

At Derby City Council we take pride in the services we deliver. We want to make sure that our services are appropriate, fully accessible and free from any barriers or discrimination. To help us check this is working, please fill in this section.

My ethnic origin is

Asian or Asian British Dual Heritage

- Pakistani British
 Indian Irish
 Bangladeshi Other
 Other Asian background **Chinese or other Ethnic Group**

Black and Black British

- Caribbean Chinese
 African Any other ethnic group, please give details:
 Other Black background _____

Dual Heritage

- White and Black Caribbean
 White and Black African
 White and Asian
 Other Dual Heritage background

Do you consider yourself to be a disabled person? Yes No

How did you hear about Passport to Leisure?

- Poster, where? _____
 Advert, where? _____
 Leaflet
 Mail to home
 Friend or family
 Other, please be specific _____

I apply for a Passport to Leisure and I certify that the information that I have provided is correct and that I understand and accept the conditions of the scheme.

Signed _____ Date _____

A parent or guardian must sign for children under 16 years of age.

Please read and keep the Membership Terms and Conditions

All personal information provided will be treated in confidence and in accordance with the Data Protection Act 1998. It will be used to administer your Passport to Leisure and only shared with other departments within Derby City Council for this purpose. If you want to receive information on events or other activities from Sport and Leisure, please tick one of these boxes. By post By email. Please make sure you have given us your email address.

How to apply for a Passport to Leisure

Step 1

Complete the attached application form. If you live at the same address, put the details of everyone applying for a card on one application form.

Step 2

Get the right identification or proof of benefit. If you are applying for a Concessionary Passport to Leisure we need to see...

Over 60	Bus pass or birth certificate
Full-time student	Proof of full time status, for example a confirmation letter
Unemployed (on contribution based allowance)	Current Jobseeker's Allowance award letter dated within two months of your passport application or current bank status as proof of payment
Registered disabled	Letter confirming disability and proof of address

If you are applying for a Recreation Passport to Leisure we need to see proof of where you live, such as a bill or bank statement and...

If you receive....	We need to see....
Jobseeker's Allowance - income-based	Current award letter dated within two months of your passport application or current bank statement as proof of payment
Income Support or Employment Support Allowance (ESA) - income-based	Current award letter dated within twelve months of your passport application or current bank statement as proof of payment
Disability Living Allowance, Incapacity Benefit/Employer Support or Carers Allowance	Current award letter or current bank statement
Unemployed school leaver	Document from Connexions
European Volunteer	Letter confirming you are on the EVS scheme
Unemployed Asylum Seeker	Official identification from the Home Office
Guaranteed Pension Credit	Current award letter dated within 12 months of your passport application
Derby City Council Foster Carers	ID Card or a letter from the Council's Fostering and Adoption Team

Step 3

Take the completed application form, the right identification and proof and payment to any of the sports centres listed on the back page.

We can give you this information in any other way, style or language that will help you access it. Please contact us on 01332 641234, Minicom 01332 256666.

Urdu
 01332 256666 یہ معلومات ہم آپ کو کسی دیگر طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم منی کام: 01332 641234 پر ہم سے رابطہ کریں۔

Punjabi
 ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 641234 ਮਿਨੀਕਮ 01332 256666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Polish
 Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: 01332 641234 Tel. tekstowy: 01332 256666

Buy your Passport to Leisure from the following sports centres:

Moorways Swimming Pool
 Moor Lane, Allenton, Derby DE24 9HY
 Telephone: 01332 341736
 Minicom: 01332 294542
www.derby.gov.uk/moorways

Queen's Leisure Centre
 Cathedral Road, Derby DE1 3PA
 Telephone: 01332 641444
 Minicom: 01332 256666
www.derby.gov.uk/queens

Moorways Sports Centre
 Moor Lane, Allenton, Derby DE24 9HY
 Telephone: 01332 642180
 Minicom: 01332 294526
www.derby.gov.uk/moorways

Springwood Leisure Centre
 Springwood Drive, Oakwood, Derby DE21 2RQ
 Telephone: 01332 664433
 Minicom: 01332 663809
www.derby.gov.uk/springwood



DERBY CITY COUNCIL



Passport to Leisure

Save money and keep active

- Adult Passport to Leisure
- Concessionary Passport to Leisure
- Family Passport to Leisure
- Recreation Passport to Leisure

Passport to Leisure is an annual leisure card that gives you reduced prices for activities at Council sports centres. There are four types of Passport to Leisure card...



