

APPLICATION FORM

Applicant Details	
Name:	
Organisation:	
Address:	
Email Address:	
Telephone Number:	
Booking Details	
(This is a cost-recovery charge and does not constitute commercial hire)	
Day Rate Hire:	£75 per 24-hour period
Date(s) of Booking:	
Purpose of Minibus Hire:	
Is your organisation non-profit making?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will you charge passengers for travel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Driver Eligibility	
Please confirm the following (tick all that apply)	
I am aged between 30 and 70 years	<input type="checkbox"/> YES <input type="checkbox"/> NO
I have held a full UK or EU driving licence for at least 2 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
My licence permits me to drive a vehicle of this class	<input type="checkbox"/> YES <input type="checkbox"/> NO
Endorsements / driving convictions	<input type="checkbox"/> I have no unspent endorsements / driving convictions <input type="checkbox"/> If yes, please provide details: <hr style="width: 20%; margin-left: 0;"/>
Driver Licence Verification	
<p>For insurance purposes, all drivers must provide a copy of their valid driving licence (photocard – both sides) before being authorised to drive the minibus.</p> <p>Copies may be: Emailed to: k.estrada-castillon@sevenoakstown.gov.uk, or</p> <p>Presented in person at the Sevenoaks Town Council office for scanning.</p> <p>Bookings will remain unconfirmed until the licence copy has been received and verified by the Council.</p>	

Additional Driver Information (if applicable)	
Name:	
I am aged between 30 and 70 years	<input type="checkbox"/> YES <input type="checkbox"/> NO
I have held a full UK or EU driving licence for at least 2 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
License valid for vehicle class	<input type="checkbox"/> YES <input type="checkbox"/> NO
Driving license copy provided to Council (email or in person)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Booking Information	
Dates you wish to use the Minibus:	From _____ To _____
Collection/Drop-off Times (24-hour format):	
Collection and Return Point:	Bat & Ball Community Centre
Purpose:	
Destination:	

Important Notes

- The vehicle must be returned refuelled / recharged, with a receipt provided.
- Failure to do so will result in the cost being recharged plus a £25 administration fee.
- The minibus must be returned clean and tidy, otherwise a £50 cleaning charge may apply.
- Keys must be returned to Bat & Ball Community Centre reception unless otherwise agreed in writing.
- The Council's motor insurance policy applies.
- The insurance excess is £1,000 per claim (£500 for glass claims).
- Any misuse, negligence or breach of Terms & Conditions may result in costs being recovered from the user.

Declaration

I confirm that the information provided is accurate and that I have read and agree to the Minibus Terms & Conditions.

Signed: _____

Date: _____

Print Name: _____

For Office Use Only

Application Approved:

YES NO

Copy of Licence Provided:

YES NO

Accompanying Terms and Conditions Completed:

YES NO

Signed:

Date:

Print Name:

Notes: