



Passenger Transport Subsidy Scheme

What documents do you need to apply?

Easy Read version

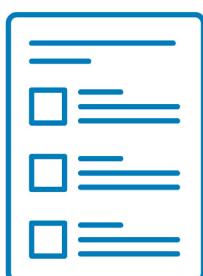


How to use this document



We are the Government of Western Australia
Department of Transport and Major Infrastructure.

We wrote this document.



We wrote some words in **bold**.

We explain what these words mean.

There is also a list of these words on page [20](#).



You can ask someone you trust for support to:

- read this document
- find more information.



This is an Easy Read summary of another document.

It only includes the most important ideas.



You can find the other document on our website.

www.transport.wa.gov.au/ptssdocuments

What is in this document?

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Contact us

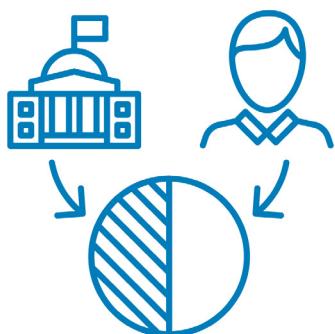
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What is PTSS?



The Passenger Transport Subsidy Scheme supports people with disability by helping pay for taxi services.

We also call it PTSS.



PTSS pays for part of a person's trip.

And the person only has to pay what is left over.



**Department of
Transport and
Major Infrastructure**

The Department of Transport and Major Infrastructure runs PTSS.



This document explains what documents you need to apply for PTSS.

We have 2 other documents that explain:



- who PTSS is for



- how to apply for PTSS.



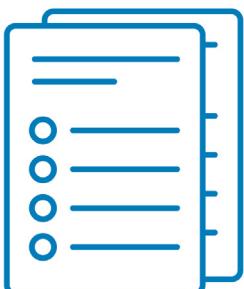
You can find these documents on our website.

www.transport.wa.gov.au/ptssapply

What documents do you need to share?



You need to share documents that prove who you are.



There are 2 lists that show the different types of documents you need to share.



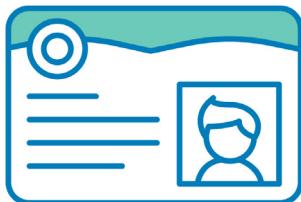
You might need to share other documents too.



You can contact us if you have any problems sharing the documents in our lists.

List 1

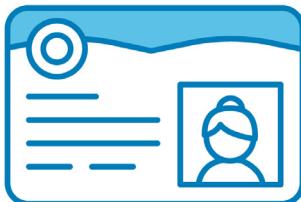
You must share one document from this list:



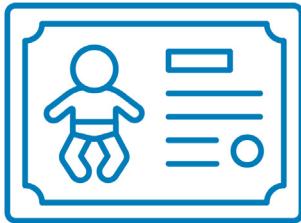
- WA Photo Card



- passport



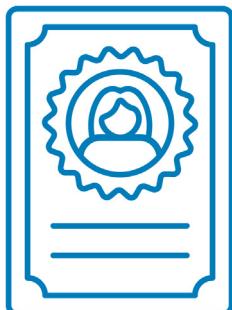
- driver's licence



- birth certificate



- ImmiCard from the Australian Government



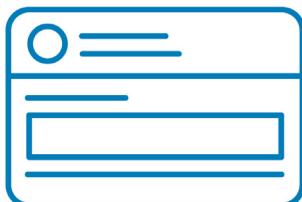
- the government document that proves you are a **citizen** if you were not born in Australia.



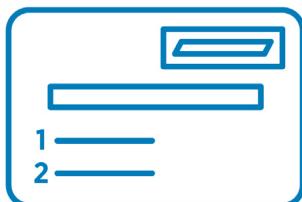
An Australian citizen is someone who belongs to Australia under the law.

List 2

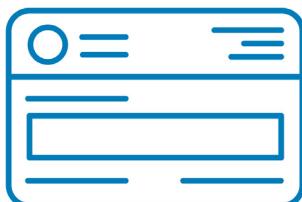
You must share one document from this list:



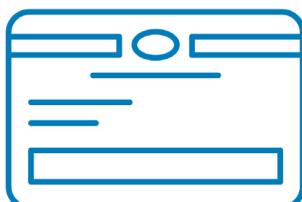
- pension card or health care card from the Australian Government



- Medicare card



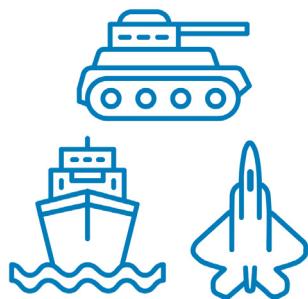
- Commonwealth Seniors Health Card



- WA Seniors Card



- **Veteran** Card.



Veterans are people who worked in the defence forces, such as the:

- army
- navy
- air force.

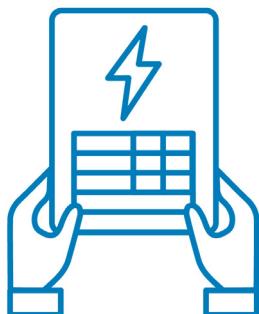
Other documents



You need to show that you live in Western Australia.



The documents you share from List 1 and List 2 might not show where you live.



This means you might need to share another document.



We explain what other documents you can use on the following pages.

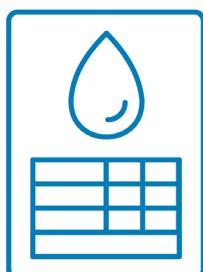
Documents showing where you live



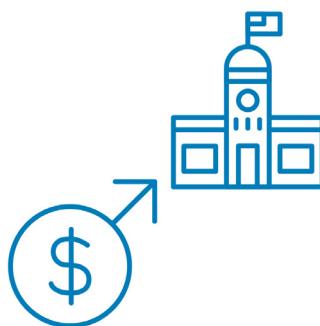
A phone, gas or electricity bill that's less than 6 months old.



A bank statement that's less than 12 months old.



A water bill or **rates** notice that's less than 2 years old.



Rates are the fees you pay to your local government for services.

For example, bin collection and parks.



A **land valuation notice** that's less than 2 years old.

A land valuation notice is a letter that tells you how much your land is worth.



Proof that you can **vote** that's less than 2 years old.

When you vote, you help choose who is part of a government.



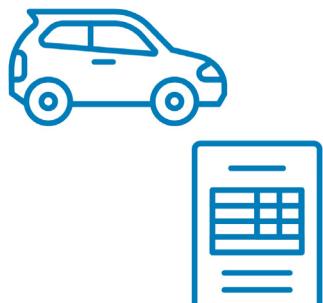
The **contract** you have to rent the house you live in now.



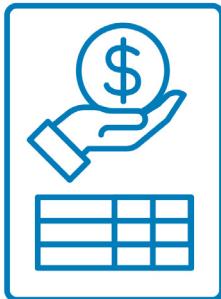
A contract is a written agreement you make with someone else.

It explains:

- what you agree to do
- what they agree to do.



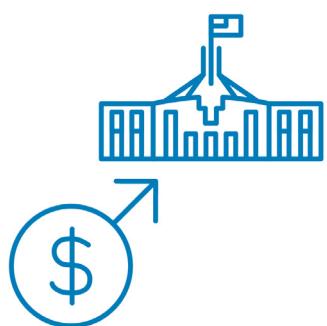
The vehicle registration you have now.



A letter from the Australian Taxation Office about your **Notice of Assessment**.

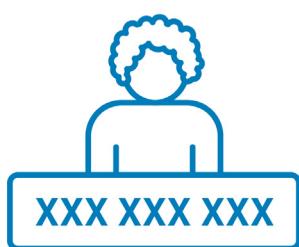


Notice of Assessment is a letter that tells you how much **tax** you must pay or how much you will get back.



Tax is money that people pay to the government to help pay for services.

For example, schools, roads and hospitals.



A letter from the Australian Taxation Office about your **Tax File Number**.

Your Tax File Number tells the Australian Taxation Office who you are.

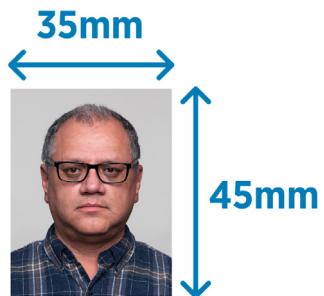
What rules must the photo follow?



