



Bristol Community Transport

Transport works better when the community drives

Membership Application

Application for membership of Bristol Community Transport

Application from:

.....
(Name of Group applying for membership of BCT)



Bristol Community Transport
To the rear of
137 Parson Street
Bristol BS3 5RB

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fax
0117 923 6977

e-mail
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website
www.bristolcommunitytransport.org.uk

Bristol Community Transport (BCT) is a company limited by guarantee and registered in England and Wales. Company number 4749030. VAT number 805311274. Our registered office and main correspondence address is: 137 Parson Street, Bristol BS3 5RB

part of the hct group

Conditions of Use

1	BCT vehicles must only be used for the purpose for which they were booked and not for profit or personal gain.
2	Only BCT approved and registered drivers may drive the vehicles. Drivers must hold a current MiDAS certificate, be at least 21 years of age, have held a clean full UK driving licence for a minimum of 2 years.
3	BCT will only hire to groups who are committed to the principles of Equal Opportunities and who will implement our Equal Opportunities policy.
4	In the event of any accident or mechanical breakdown which either BCT or its insurance company deems to be the fault of the driver, we agree to pay the excess as laid down by BCT's insurance company - which is currently £300 for own fault accidents, £250 for fire or theft whilst on hire. (These figures may be subject to change at the time of BCT's insurance renewal).
5	In any dispute between the hiring group and a driver causing own fault damage to a BCT vehicle(s), the responsibility for paying the insurance excess will be met by the hiring group. Any damage occurring whilst a vehicle is on hire by a member group, the member group will be responsible for damage repair costs, which may exceed the level of the insurance excess. It is BCT's prerogative to determine whether an insurance claim is applicable, dependant upon the extent of damage.
6	The group hiring a vehicle(s) agree to abide by the rules laid down in the Highway Code and Minibus Permit Transport Act 1985. (Full details can be obtained from BCT on request).
7	The group hiring a vehicle(s) is to pay all charges incurred for the use of BCT facilities as appropriate to usage.
8	If the group hiring a vehicle(s) wants to make a cancellation, they must do so in writing by post, by emailing to bctoffice@hctgroup.org , or faxing to 0844 588 9997, for the cancellation to be recognised.
9	All vehicles must be returned to BCT by the stated time, as agreed/confirmed at the time of booking. In some cases extra charges may be incurred for vehicles that are returned late.
10	All vehicles must be left in a clean and tidy condition after use. In some cases extra charges may be incurred for vehicles that are returned in an excessively dirty condition.
11	The group hiring a vehicle(s) agree to report all damage and/or defects to vehicles occurring during any period(s) of hire, to a member of BCT staff as soon as possible.
12	During the period of hire, the group hiring a vehicle(s) agrees; we are liable as owner of the vehicle in respect of any offences or any excess charge under the Road Traffic Act 1974 and 1975 and subsequent amendments. We acknowledge this liability extends to any other vehicle hired under the agreement, and to any period by which the original period of hire may be extended.
13	The first vehicle hire and /or driver training charges must be paid in advance before the hire and / or driver training occurs. Training charges are fixed and will be invoiced in advance, for vehicle hires an invoice will be issued based on a quote. For subsequent hire and/or training bookings a 30 day payment credit facility will be available. BCT reserves the right to withdraw invoice payment credit facilities at any time if a member group fails to settle invoices on time.

Print name and sign	Signed for and on behalf of the organisation applying
Position/Role	
Group name	

Membership Application Form

The Management Committee / Trustees / Board of: - (write **group name** on the line below)

—

has formally decided to apply for membership of BCT. We formally agree to abide by the "Conditions of Use" as laid down by Bristol Community Transport.