Adult Passport to Leisure
For individual adults, aged 16 years and over.

Concessionary Passport to Leisure, for:

- juniors under 16 years old
- over 60 years old
- registered disabled
- unemployed (on contribution based allowance)
- full-time student

Family Passport to Leisure

For families, up to two adults, a maximum of five people, all children must be under 16.

Benefits of an Adult, Concessionary and Family Passport to Leisure

- Reduced charges for certain indoor and outdoor activities, see the sports centres' What's on Guides for full details.
- Valid for one year.
- Seven day advanced booking in person or by phone and you don't have to pay until you play.
- No deposit for equipment hire.

As an individual Recreation Passport to Leisure holder you can also have to four extra Recreation Passport to Leisure cards, at no extra cost, for members of your family.

- They are over 16 years old, unemployed or claiming one of the benefits listed above – you must show proof of this – or they are under 16 years old and financially dependent on you.
- They live at your address.
- You apply for the extra passes when you buy your Recreation Passport to Leisure.

Recreation Passport to Leisure, for Derby residents who are:

- over 18 and on income-based Income Support, Jobseeker's Allowance or Employment Support Allowance (ESA).
- unemployed school leaver between 16 and 18 years old.
- registered disabled claiming Disability Living Allowance, Incapacity Benefit or Care Allowance.
- volunteer through the European volunteer services.
- unemployed Asylum Seeker.
- Derby City Council Foster Carers.
- receiving Guaranteed Pensions Credit.

Benefits of a Recreation Passport to Leisure

- Free admission to certain facilities from 9am to 4pm weekdays and all day at weekends and Bank Holidays. See our Passport to Leisure activities and prices leaflet for full details.
- Certain rules and conditions apply to free use – see the general conditions further on in this booklet.
- Free equipment hire during off peak hours.
- Concessionary Passport to Leisure charges for activities that are not free during off peak times.
- Concessionary Passport to Leisure charges for activities during peak times.
- Seven day advanced booking for courts, courses and sessions during peak times.

General conditions – for Adult, Concessionary, Family and Recreation Passport to Leisure cards

1. All Passport to Leisure Cards are valid for one year.
2. You must show your Passport to Leisure card on every occasion to get reduced charges or free entry.
3. Your Passport to Leisure card cannot be used by anyone else other than yourself.
4. Your Passport to Leisure card does not give you priority over other users or guarantee the availability of facilities.
5. You must tell us if your circumstances change which may affect your category of membership. Please speak to a receptionist at one of the centres. If your Passport category has changed, we will cancel your current passport and give you a refund for any unexpired whole months. You can then choose whether you wish to purchase a new passport for your new category of membership.
6. If you are unable to use your Passport to Leisure you may cancel it by returning your card to one of our sports centres and telling us the reason for cancellation. We will then refund a proportionate part of the passport based upon the number of un-expired whole months.
7. You agree to comply with the Council's Sports Centre Regulations, Swimming Pool Byelaws, and rules as to behaviour, safety rules and any byelaws relevant to any facility you use. These items are prominently displayed at each facility. The Council reserves the right to cancel your Passport to Leisure if you do not wish to comply with these rules, regulations and byelaws. We may also cancel your Passport to Leisure if you abuse the scheme or abuse our staff or other users or otherwise interfere with others use and enjoyment of the facility. Except in the most serious cases we will tell you if we propose to cancel your card and give you the chance to comment. We will then refund a proportionate part of the passport based upon the number of un-expired whole months.
8. If you lose or damage your Passport to Leisure card, report it immediately to a sports centre. We will charge you £2 for a replacement card.
9. During un-programmed sessions, children under the age of eight must be accompanied by a responsible adult aged 16 or over at all times.

