Community Transport
Temporary Affiliation Form

Organisation_____

Contact name:_____

Address _____

_____

_____

Postcode _____

Charity no:_____Company no:_____

Telephone 1 _____

2 _____

Mobile _____

e mail _____

Address for invoices _____

(if different from above) _____

_____

_____

Postcode _____

Terms and Conditions of Affiliation

Membership of THCT entitles your organisation to use THCT's vehicle use service, and to access THCT's workshop service if your organisation has its own vehicle. THCT is a registered charity providing transport services under Section 19 of the Transport Act. **The Terms and Conditions of membership are set out in detail below and you should read them carefully**. They include some legal requirements regarding the use of vehicle, as well as THCT's procedures.

Tel: 020-7987-6447

Registered Charity Number 289827
Tower Hamlets Community Transport
25-27 NEWELL STREET
LONDON E14 7HP

TERMS & CONDITIONS OF MEMBERSHIP

When your organisation becomes a member of THCT, you agree to abide by our Terms and Conditions. We may withdraw membership if you fail to do this.

1. Membership of THCT is available to *bona fide* voluntary and community organisations in Tower Hamlets. **Our vehicles are not available for commercial, personal or party political use.**
2. For the period of the use **your organisation accepts responsibility for any uninsured loss** or damage to the vehicle. The current insurance excess will be applied.
3. Vehicles must not be used for activities other than those stated in your organisation's membership application form.
4. **All drivers must be registered with THCT.** If you allow anyone else to drive, they may not be insured, and you will be liable for any costs, liabilities or legal action arising from any incident. **You must give us the names of all people who are to drive at the time of collection, even if they are not present when the vehicle is collected**.
5. Your organisation will be responsible for any fines resulting from illegal parking whilst using the vehicle. This includes the Congestion Zone (if applicable) and speed camera offences
6. **Any criminal charges arising from your use of THCT vehicles are the responsibility of your organisation and driver(s)**. This includes any charges arising from vehicle defects, and you should remind your drivers to check that they are satisfied with the vehicle condition before they set off.
7. **Vehicles must be returned in a clean condition.** Any rubbish, vomit or other soiling inside the vehicles is the responsibility of the user group. Cleaning charges may be levied.
8. THCT vehicles are operated under Section 19 of the 1985 Transport Act. **Goods other than hand luggage must not be carried inside a minibus.** If you wish to transport anything other than hand luggage you must use the roof racks or use our goods van. **Our insurance policy does not cover carriage of goods other than hand luggage.**
9. Invoices will be sent to the address given on your Membership Application and **must be paid within 30 days**.
10. **Vehicles must be returned at the agreed time.** Late returns or collections may ruin another group's planned activity. Charges may be applicable for late collections or returns.
11. **At least one adult escort must be provided** by groups transporting children and young people under 16, or adults with special needs. This is an **essential** safety measure.

***Declaration*:** I agree that we will conform to the attached terms and conditions for this temporary affiliation and that I am authorised by my organisation to make this commitment.

Name:_____ (Please print)

Signed:_____ Dated:_____