



Officer Decision Record

1. Subject and details of the matter (to include reasons for the decision)

Background Information

North East Lincolnshire Council currently issues disabled persons bus passes and the Council have reviewed the eligibility guidance for disabled persons bus passes. The legal framework relating to the Concessionary Fares scheme is included in Appendix 1 (separate Appendix). North East Lincolnshire Council currently has 2,063 disabled persons bus passes and the review has taken into consideration Department for Transport (DfT) guidance and technical advice from the NHS.

The purpose of the review was to:

- Move away (where possible) from accepting GP letters as proof of eligibility for disabled persons bus passes due to DfT guidance. An additional reason for reviewing the NELC disabled persons bus pass eligibility guidance is that some GP surgeries are refusing to issue proof of eligibility letters and some GP surgeries are charging up to £25 for a proof of eligibility letter.
- Understand where the Council could move to 5 year bus pass renewals, seek efficiency savings and opportunities to reduce administrative burdens both for NELC and the disabled person bus pass holder.

The revised disabled persons bus pass eligibility guidance is included as a separate appendix and it should be noted all of the categories which currently qualify for a disabled persons bus pass remain unchanged.

2. Is it a Key Decision as defined in the Constitution?

Yes. The decision is significant in terms of its effects on communities living or working in an area comprising two or more wards.

3. Details of Decision

Decision 1 - To approve the revised disabled persons bus pass eligibility guidance.

Decision 2 - The Assistant Director of Housing and Interim Assistant Director of Highways, Transport and Planning is authorised to approve any future amendments to the disabled persons bus pass eligibility criteria.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)

Portfolio Holder for Environment and Transport to approve revised disabled persons bus pass eligibility guidance.

6. Details of any alternative options considered and rejected by the officer when making the decision

Do Nothing - Continue to use the existing disabled persons bus pass eligibility guidance. This option is not recommended because it does not take the opportunity to move away from accepting GP letters as proof of eligibility for a disabled persons bus pass and deliver any efficiency savings or reduce administrative burdens for both NELC and disabled persons bus pass holders.

7. Background documents considered

Cabinet Report - Concessionary Fares for people in receipt of Community Based Mental Health Services (12 June 2006).

Cabinet Report - North East Lincolnshire Council Concessionary Fares Scheme (11 March 2019).

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

N/A

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any

declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

N/A

10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)

The decision and revised policy continues to be consistent with the Cabinet decision and is in line with DfT guidance.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The proposed changes are expected to make some small savings from increased efficiency and reduced administration.

12. Human Resource Comments (Strategic Workforce Lead or nominee)

There are no direct HR implications

13. Risk Assessment (in accordance with the Report Writing Guide)

The following risk should be noted:

•If the Council moves to a 5 year bus pass renewal and the applicant longer has the medical condition after two years, the bus pass will remain valid for a further three years and the eligibility for the bus pass could not be challenged by NELC until the bus pass requires renewal. To mitigate this risk the Council has sought advice from a number of medical professional organisations in North East Lincolnshire.

14. Decision Maker(s):

Name: Mark Nearney

Title: Assistant Director of Housing and
Interim Assistant Director of Highways,
Transport and Planning

Signed: REDACTED

Dated: 27th October 2020

**15. Consultation carried out with
Portfolio Holder(s):**

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Environment
and Transport

Signed: REDACTED

Dated: 27th October 2020

**16. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A

Appendix 1

Concessionary Fares Legislation

The Transport Act 1985, Transport Act 2000 and Concessionary Travel Act 2007 provide the legal framework and the minimum standards for Travel Concessionary Authorities (TCAs) to administer local concessionary fare arrangements for eligible passengers. The Council is the TCA for North East Lincolnshire.

A mandatory bus concession for older and disabled people was established through the Transport Act 2000. The concession has gradually been extended since its introduction. Since 1 April 2008 the English National Travel Concession Scheme (ENTCS) has required TCAs, to provide a bus pass scheme to eligible residents of their area who are elderly or disabled. This enables free off-peak local bus travel anywhere in England (between the hours of 9:30am to 11:00pm Monday to Friday and 24 hours on Saturday, Sunday and bank holidays). Eligible local residents require a bus pass in order to obtain free local bus travel and TCAs are required to issue compliant bus passes.

