You, as a former TfL employee, are responsible for all PTACs issued to you, your partner or your dependant(s).
4. It is your responsibility to return all PTACs when they've expired, if they are cancelled or if you are no longer eligible.
5. Any improper use of your PTAC, or PTACs issued to your partner and/or dependant(s), or any misconduct whilst travelling may result in your travel benefits being withdrawn. Disciplinary action may be taken and those involved may be prosecuted.
6. You must ensure that your partner and/or your dependant(s) are familiar with these Conditions of Use.
7. You may be charged a fee if you, your partner and/or dependant(s) lose your PTAC. This travel benefit may be withdrawn if you lose your PTAC more than once. Contact Retired Staff Travel as soon as possible and fill in the lost and stolen form.
8. Priv rate travel is subject to exclusions and restrictions. Visit the TfL Retired Staff Travel pages for full details at <https://tfl.gov.uk/pensions/your-pension/staff-travel>
9. PTAC holders are subject to all rules, regulations and Conditions of Carriage applied by service operators.
10. All PTACs remain the property of TfL and may be cancelled, suspended or withdrawn at any time. If withdrawn, or they cease to be available on particular services, no compensation will be paid.

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The completed form must be sent to Staff Travel, 1<sup>st</sup> Floor, 14 Pier Walk, North Greenwich, London, SE10 0ES.

The form cannot be processed if any information is missing or completed incorrectly.

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## Part 1: Retired Employee Details (Please complete in using **BLOCK CAPITALS**)

Mr/Mrs/Ms/Miss First name \_\_\_\_\_ Surname \_\_\_\_\_  
(Please delete)

Retired Number **R**

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 Date entered service: 

D	D	M	M	Y	Y
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(As shown on Retired Photocard)

**EMPLOYEE**

Please attach  
securely, a full faced  
passport style  
photograph of you

*Do not use paperclips.*

Employee to sign **within** the box  
below (in BLACK ink)

The photograph must be clear, with no hats  
or sunglasses. Photographs that are not full  
faced or obscured will not be accepted.

Home Address:

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Postcode:

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Email

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Contact No:

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Retired Employee's signature \_\_\_\_\_ Date \_\_\_\_\_