Signed	Position / Role
Name (please print)	Date

Correspondence address	
Tel	Fax
Email	Website

Invoice address (if different)	
Tel	Fax
Email	Website

<p>Project / Organisation</p> <ul style="list-style-type: none">Please provide a brief summary of the activities of your group / project <ul style="list-style-type: none">Where did you hear about BCT <p>_____</p>

Please enclose: A copy of your organisation's constitution
A sheet of headed notepaper

FOR BCT USE		
Date received	Date Ratified	
Authority for Ratification		
Membership No	Confirmation sent	Staff Initials

Membership Application Form

Management Committee / Trustee / Directors' Details

Please supply the names, addresses and contact details (telephone, email etc.) of all Management Committee members, Trustees or Directors.

If you have a printed list please attach a copy.

For academies please state if a single academy, part of multi academy trust, or part of an umbrella trust, and who is responsible for governance.

Name	Address	Telephone No Email etc.,	Position (Chair, member etc)

Please copy if required

Bookings Procedures

Nomination of “Authorised Bookers”

To improve the security of your bookings, please nominate people to be authorised as bookers. BCT will only accept requests for vehicles from the nominated authorised bookers named below.

In order to implement this it is important that bookers are aware of your membership number. **Change of nominated bookers to be notified in writing**, email from an official non-personal email address is sufficient.

Please nominate up to four individuals that you are authorising to place bookings on your behalf, i.e. your “Bookers”:

Authorised Bookers

Name	Position

Vehicle Use

This is to help us find the right vehicle for you at the times you are likely to need transport. Although BCT will always endeavour to meet the demands of our members, due to pressure of resources we may not always have the vehicle that you require for your journey.

When do you plan to use BCT vehicles? (Please place a tick in the boxes below to indicate your likely journey times.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Do you want to make regular or occasional bookings? _____

Does your group require wheelchair access or ramps/lifts? _____

Will your group be regularly carrying children aged 3 to 16 years? _____

Group Activity

Please circle the letters of all categories that are relevant to your organisation both generally and specific areas of activity where BCT can be used. This information helps measure the social impact and community value of our services.

A	Children	B	Youth
C	Elderly	D	Education
E	Ethnic minority	F	Disability
G	Sport	H	Multi-Purpose
I	Women	J	Religious
K	Arts	L	Environment
M	Housing/Homeless	N	Single Parents
O	Pressure Group (not party political)	P	Health/Welfare
Q	Fundraising (Charitable)	R	School based activities
S	Training	T	Leisure
U	LGBT		

Outcomes Analysis

Area of Benefit:

Please circle the numbers below for those areas where you target your service or where most of your users come from or go to. This information will help us to develop locally based services, and monitor our effectiveness as a community development support service.

1. Avonmouth/Lawrence Weston BS11
2. Southmead BS10
3. Lockleaze, Horfield BS7
4. North and West Bristol region BS7, 9, 10, 11
5. Ashley, Easton, Lawrence Hill (includes St Pauls, Montpelier and St Werburghs)
6. City Centre
7. East Bristol
8. Knowle West
9. South Bristol
10. Hartcliffe/Withywood
11. Bristol wide (including surrounding area)

Funding Analysis

Please indicate which body provides funding for your organisation (if this has varied please indicate those that have provided funding within the last 3 years).

This information helps us to build up a picture of BCT’s service provision and funding context and may help us develop effective partnerships in the future. We will not publish this information in a way that will identify any particular group.

Funding body **Department, source, type**

e.g.
 Bristol City Council - Neighbourhood Partnership wellbeing grants
 Central Government – Social Enterprise Investment Fund
 Other- NHS, Big Lottery, Skills Funding Agency, Connexions, Quartet Community Foundation etc

Bristol City Council	
Central Government	
European Union	
Fundraising	
Other	

Please state your group’s status (please tick box):

- Charity - Registered Charity Number
- Volunteer
- Non-funded
- Funded (by whom)
- Statutory body - To what body are you linked?
- Industrial & Provident Society - IPS Number
- Community Interest Company (CIC) - Company Registration Number
- Social Enterprise – member of
- Co-operative - IPS Number (if applicable)
- Other - please specify

BCT reserves the right to alter the Conditions of Use, any such change will be notified in writing.

Thank you