



Membership Application Form 2022/23

DRIVEN BY OUR COMMUNITY

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:

- a) £20.00 incl VAT (£16.67+£3.33) for groups with an income of less than £5,000 per year
- b) £40.00 incl VAT (£33.33+£6.67) for groups with an income of more than £5,000 per year
- c) £55.00 incl VAT (£45.83+£9.17) local education authority schools for non-statutory trips
- d) £156.00 incl VAT (£130 +£26.00) for statutory organisations (Councils, Health Services etc)

Organisation Name:

Address:

..... **Post Code:** **Email:**.....

Invoice Address (if different):

.....

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:

.....

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

- Audited accounts OR Most recent bank statement
- Constitution OR Most recent Annual Report

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 Board of Trustees. **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**, we accept the responsibility for the whole of the insurance excess of £500 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 or waiting or being left parked or being loaded or unloaded in a road where restrictions on such waiting, parking, loading or unloading, apply
3. Being used or kept on a public road without the vehicle licence being exhibited on the vehicle in the prescribed manner
4. The non-payment of charge at a street parking space
5. 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)
6. Central London Congestion charges, Highway charges including Toll Charges
7. 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 £33 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 £50 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.

For the avoidance of doubt, this membership application refers to supporter membership of CTWF (Waltham Forest Community Transport Ltd, registered company number:3073284 and registered charity number: 1048701) on the terms set by the Board of Trustees from time to time and does not confer company law membership of CTWF or any voting rights.

Signed: **Print Name:**

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

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



Membership Application Form 2022/23

DRIVEN BY OUR COMMUNITY

Community Transport Waltham Forest Privacy Notice

Community Transport Waltham Forest uses the information collected from you to record organisation membership details as the named contact person details, to make telephone contact and to email you information to provide transport quotations, issue invoices and renewal documentation or to discuss bookings and service offers which Community Transport Waltham Forest believes may be of interest to you/your organisation. In you making initial contact you consent to Community Transport Waltham Forest maintaining a dialogue with you until you/your organisation either opt out (which you can do at any stage) or we decide to desist in promoting our services.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls and details of your use of our transport service. Community Transport Waltham Forest website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. WordPress.org uses cookies to help Community Transport Waltham Forest identify and track visitors and their website access preferences. Website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using Community Transport Waltham Forest Website.

Any information Community Transport Waltham Forest holds about you/ your organisation encompasses all the details we hold about you and any transport transactions we have had.

Community Transport Waltham Forest will only collect the information needed so that it can provide you with community transport services, this organisation does not sell or broker your data.

A full copy of our Data Protection Policy is available on request. Please email Helen@ctwf.co.uk