What form of address identification will I need to bring to obtain a NEL disabled persons English National Concessionary Bus Pass?

All applications for disabled persons NEL English National Concessionary Bus Pass will need to provide proof of residency. Applicants must be able to prove they reside in North East Lincolnshire for at least six months in any twelve. The following forms of proof are acceptable: Rent book, Council tax demand, utility bill or bank statement etc (issued within the last 12 months).

Adult - disabled persons bus pass (over 18 years old)

The following information provides eligibility criteria for adult disabled persons bus passes (over 18 years old). The information describes the required proof and who to contact if you do not have the required proof of eligibility. Applicants for adult disabled persons bus passes need to provide proof of address (see above) and one of the following forms of proof of eligibility:

Adult disability (over 18 years old)	Acceptable Proof*	If not in receipt, where to contact	Frequency of bus pass renewal
Applicant is in receipt of Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA)	Award letter from Department for Work and Pensions.	Telephone: 0800 121 4433 Textphone: 0800 121 4493 NGT text relay (if you cannot hear or speak on the phone): 18001 then 0800 121 4433 Monday to Friday, 8am to 6pm.	Bus pass issued in line with expiry of award letter. If award letter does not state an expiry date the bus pass will be issued for a one year period.
Applicant is profoundly or severely deaf.	Registered with Focus Independent Adult Social Work as being deaf, profoundly deaf or severely deaf. Acceptable proof is a registration card. A letter (on official letter headed paper) from Audiology Department at Diana Princess of Wales Hospital stating the applicant has a severe hearing loss of 70-95 dB HL (average) and a profound loss if it reaches 95+ dB HL (average).	Focus Independent Adult Social Work - Single Point of Access Telephone: 01472 256256 Press Option 2 email - focus@nhs.net or Audiology Department Diana Princess of Wales Hospital Scartho Road Grimsby North East Lincolnshire DN33 2BA Telephone: 03033 304645 Email: nlg-tr.audiology@nhs.net	Every 5 years.

Applicant is without speech.	Registered with Focus Independent Adult Social Work as being without speech. Acceptable proof is a registration card.	Focus Independent Adult Social Work - Single Point of Access Telephone: 01472 256256 Press Option 2 email - focus@nhs.net	Every 5 years.
Applicant is blind or partially sighted.	Registered with Focus Independent Adult Social Work as being blind or partially sighted. Acceptable proof is a registration card.	Focus Independent Adult Social Work - Single Point of Access Telephone: 01472 256256 Press Option 2 email - focus@nhs.net	Every 5 years.
Applicant has a disability, or has suffered an injury, which has a substantial and long-term adverse effect on his/her ability to walk.	<p>Evidence (based upon Department for Transport (DfT) assessment criteria from NELC) must be from a medical professional who has you under their care, for example physiotherapist or consultant.</p> <p>Any letter that is provided as evidence should describe your disability and relate to the DfT assessment criteria. It should also state whether your disability is permanent or temporary and, if temporary, it should state the expected duration. For a copy of the assessment criteria, please telephone 01472 313131.</p>	Applicants Physiotherapist or consultant.	Bus pass issued in line with expiry of award letter. If award letter does not state an expiry date the bus pass will be issued for a one year period.
Applicant does not have arms or has long-term loss of the use of both arms (limbless).	Documents which demonstrate that you have lost the use of your arms over the long term (12 months or more). This can include letters from your medical professional, specialist or consultant or from the Artificial Limb Unit in Hull.	Artificial Limb Unit Tel. 01482 325656 Fax: 01482 228708 Artificial Limb Unit Sykes Street Hull HU2 8BB or	Every 5 years.

		Applicants medical professional, specialist or consultant.	
Applicant is in receipt of Personal Independence Payment (PIP) and has been awarded at least eight points against either the PIP "Moving around" and/or "Communicating verbally" activities.	PIP letter showing at least eight points against either the 'Moving Around' and or 'Communicating Verbally' activities. The whole of the letter must be brought as proof in order that these can be seen.	Telephone: 0800 121 4433 Textphone: 0800 121 4493 NGT text relay (if you cannot hear or speak on the phone): 18001 then 0800 121 4433 Monday to Friday, 8am to 6pm	Bus pass issued in line with expiry of award letter. If award letter does not state an expiry date the bus pass will be issued for a one year period. If award letter does not state an expiry date the pass will be issued for a one year period.
Applicant has a learning disability. This can be defined as "A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills and may be unable to cope independently. These disabilities must have started before adulthood and have a lasting effect on development."	A letter from a medical professional or specialist confirming your learning disability meets the criteria.	Applicants medical professional, specialist or consultant.	Every 5 years.
Applicant would, if he or she applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have his application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol.	A letter from the DVLA stating that your licence applicant has been refused or revoked. A letter from a consultant or other medical professional, for example, Medical professional, specialist or consultant, which confirms that the applicant would be refused a driving licence on medical grounds (other than because of misuse of alcohol or drugs).	DVLA drivers' medical enquiries Telephone: 0300 790 6806 Monday to Friday, 8am to 5:30pm Saturday, 8am to 1pm or Applicants medical professional, specialist or consultant.	Bus pass issued in line with expiry of award letter. If award letter does not state an expiry date the bus pass will be issued for a one year period. If award letter does not state an expiry date the pass will be issued for a one year period.
Applicant is receiving "Community Based Mental Health services."	Letter from NAViGO (signed by Community Mental Health Worker) stating the applicant is in "receipt of Community Based Mental Health Services (people who have a mental health worker in addition to a psychiatrist)"	Community Mental Health Team Weelsby View Health Centre Ladysmith Road Grimsby DN32 9SW Telephone: (01472) 806800 Email: navigo.communityreception@nhs.net	Bus pass issued in line with expiry of award letter. If award letter does not state an expiry date the bus pass will be issued for a one year period. If award letter does not state an expiry date the bus pass will be issued for a one year period.

Applicant is receiving War Pensioner's Mobility Supplement (WPMS).	Award letter from Department for Work and Pensions	Veterans UK helpline - 0808 191 4 218	Bus pass issued in line with expiry of award letter. If award letter does not state an expiry date the bus pass will be issued for a one year period.
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*All proof of eligibility letters or evidence should have been issued within the last 12 months.

Adult - disabled persons companion bus pass (over 18 years old)

The following information provides eligibility criteria for adult disabled persons companion bus passes (over 18 years old). The information describes the required proof and who to contact if you do not have the required proof of eligibility. Applicants for adult disabled persons companion bus passes need to provide proof of address (see above) and one of the following forms of proof of eligibility:

Adult disability (over 18 years old)	Acceptable Proof*	If not in receipt, where to contact	Frequency of bus pass renewal
Applicants in receipt of Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA)	Letter from applicants medical professional, specialist, or consultant stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper.	Applicants medical professional, specialist, or consultant.	Every year or in line with evidence letter. If evidence letter does not state an expiry date the bus pass will be issued for a one year period.
Applicant is profoundly or severely deaf	Letter from Focus Independent Adult Social Work stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper.	Focus Independent Adult Social Work - Single Point of Access Telephone: 01472 256256 Press Option 2 email - focus@nhs.net	Every 5 years.
Applicant is without speech	Letter from Focus Independent Adult Social Work stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper.	Focus Independent Adult Social Work - Single Point of Access Telephone: 01472 256256 Press Option 2 email - focus@nhs.net	Every 5 years.
Applicant is blind or partially sighted	Letter from Focus Independent Adult Social Work stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper.	Focus Independent Adult Social Work - Single Point of Access Telephone: 01472 256256 Press Option 2 email - focus@nhs.net	Every 5 years.
Applicant has a disability, or has suffered an injury, which has a substantial and long-term adverse effect on his/her ability to walk.	Letter from applicants medical professional, specialist or consultant stating the applicant can not travel on public transport without	Applicants medical professional, specialist, or consultant.	Every year or in line with evidence letter. If evidence letter does not state an expiry date the bus pass will

	assistance. The letter is required to be provided on official letter headed paper.		be issued for a one year period.
Applicant does not have arms or has long-term loss of the use of both arms (limbless).	Letter from Artificial Limb Unit, applicants medical professional, specialist or consultant stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper. Letter from doctor stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper.	Artificial Limb Unit Tel. 01482 325656 Fax: 01482 228708 Artificial Limb Unit Sykes Street Hull HU2 8BB or Applicants medical professional, specialist, or consultant.	Every 5 years.
Applicant has a learning disability. This can be defined as “A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills and may be unable to cope independently. These disabilities must have started before adulthood and have a lasting effect on development.”	A letter from applicants medical professional, specialist, or consultant stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper.	Applicants medical professional, specialist, or consultant.	Every 5 years.
Applicant would, if he or she applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have his application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol.	Letter from applicants medical professional, specialist or consultant stating the applicant can not travel on public transport without assistance. The letter is required to be provided on official letter headed paper.	Applicants medical professional, specialist, or consultant.	Every year or in line with evidence letter. If evidence letter does not state an expiry date the bus pass will be issued for a one year period.
Applicant is receiving “Community Based Mental Health services.”	Letter from NAViGO (signed by Community Mental Health Worker) stating the applicant can not travel on public transport without assistance.	Community Mental Health Team Weelsby View Health Centre Ladysmith Road Grimsby DN32 9SW	Every year or in line with evidence letter. If evidence letter does not state an expiry date the bus pass will

		Telephone: (01472) 806800 Email: navigo.communityreception@nhs.net	be issued for a one year period.
Applicant is receiving Personal Independence Payment (PIP) and has been awarded at least eight points against either the PIP "Moving around" and/or "Communicating verbally" activities.	A PIP letter showing at least eight points against either the 'Moving Around' and or 'Communicating Verbally' activities. The whole of the letter must be brought as proof in order that these can be seen.	Telephone: 0800 121 4433 Textphone: 0800 121 4493 NGT text relay (if you cannot hear or speak on the phone): 18001 then 0800 121 4433 Monday to Friday, 8am to 6pm	Every year or in line with evidence letter. If evidence letter does not state an expiry date the bus pass will be issued for a one year period.

*All proof of eligibility letters or evidence should have been issued within the last 12 months.

Child Disability Bus Pass (5 years old to 18 years old)

The following information provides eligibility criteria for child disability bus passes (under 18 years old). The information describes the required proof and who to contact if you do not have the required proof of eligibility. Applicants for child disability persons bus passes need to provide proof of address (see above) and one of the following forms of proof of eligibility:

Child Disability (5 to 18 years old)	Acceptable Proof*	If not in receipt, where to contact	Frequency of bus pass renewal
Applicants in receipt of Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA)	Award Letter (issued within the last 12 months) from Department for Work and Pensions.	Telephone: 0800 121 4433 Textphone: 0800 121 4493 NGT text relay (if you cannot hear or speak on the phone): 18001 then 0800 121 4433 Monday to Friday, 8am to 6pm	Buss pass issued in line with length of award letter. If evidence letter does not state an expiry date the bus pass will be issued for a one year period.
Applicant is Profoundly or Severely deaf	A letter (on official letter headed paper) from Audiology Department at Diana Princess of Wales Hospital stating the applicant has a severe hearing loss of 70-95 dB HL (average) and a profound loss if it reaches 95+ dB HL (average).	Audiology Department Diana Princess of Wales Hospital Scartho Road Grimsby North East Lincolnshire DN33 2BA Telephone: 03033 304645 Email: nlg-tr.audiology@nhs.net or Applicants medical professional, specialist, or consultant. or	Every 5 years.

	Educational Health Care Plan stating the applicant is Profoundly or Severely Deaf.	Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.	
Applicant is without speech	A letter (on official letter headed paper) from Children's Therapy Team a medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant and state "applicant is without speech". Educational Health Care Plan stating the applicant is without speech.	Children's Therapy Team Diana, Princess of Wales Hospital Scartho Road Grimsby DN33 2BA Telephone: 03033 303758 Email: nlgr.GYchildrenstherapyteam@nhs.net or Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.	Every 5 years.
Applicant is blind or partially sighted	A letter (on official letter headed paper) from a medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant and state "the applicant is blind or partially sighted" Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist (eye specialist).	Applicants medical professional, specialist, or consultant. or Applicants consultant Ophthalmologist (eye specialist) Diana, Princess of Wales Hospital Scartho Road Grimsby North East Lincolnshire DN33 2BA Telephone: 03033 306530	Every 5 years.

	Educational Health Care Plan stating the applicant is blind or partially sighted.	or Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.	
Applicant does not have arms or has long-term loss of the use of both arms (limbless).	A letter (on official letter headed paper) from Artificial Limb Unit (Hull), medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant and state "the applicant does not have arms or has long-term loss of the use of both arms (limbless)".	Artificial Limb Unit Tel. 01482 325656 Artificial Limb Unit Sykes Street Hull HU2 8BB or Applicants medical professional, specialist, or consultant.	Every 5 years.
Applicant has a learning disability. This can be defined as "A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills and may be unable to cope independently. These disabilities must have started before adulthood and have a lasting effect on development."	A letter (on official letter headed paper) from a medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant and state "the child is in services or support and has a learning disability." Educational Health Care Plan stating the applicant has a severe a severe learning disability.	Applicants medical professional, specialist, or consultant. or Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.	Every 5 years.

*All proof of eligibility letters or evidence should have been issued within the last 12 months.

Child companion bus pass (11years old to 18 years old)

The following information provides eligibility criteria for child companion persons bus passes (11 to 18 years old). The information describes the required proof and who to contact if you do not have the required proof of eligibility. Applicants for adult disabled persons bus passes need to provide proof of address (see above) and one of the following forms of proof of eligibility:

Child Disability (11 to 18 years old)	Acceptable Proof*	If not in receipt, where to contact	Frequency of bus pass renewal
Applicant is in receipt of Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA).	<p>A letter (on official letter headed paper) from a medical professional, specialist, or consultant.</p> <p>The letter should be signed by the medical professional, specialist, or consultant and state the child is in support and the applicant cannot travel on public transport without assistance.</p>	Applicants medical professional, specialist, or consultant.	Buss pass issued in line with length of original award letter. If evidence letter does not state an expiry date the bus pass will be issued for a one year period.
Applicant is profoundly or severely deaf.	<p>A letter (on official letter headed paper) from a medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist, or consultant and state the child is in support and the applicant can not travel on public transport without assistance.</p> <p>A letter (on official letter headed paper) from Special Educational Need Assessment and Review Team (SENART). The letter should state the child is in support and the applicant can not travel on public transport without assistance.</p>	<p>Applicants medical professional, specialist, or consultant.</p> <p>or</p> <p>Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.</p>	Every 5 years.

<p>Applicant is without speech.</p>	<p>A letter (on official letter headed paper) from a medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant and state the child is in support and the applicant can not travel on public transport without assistance.</p> <p>A letter (on official letter headed paper) from Special Educational Need Assessment and Review Team (SENART). The letter should state the child is in support and the applicant can not travel on public transport without assistance.</p>	<p>Applicants medical professional, specialist, or consultant.</p> <p>or</p> <p>Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.</p>	<p>Every 5 years.</p>
<p>Applicant is blind or partially sighted.</p>	<p>A letter (on official letter headed paper) from a medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant and state the child is in support and the applicant can not travel on public transport without assistance.</p> <p>A letter (on official letter headed paper) from Education Team for hearing and vision. The letter should state the child is in support and the applicant can not travel on public transport without assistance.</p>	<p>Applicants medical professional, specialist, or consultant.</p> <p>or</p> <p>Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.</p>	<p>Every 5 years.</p>

<p>Applicant does not have arms or has long-term loss of the use of both arms (limbless).</p>	<p>A letter (on official letter headed paper) from Artificial Limb Unit (Hull), medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant and state the child is in support and the applicant can not travel on public transport without assistance.</p>	<p>Artificial Limb Unit Tel. 01482 325656 Artificial Limb Unit Sykes Street Hull HU2 8BB</p> <p>or</p> <p>Applicants medical professional, specialist, or consultant.</p>	<p>Every 5 years.</p>
<p>Applicant has a learning disability. This can be defined as “A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills and may be unable to cope independently. These disabilities must have started before adulthood and have a lasting effect on development.”</p>	<p>A letter (on official letter headed paper) from a medical professional, specialist, or consultant. The letter should be signed by the medical professional, specialist or consultant, and state the child is in support and the applicant can not travel on public transport without assistance.</p> <p>A letter (on official letter headed paper) from Education psychologist. The letter should state the child is in support and the applicant can not travel on public transport without assistance.</p>	<p>Applicants medical professional, specialist, or consultant.</p> <p>or</p> <p>Special Educational Needs Assessment and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, DN35 8L, Email: sen@nelincs.gov.uk Telephone: 01472 323166.</p>	<p>Every 5 years.</p>

*All proof of eligibility letters or evidence should have been issued within the last 12 months.