

# AIR DISCOUNT SCHEME

## Application form 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 PLEASE CONTACT THE SCHEME  
HELPLINE ON 0800 032 2890

### PART 1: PERSONAL DETAILS

Please complete Part 1 in full. Use black ink and write in BLOCK CAPITALS.

#### ADDRESS OF MAIN RESIDENCE

House Number/Name

Street

Town

County

Postcode

#### PERSONS RESIDENT AT ABOVE ADDRESS AND ARE 16 YEARS OF AGE OR OVER

Mr  Mrs  Miss  Ms

First Name  Middle Initial(s)

Surname

Date of Birth       Parent/Carer/Guardian \*

Contact Telephone No.

Email Address   
(if applicable)

Mr  Mrs  Miss  Ms

First Name  Middle Initial(s)

Surname

Date of Birth       Parent/Carer/Guardian \*

Contact Telephone No.

Email Address   
(if applicable)

Mr  Mrs  Miss  Ms

First Name  Middle Initial(s)

Surname

Date of Birth       Parent/Carer/Guardian \*

Contact Telephone No.

Email Address   
(if applicable)

Mr  Mrs  Miss  Ms

First Name  Middle Initial(s)

Surname

Date of Birth       Parent/Carer/Guardian \*

Contact Telephone No.

Email Address   
(if applicable)

\* CHILDREN AND YOUNG PERSONS IN THE HOUSEHOLD UNDER 16 YEARS WILL BE INCLUDED ON THE CARD HELD BY THE PARENT/CARER/GUARDIAN. PLEASE TICK THE BOX PROVIDED IF YOU ARE A PARENT/CARER/GUARDIAN.

**PART 2: PERSONAL DETAILS**

**Children and young people (under the age of 16) may be included on the card of the nominated parent, carer or guardian. Please provide details of any children and young people to be included.**

CHILD 1 Gender Male  Female

First Name   
Surname

Date of Birth

CHILD 2 Gender Male  Female

First Name   
Surname

Date of Birth

CHILD 3 Gender Male  Female

First Name   
Surname

Date of Birth

CHILD 4 Gender Male  Female

First Name   
Surname

Date of Birth

**PART 3: DATA SHARING AND YOUR SIGNATURE**

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

I believe that I meet the criteria for Scheme membership 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.

Signature  Date

PRINT NAME (BLOCK CAPITALS)

Signature  Date

PRINT NAME (BLOCK CAPITALS)

Signature  Date

PRINT NAME (BLOCK CAPITALS)

Signature  Date

PRINT NAME (BLOCK CAPITALS)

**PART 4: CONFIRMATION OF ELIGIBILITY**

To apply for an Air Discount Scheme card you will need to send us a completed application form with proof of residence. Originals or photocopies are accepted. These documents will not be returned and will be confidentially destroyed.

Please send two documents from the following list which show the applicant's name and current address:

- current council tax bill or tenancy agreement
- driving licence
- council or housing association rent book
- benefits or pension book
- recent (within last 6 months) bank, building society or credit card statement - header only, please remove account numbers and details of transactions
- recent (within last 6 months) telephone bill - header only

**One proof required for 16 year old applicants: bank statement header or letter from SQA etc.**

# AIR DISCOUNT SCHEME

## CONDITIONS OF MEMBERSHIP

For conditions of membership please refer to the enclosed leaflet.

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## APPLICATION PROCESS

If you believe that you are eligible and would like to apply for membership, please complete and return this form with proof of residence to:

Air Discount Scheme, PO Box 5715, Inverness, IV1 9AS

Once your application has been validated, your Air Discount Scheme card will be sent to you together with advice on how and when you will be able to purchase discounted tickets. You will also receive a PIN separately.

## INSTRUCTIONS

### Part 1: You need to complete this part in full

- Mark an **X** in the appropriate boxes for your title.
- Write your first name, middle initial(s), surname, date of birth (DD/MM/YYYY), telephone number and email address in the spaces provided.
- Write your house number/name, street, town, county and postcode in the spaces provided.

### Part 2

We also ask you to provide names for children and young people who are resident at the same address and are under the age of 16 years. They will be included in the card of a parent, carer or guardian. Children and young people may be included in the card of up to 2 adults who should indicate their status in the spaces provided in Part 1. Should you need more spaces than that provided in Part 2, please continue on a separate piece of paper.

### Part 3

This is where we ask for your consent to use your data (more detail on this is provided below).

The form must be signed and dated by **all** applicants 16 years of age and over.  
Please print your name in block capitals under signature.

## INFORMATION ON DATA SHARING AND DATA PROTECTION

Once your application form has been processed, you will be given an Air Discount Scheme card.

The card, along with your PIN, will enable you to purchase discounted tickets.

Your new Air Discount Scheme card will be given a reference number which is unique to yourself.

The Air Discount Scheme card and the entitlements offered are administered by the Scottish Government 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 processing your data.

The data controller of your personal details will be the Scottish Government. We will only use the information you have provided to process your application for membership of the Air Discount Scheme. If you have any queries relating to data protection, these should be addressed in writing to the Air Discount Scheme Administrator.

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 and is held on our systems. If you want to exercise your right of subject access, you are required to send a request in writing. This should be addressed to the Air Discount Scheme Administrator who will ensure that it is passed to a Data Protection Officer in the Scottish Government. A charge may be made for processing this information.

**If you have any questions about the Air Discount Scheme or filling out the application form, you should contact the appointed administrators of the scheme at:  
Air Discount Scheme, PO Box 5715, Inverness, IV1 9AS or on Tel 0800 032 2890 or email  
info@airdiscountscheme.com**

**Please detach this page and retain for your information.**

**Unique Form Number**

Date form completed 

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