Changes to scheme benefits and payments

1. Our centres are normally closed on Christmas Day, Boxing Day and New Year's Day. We normally close our facilities early on Christmas Eve, New Year's Eve and public holidays. We may also close a facility if it is required in connection with a Parliamentary, European or local government election or for occasional special events. No refunds of the cost of your Passport to Leisure will be available for these periods. Details of our opening and closing times for these periods will be displayed at each centre in advance.
2. We may need to close a facility or part of it for repair and maintenance or where it has suffered damage and is unfit or unsafe to use. In these circumstances we will endeavour to give you as much notice as practicable by displaying notices at the facility. We will also indicate the location of any alternative facilities that will be available during such period of closure. Where we will need to close any facility for longer than a week you can choose either to extend the expiry date of your Passport to Leisure to reflect its non-availability and the availability of alternative facilities provided by us or receive a refund of a proportionate amount to reflect your losses.
3. We will give advance notice of any changes to charges or conditions for use of facilities such as changes to peak and off peak hours by displaying details at each centre.

General conditions – for Adult, Concessionary, Family and Recreation Passport to Leisure cards

Conditions of advanced hire

1. Passport to Leisure holders can make a booking for a single letting up to seven days in advance either in person or by telephone. You must quote your Passport to Leisure number at the time of booking.
2. Recreation Passport to Leisure holders can make a booking for a single letting up to seven days in advance, but will be charged the concessionary Passport to Leisure price. You cannot book in advance for free activities.
3. You cannot use your Passport to Leisure to book any facility or activity for other people. You must be taking part in the activity to take advantage of the advanced booking and payment discounts.
4. You cannot use your Passport to Leisure to book more than one letting at a time, for example you cannot book two squash courts at the same time using one Passport to Leisure.
5. You can use your Passport to Leisure to book consecutive lettings; however you must be using the facility or activity throughout the entire time of all the lettings.

Additional Recreation Passport to Leisure Conditions

1. Recreation Passport to Leisure cards are only available to people who live within the boundaries of Derby City Council.
2. Free use of facilities is only given to groups of individuals when all participants are Recreation Passport to Leisure cardholders and show valid cards. If all participants are not Recreation Passport to Leisure cardholders the Concessionary Passport price will be charged.



6. You cannot use an individual Passport to Leisure to book any facility for an organisation or club.
7. You cannot re-book the facility for the same time the following week until the pre-booked period has finished.
8. You may cancel a booked facility, giving a minimum of 24-hours' notice. If you cannot give us 24-hours' notice and we are unable to re-let the booking/court/activity then no refund will be given and full payment will have to be made. If we take a booking from you for a facility and it is not available due to circumstances outside your control we will refund any booking fee you have paid.

Passport to Leisure Application Form

Please complete the details below and overleaf

New application Renewal

Type of Passport you are looking for

Adult Family

Concessionary - please tick category

Junior Over 60s Full time student Unemployed Disabled

Recreation - please tick category

Jobseeker's Allowance Income Support/ESA
 Disability Living Allowance Carers Allowance
 Incapacity Benefit/Employer Support European Volunteer
 Asylum Seeker Unemployed School Leaver
 Foster Carer Guaranteed Pension Credit

Please complete text below in BLOCK CAPITALS

Address _____

Postcode _____

Home telephone _____ Mobile _____

Email address _____

Card	Title	Surname	First Names	Gender M/F	Date of Birth	Current Passport to Leisure number
1						

Additional members - for card holders who live at the same address

Card	Title	Surname	First Names	Gender M/F	Date of Birth	Current Passport to Leisure number
1						
2						
3						
4						
5						

For office use only Expiry date / /	Proof shown _____ Last previous number _____ Receptionist name _____ Date _____ Venue _____ Receipt number _____			
Card no 1	Card no 2	Card no 3	Card no 4	Card no 5