

Duplicate Gatwick Staff Discount Card Application Form



Team Leaders / CEM, Southern Railway
 Gatwick Ticket Office, Gatwick Railway Station
 Gatwick Airport, West Sussex RH6 0RD
 email: gatwickmultiskilledteamleaders@southernrailway.com

Dear Passenger,

All applicants for duplicate Gatwick Staff Discount Cards need to complete all parts of this form. If you have also lost your photocard this should be replaced first at your local station. The new rail card number must then be included on this form. There is a £20 fee to be paid if your application is successful. This must be paid in full before your duplicate is issued. You should make and keep a copy of this form for your own reference.

Please include any information that you feel may be useful in expediting your application. Where the loss is as a result of fire or theft, confirmation is required from the police, the fire service or another appropriate organisation. All applications will be investigated and you may be asked to attend an interview. Southern may prosecute for making false statements or where fraudulent applications are detected. On no occasion will a second duplicate ticket be issued.

We will acknowledge receipt of your application within 5 working days and we aim to have a decision within 10 working days. If you have not heard from us within this time please contact us as detailed above. Whilst awaiting our decision you must purchase ordinary non-discounted tickets.

TO BE COMPLETED BY THE PASSENGER

Mr / Mrs / Other		Address	
Forenames			
Surname		Post Code	
Employer		Staff ID number	
Daytime phone number		Home phone number	
Old photocard number		New photocard number	
From Gatwick Airport	To:	Card Expiry:	
Email address			
Please give details how the card was lost			
If the application is as a result of theft of fire, name the Police / Fire Station reported at			
Date reported			
Have you ever applied for a duplicate before?		Yes	No
If yes, when		Yes	No

I declare that the information I have given is to the best of my knowledge and belief a true statement of fact. I realise that I may be prosecuted if I knowingly make a false statement. I give authority for the making of such enquiries as are reasonably necessary to verify the information that I have given in respect of this application. I agree to accept the National Rail Conditions of Carriage.

Signature of Applicant Date

Scan and email to: gatwickmultiskilledteamleaders@southernrailway.com or post to Team Leaders / CEM address above or hand in to the TICKET OFFICE AT GATWICK