

The Driver Must Retain A Copy Of This Document When Approved

Application to hire 16-Seater Minibus



Unit 5, Britannia Estate, Leagrave Road, Luton, Bedfordshire, LU3 1RJ  
Email: [info@familiesunitednetwork.org.uk](mailto:info@familiesunitednetwork.org.uk) or Telephone: 01582 420 800

1. Application Date \_\_\_\_\_

2. Name of Club/Organisation \_\_\_\_\_

3. Please indicate the minibus(s) you require and dates of hire.

Standard 16-seater   
(excl. driver)

Accessible 16-seater   
(excl. driver)

Dates of hire: From \_\_\_\_\_ to \_\_\_\_\_

For the accessible minibus, please indicate the configuration required below:  
(seats quoted excl. driver)

1 Wheelchair space + 12 seats

2 Wheelchair spaces + 10 seats

3 Wheelchair spaces + 6 seats

4 Wheelchair spaces + 4 seats

4. Driver details:

Name of Driver 1 \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Driver 2 \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_



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**Driver's Declaration**

I, the undersigned, declare that I am over 25 years of age, have held a full driver's licence for not less than 2 years and have no driving endorsements convictions.

I have provided either a valid DVLA 'check code' below, or I am enclosing a hard copy of my DVLA information (see condition 2(f) below).

I will abide by the conditions of hire, which I have read and understood. Non-compliance with the conditions of hire will disqualify the user from any insurance cover provided by Families United Network.

Drivers Name \_\_\_\_\_

Drivers Signature \_\_\_\_\_ Date \_\_\_\_\_

DVLA Check Code \_\_\_\_\_ OR I enclose a copy of my DVLA information

Drivers Name \_\_\_\_\_

Drivers Signature \_\_\_\_\_ Date \_\_\_\_\_

DVLA Check Code \_\_\_\_\_ OR I enclose a copy of my DVLA information

**For Office Use Only (Hire Approval)**

Driver's Name: \_\_\_\_\_ Driving License received

Driver's Name: \_\_\_\_\_ Driving License received

Section 19 Permit received

b) Hire charge of £ \_\_\_\_\_ was received on \_\_\_\_\_ by **BACS** **Cheque** **Cash**

Hire deposit of £250 was received on \_\_\_\_\_ by **BACS** **Cheque** **Cash**

Hire deposit refunded on \_\_\_\_\_ by **BACS** **Cheque** **Cash**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ (Representative of Families United Network)

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### Conditions Of Hire For FUN Vehicle

1. The hirer must have a Section 19 permit to drive a small bus under the terms of the Transport Act 1986. You may be able obtain this permit from VOSA Licensing Application Services, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF. Telephone: 0113 254 3209

2. The accredited driver(s) must:

(a) Be over 25 years of age.

(c) Have held a driving licence and had driving experience for at least 2 years.

(d) Have no driving endorsements or convictions.

(e) Produce a valid photocard driving licence. Paper licences will not be accepted.

The licence must show a D1 entitlement

(f) Confirm that they have no endorsements or convictions by providing us with a valid DVLA 'check code' or print out. To do this, go to:

[www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

1. Enter your driving licence number and postcode, and your National Insurance number.

2. Click on the 'Share your licence information' tab – then the 'Create a code' button.

3. You will now be shown a code that you can pass on to us to allow us to check your driving endorsements online, or alternatively you have the option to print out a hard copy of your licence information and provide this to us.

3. This application form must be correctly completed and the Driver's Declaration signed by each driver. Drivers must carry a copy of this form to prove that they have been given approval for the hire by a representative of Families United Network.

4. The correct charges must be paid prior to the hire period (see below)

5. Collection and drop-off will normally take place between 9am and 3pm Monday to Friday, at the address shown above, unless otherwise agreed.

6. Rates of Hire per 24 hour period:

£20.00 per day – 16 seater standard minibus

£35.00 per day – 16 seater accessible minibus

A flat weekend rate will be applied to vehicles being used over a weekend.

#### Weekend Rate

£40.00 – 16 seater standard minibus

£70.00 – 16 seater accessible minibus

The minibus must be collected on a Friday between 9am and 3pm, and returned by 10.00am Monday morning.

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7. All payments in relation to the hire must be received no later than 7 days before the hire period begins. Failure to do so may result in the booking being cancelled.

8. A late charge of £5.00 per hour will be applied where the minibus is not returned by the agreed time, up to the cost of an additional days hire.

9. A deposit of £250 is also payable prior to the hire period for each minibus hired, to cover the insurance excess in the event of damage being caused to the vehicle. This will be refunded at the end of the hire period, less any necessary deductions (see below).

Payment of the hire charges and deposit can be made by cash, cheque or

Bank transfer to the following account:

Families United Network, sortcode: 40-52-40 account no: 00009613

Please reference the payment with the name of your organisation.

10. The minibus(s) will be provided with a full tank of petrol and should be returned with a full tank. Where this is not the case, mileage will be charged at 45p per mile, which will be deducted from the deposit refund. The vehicle must be returned with its interior clean and tidy. Failure to do so will result in a cleaning charge being made.

11. Families United Network undertakes to provide Comprehensive Insurance Cover for the hire of the vehicle, provided that all information given on the hire application form is correct.

12. Families United Network undertakes, as far as possible, to ensure that the vehicle is in road-worthy and reliable condition at time of hire.

13. In the event of an accident causing damage to the vehicle, it must be understood and accepted that the hirer must be responsible for the £250 excess imposed by the Insurers towards the cost of repairing any damage.

14. Any parking, speeding tickets or fines incurred during the hire period will be paid for by the Driver/Hirer.

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I have read and agree to the above terms and conditions of hire.

I, the driver, accept these terms and conditions on the basis that I will be held fully responsible for adhering to these conditions throughout the hire period.

Drivers Name \_\_\_\_\_

Drivers Signature \_\_\_\_\_

Date \_\_\_\_\_

Drivers Name \_\_\_\_\_

Drivers Signature \_\_\_\_\_

Date \_\_\_\_\_