The membership application period will run from 1st April to 31st March in line with the financial year. **Please circle which category of membership you require:**

1. £20.00 incl VAT (£16.67+£3.33) for groups with an income of less than £5,000 per year

## £40.00 incl VAT (£33.33+£6.67) for groups with an income of more than £5,000 per year

1. £55.00 incl VAT (£45.83+£9.17) local education authority schools for non-statutory trips
2. £156.00 incl VAT (£130 +£26.00) for statutory organisations (Councils, Health Services etc)

**Organisation Name**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Address**: . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . .. . . . . . . . . . . . .

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**Invoice Address (if different):** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . .

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**Charity Number**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **VAT registration:**  . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Tel.No (Office):** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**Tel.No (Eve/wkends):** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Nominated Person**

The nominated person will be our main contact within your organisation and will be responsible for dealing with any queries that may arise. They are responsible for bookings, cancellations, drivers and payments.

**Nominated Person**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **Email:** . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . .. . . . . . .

**Address (if different from above):** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **Post Code:** . . . . . . . . . . . . . . . . . .

Tel.No (Office): . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Tel.No (Eve/wkends): . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**MiDAS Drivers**

Please list any MiDAS registered employees that drive for your organisation: . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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**Please tick to show you have included the following supporting documents:**

Audited accounts OR Most recent bank statement

Constitution OR Most recent Annual Report

**P.T.O**

**Declaration**

**The declaration below must be signed to gain membership of Community Transport Waltham Forest. The person who signs must be someone who is authorised to commit your organisation financially**.

We are applying for membership of Community Transport Waltham Forest and agree to abide by the conditions of use set by the CTWF Management Committee. **We accept we are liable to pay our part of the** **insurance excess required by insurers of any claim against Community Transport Waltham Forest that arises out of our use of any vehicle booked through CTWF,** (those groups whose membership falls in the first two categories the excess will be £200, schools and statutory organisations the excess will be £250). We also accept the responsibility for the whole of the insurance excess of £250 for any damage to vehicles or costs of replacement or damaged parts, property or persons involved in any incident due to any negligent acts e.g. drinking and driving, dangerous driving, driving whilst using a mobile phone, misjudging heights and widths etc. **The group will ensure that only drivers that are registered with CTWF and in receipt of a MiDAS registered driver’s card are allowed to drive any CTWF vehicle.**

**We agree that we shall be liable as the user of the vehicle in respect of:**

1. Any of the following offences which may be committed with respect to any vehicle loaned, borrowed or otherwise used, by arrangement with CTWF
2. When any such vehicle is stationary or otherwise and when a fixed penalty notice is issued
3. Waiting or being left parked or being loaded or unloaded in a road where restrictions on such waiting, parking, loading or unloading, apply
4. Being used or kept on a public road without the vehicle licence being exhibited on the vehicle in the prescribed manner
5. The non-payment of charge at a street parking space
6. Any excess charge which may be incurred in the pursuance of the order under section 35 and 36 of the Road Traffic Act 1967 (provision of highway parking places where charges are made)
7. Central London Congestion charges
8. Exceeding the speed limit by their driver, misuse of box junctions

**Cancellations**

There is no charge if CTWF receive at least 24 hours’ notice of cancellation of a vehicle booking. If a booking is cancelled within 24 hours, the minimum session charge of £22 will apply. Where a booking has been made and not cancelled, and the vehicle is not used, the session charge will apply.

**Cleaning**

We, the driver/ Member, are responsible for removing any personal belongings from the vehicle and leaving the interior of the vehicle in a clean and undamaged state. A cleaning/repair charge of £25 inc VAT will be incurred if a vehicle is left in a dirty state. These charges are easily avoided by keeping the interior clean and by observing the no smoking, eating, drinking or chewing gum rules. Any substantial damage incurred will be charged at quoted repair rate from CTWF supplier.

As members of CTWF (a wholly owned subsidiary of Waltham Forest Community Transport) we undertake to contribute to the assets of WFCT Ltd in the event of WFCT Ltd being wound up while we are Members or within one year after we cease to be a Member. We will contribute to payment of the debts and liabilities of CTWF and the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors of CTWF Ltd, such amount as may be required not exceeding £5.

Signed: ........................................................................ Print Name: .................................................................

Date: ..................................................... Do you require a receipt? Yes / No

Data collected is for monitoring purposes only; we do not share data with third parties. This is in compliance with the Data Protection Act 1988.

Payment: **By cheque:** payable to: **Community Transport Waltham Forest. BACS: sort code 089030 ACC: 50044058** Please return this form and payment to: Community Transport Waltham Forest, Low Hall Manor Business Park, 42 Argall Avenue, Leyton E10 7AS.