

# Leisure Pass Application form



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

Title: (Mr/Mrs/Miss/Ms): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel no: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

## Family Card

Spouse/partner name: \_\_\_\_\_  
Child one name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
Child two name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

## Type of Leisure Pass required (please circle):

Six months - £6.75  
Family Pass (six months) - £13.60  
One year (over 60s and disabled only) - £13.60

## To which ethnic group(s) do you belong?

### White

British ☐  
Other European ☐  
Irish ☐  
Any other White background ☐

### Mixed

White and Black Caribbean ☐  
White and Black African ☐  
White and Asian ☐  
Any other Mixed background ☐

### Black or Black British

Caribbean ☐  
African ☐  
Somali ☐  
Any other Black background ☐

### Other

Moroccan Arab ☐  
Other Arab ☐  
Chinese ☐  
Filipino ☐  
Any other ethnic background ☐

### Asian or Asian British

African Indian ☐  
Indian ☐  
Pakistani ☐  
Bangladeshi ☐  
Any other Asian background ☐

## How did you find out about the Leisure Pass?

I am a previous Leisure Pass holder ☐  
Information at the Council's central office ☐  
Information/publicity at other locations ☐  
Word of mouth ☐  
Other ☐

### Documentation checklist

You will need to provide proof that you have permanent residency in Kensington and Chelsea.

Please circle the checklist to indicate which original document(s) you have provided:  
(Document must be dated and no more than three months old)

Utility bill

Council tax bill

Letter from your housing association

Tenancy agreement

Student loan notification letter.

You will also need to provide proof of concessionary eligibility. Tick the checklist to indicate which original document(s) you have provided:

Status	Proof
Child/ children (under 16 years of age)	Passport(s) or birth certificate(s)
Over sixty	Passport, birth certificate or Freedom Pass
Full-time student	Dated, stamped letter from educational establishment giving proof of full-time status

Receiving	Proof
Income support	*Dated entitlement letter / ongoing proof of entitlement letter
Pension credit	
Disability living allowance	
Incapacity benefit	
Jobseekers allowance	

\*Entitlement is for the person named within claim as entitled. Entitlement letter must be no more than three months old. Must be DWP letter stating current entitlements; ES40 also accepted as proof of unemployment.

### FOR OFFICE USE ONLY

Date of application: \_\_\_\_\_

Concession Cat. (list): \_\_\_\_\_

Proof of eligibility provided? YES / NO

Receptionist sign to confirm: \_\_\_\_\_

Proof of residence provided? YES / NO

Receptionist sign to confirm: \_\_\_\_\_

Membership number: \_\_\_\_\_

Expiry date: \_\_\_\_\_ Process by: \_\_\_\_\_

**How to apply**

Please complete the application form and document checklists overleaf, and take in person to either:

Chelsea Sports Centre, Chelsea Manor Street, SW3 5PL.

**Please note**

- Concessions may only be gained when your pass has been produced. A temporary pass cannot be issued.
- It is your responsibility to renew your pass. This is done by submitting a new application, along with proof of eligibility.
- A Leisure Pass can only be applied for between the hours of 10am and 12 noon, and 2.30 and 4pm, Monday to Friday.

**Data protection**

The information requested will be treated as confidential and will be used for the purpose of monitoring the Leisure Pass usage.

**Terms and conditions**

1. The Leisure Pass (LP) will remain the property of the Royal Borough of Kensington and Chelsea and GLL (Greenwich Leisure Limited).
2. LP's are issued to named passholder. Use by any other person is not permitted and will result in the withdrawal of the LP.
3. The LP must be shown to gain concessions, otherwise the full price will be charged.
4. A lost or stolen LP should be reported immediately. A £5 charge will be made for replacement passes.
5. Misuse of the LP or breach of the regulations will result in its withdrawal.
6. Changes in circumstances or personal details must be notified immediately.
7. The Royal Borough and GLL reserve the right to refuse an application, to request additional proof of eligibility, or to suspend the LP.
8. The management reserve the right to make policy and pricing changes as required.