

**Membership Number:**

Truro Shopmobility is committed to provide the best possible service to our members and to ensure compliance with relevant insurance requirements. To enable us to do this we require the following information.

<b>Membership Type</b>		<b>Fee Paid</b>	
<b>Is this a renewal or new membership?</b>			

<b>First Name</b>		<b>Last Name</b>	
<b>Gender</b>		<b>Ethnic Origin</b>	
<b>Home Address</b> (with postcode)			
<b>Holiday Address</b> (if applicable)			
<b>Landline No.</b>		<b>Mobile No.</b>	
<b>Email Address</b> (If you would like to receive a reminder of your membership running out, or notifications of closures or events via email, please include it here. Otherwise you may omit this.)			

<b>Age of User</b> (Users <b>under 16</b> will be unable to use electric scooters. Users <b>under 18</b> will need to be accompanied by an adult who will supply identifying details on their behalf and be able to identify their relationship.)	Under 14	14-18
	19-25	26-35
	36-55	Over 55

<b>Weight Band</b> (Unfortunately we are unable to supply equipment to persons over 136kg (21 Stone 5.8lbs) due to manufacturer specifications)	Below 10 Stone	Between 15 and 21 Stone
	Between 10 and 15 Stone	Over 21 Stone

<b>Have you ever held a UK Driving Licence?</b>		<b>Have you used equipment like this before?</b>	
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Please indicate if there are any medical reasons, which you feel may affect your ability to use the equipment provided to you, including medication or mark Not Applicable.	
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<b>Other Insurance</b> In the event you cause accidental injury or damage to third party property and you make a claim and you can also claim under another insurance policy, we will only pay our share of the claim. You must tell us the name of the other insurance policy and the policy number.
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**Please turn over to complete the declaration and provide signatures.**

ID 1 (photographic)		ID 2	
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Both forms of ID must be present for the named person on this form for the membership to be valid. Write down the type of ID, present it to the staff or volunteer who will sign beside it to confirm that they have seen it and it is valid. Acceptable types are Blue Badge, Benefits book, Current Driving Licence, Recent Addressed document (up to 3 months), Passport, Doctor/Hospital Letter, Bank/Building Society Pass Book, UK Birth or Adoption Certificate, EU National Identity Card.

**Guidelines and Conditions of Loan**

Please read these thoroughly and if you agree to these terms, please sign below.

I have read and understood the terms and conditions shown to me here. I can also confirm that the information provided by me on this form is complete and accurate to the best of my knowledge and belief.

Signed by User:

Date:

- At all times please follow the advice given by the staff and volunteers of Truro Shopmobility, however you are responsible for your own safety.
- All belongings and personal property are left at your own risk. Truro Shopmobility cannot be responsible for loss or damage of these during the use of equipment.
- Do not leave manual wheelchairs unattended, and remove keys when leaving electric equipment.
- On each hire you will be re-assessed for the vehicle to confirm that you are still being issued the most suitable piece of equipment. Please notify us of any changes in your health that may affect your ability to use the equipment each time. You should not use the equipment if your health or medications may affect your ability to use it safely including affecting your vision, reactions and co-ordination.
- If you do not declare any conditions that do affect you then Truro Shopmobility cannot be held liable.
- Accidents or incidents involving equipment must be reported immediately on your return including details of the incident and any witness names.
- On each hire you will be asked to inspect and sign out the equipment alongside the Truro Shopmobility worker and once again on your return. Any damage beyond normal wear and tear may result in an additional charge.
- Abusive or violent behaviour towards staff, volunteers or clients is not acceptable and may result in the service being withdrawn and further action being taken with the relevant authorities.
- Truro Shopmobility reserves the right to refuse to loan equipment if the weather is unsuitable (such as heavy rain, high winds or snow and ice conditions). We will endeavour to notify you as soon as possible. If you are unsure, please call us before arriving.
- All equipment must be returned to the office by 2.40pm to enable these checks to be carried out. Late return of equipment may result in the service being withdrawn.
- Although we will endeavour to provide the service if you have not pre-booked, please contact us as soon as possible so that we can reserve the equipment for you. Where no bookings have been made or all equipment has been returned, the scheme may close at 2pm or after so it is imperative you let us know if you require a scooter after this time.
- Do not overload the equipment or allow unregistered users, young people or animals to use or ride on the equipment.
- The equipment cannot be used after taking abusive substances such as alcohol.

**Training**

**Equipment Type:**

I have received instruction on how to use the equipment safely

Signed by User:

Date:

Signed by Staff:

Date:

This information was uploaded on \_\_\_/\_\_\_/20\_\_ by \_\_\_\_\_ .