You need to share a colour photo of yourself when you apply for PTSS.



This is the photo we will use on your PTSS card if you are approved.



Your photo should be **45 millimetres** tall and **35 millimetres** wide.



You need to look straight at the camera.



Your photo needs to include your face and shoulders.



You need to keep your mouth closed.

You cannot smile for the photo.



You need to have a blank background.



For example, an empty wall.



You cannot wear anything that covers your head unless it is for:



- religious reasons
- health reasons.



You cannot wear anything covering your face.



You cannot have a light in the photo.

For example, light from the camera flash.



Your photo cannot be damaged when we get it.

What your medical practitioner needs to do



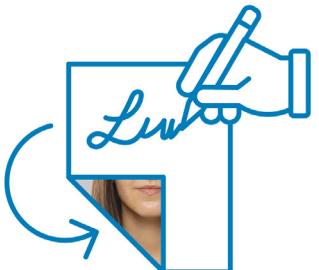
A **medical practitioner** is a doctor who looks after your health.



Your medical practitioner needs to sign your photo to **certify** that it is you.



When you certify something, you say that it is true.

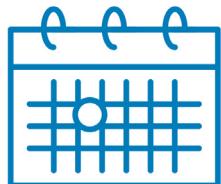


On the back of your photo, your medical professional must write:

‘I certify that this is a true photo of [your full name] that I have examined.’



They must also write:



- their signature
- the date.

We need a new photo from you every:



- 10 years if you are 16 years old or younger



- 5 years if you are 17 years old or older.



We will contact you when we need a new photo.

Word list

This list explains what the **bold** words in this document mean.



Certify

When you certify something, you say that it is true.



Citizen

An Australian citizen is someone who belongs to Australia under the law

Contract



A contract is a written agreement you make with someone else.

It explains:

- what you agree to do
- what they agree to do.



Land valuation notice

A land valuation notice is a letter that tells you how much your land is worth.



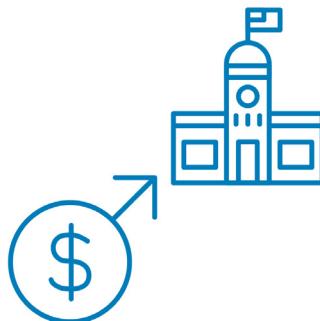
Medical practitioner

A medical practitioner is a doctor who looks after your health.



Notice of Assessment

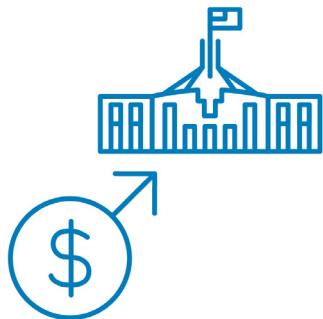
A Notice of Assessment is a letter that tells you how much tax you must pay or how much you will get back.



Rates

Rates are the fees you pay to your local government for services.

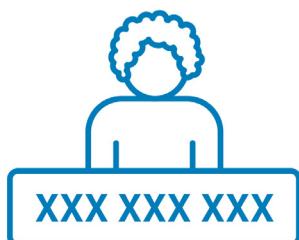
For example, bin collection and parks.



Tax

Tax is money that people pay to the government to help pay for services.

For example, schools, roads and hospitals.



Tax File Number

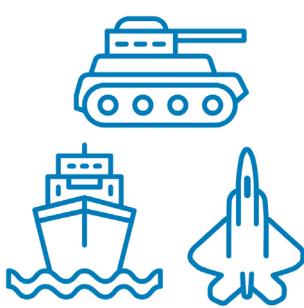
Your Tax File Number tells the Australian Taxation Office who you are.



Vote

When you vote, you help choose who is part of a government.

Veteran



Veterans are people who worked in the defence forces, such as the:

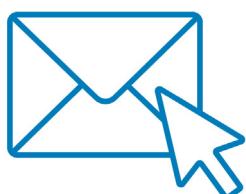
- army
- navy
- air force.

Contact us



You can call us.

13 11 56



You can send us an email.

ondemandtransport@transport.wa.gov.au



You can write to us.

On-demand Transport

GPO Box R1290

Perth WA 6844



You can visit our website.

www.transport.wa.gov.au/ptssapply



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