



HIGHWORTH AND DISTRICT LIONS CLUB

USE OF LION'S MINIBUS

To comply with DVLA and Insurance conditions we are required to regularly check the intended nature of use, and the Driving Licenses for people using the Lions Minibus.

In order to do this, we require the following information fully completed and returned to us for assessment.

- Application to Drive From (this document)
- Driver Agreement Form
- Copy of both the front and back of your Driving License
- Up to date Print out of your "Share Driving Summary"

Once completed, please return to either to the charity shop (Lions Charity Shop:23 Newburgh Pl, Highworth, Swindon SN6 7DN, Tel: 01793 766800) or email (preferred) it to transport@highworthlions.co.uk.

A print-out of your Share Driving Summary can be obtained from [View or share your driving licence information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/view-or-share-your-driving-licence). This replaces the old paper counterpart to your Licence which gave details of endorsements, etc and is now discontinued. To obtain it you will need (a) your driving Licence Number or your personal details (name, date of birth, gender), (b) your post code, and (c) your National Insurance Number.

After receiving these documents, we will send you an acknowledgement to confirm safe receipt and that your application is being processed. If we require any additional information will contact you using the details provided in this form.

Please be advised that until you receive confirmation from us that your application has been successful, your use of the minibus cannot be permitted.

Thank you for your co-operation in this matter.

Transport Team (Highworth and District Lions Club)

Revision History

Date / Revision	Comments
01/06/2024 / Revision 2.00	Initial version 2 release version.
19/06/2024 / Revision 2.10	Added Employment Status and UK Resident questions. Enhanced final declaration. Minor forming amendments.
29/07/2024 / revision 2.20	Additional Organisation Section added and minor formatting and layout changes.
20/09/2024 / revision 2.30	Clarified we require a mobile number for the driver.

APPLICATION TO DRIVE LION'S MINIBUS

To ensure your application is processed quickly, please ensure all questions are completed.

1.0 Your Details

Full Name: Date of Birth:/...../.....

Home Address:

Post Code:

Mobile Number: Email:

Employment Status: (if Retired please enter Retired)

Are you a UK Resident: Yes/No

How long have you been a UK Resident? (if greater than 5 years enter 5+)

Emergency Contact Details

Emergency Contact 1 Name:

Emergency Contact 1 Telephone Number:

Emergency Contact 2 Name:

Emergency Contact 2 Telephone Number:

2.0 Your Driving History

Has any Insurance Company ever declined to insure you, cancelled your policy, or imposed Special Terms in relation to Motor Vehicles?

Yes/No

Claims Details:

Have you, in respect of any vehicle within the last five years, whether or not a claim was made and regardless of blame, had any accidents in the past 5 years?

Yes/No If Yes, how many?

If yes, please provide brief details below. If you have more than one claim, please enter the most recent below and use a continuation sheet for the remainder and attach to your application.

Date of Accident / Claim mm/yy:/..... Was a claim Made: Yes/No

Please provide brief details of the claim:

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Who was considered at fault?

What was the total amount of the claim?

Motoring Convictions Details:

Have you any motoring convictions, endorsements or fixed penalties in the last 5 years? Yes / No

If Yes, please provide details below. Details will also be confirmed from your DLVA Drivers Summary.

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Medical Condition Details:

Do you have any medical conditions which need to be notified to the DVLA? Yes / No

If Yes, please provide details below, and if any special conditions have been imposed.

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Declaration of facts:

Have you ever, either personally or in any business capacity, had any convictions or criminal offences which are not spent under the Rehabilitation of Offenders Act or has any prosecutions pending?	Yes / No
Have you ever, either personally or in any business capacity, been declared bankrupt or insolvent or been the subject of bankruptcy proceedings or insolvency proceedings?	Yes / No
Have you ever, either personally or in any business capacity, had a proposal refused or declined?	Yes / No
Have you ever, either personally or in any business capacity, had an insurance cancelled?	Yes / No
Have you ever, either personally or in any business capacity, had a renewal refused?	Yes / No
Have you ever, either personally or in any business capacity, had special terms imposed?	Yes / No

Have you ever, either personally or in any business capacity, been the owner or director of, or partner in, any business, company or partnership had a county court judgement awarded against them?	Yes / No
Have you ever, either personally or in any business capacity, been disqualified from holding company directorship?	Yes / No
Have you ever, either personally or in any business capacity, been served with a prohibition or improvement order under Health and Safety legislation?	Yes / No
Have you ever, either personally or in any business capacity, been convicted of, charged (but not yet tried) with or officially cautioned for a breach of any Health and Safety or Welfare or Environmental Protection legislation?	Yes / No
Have you ever, either personally or in any business capacity, been the subject of a recovery action by Customs and Excise or the Inland Revenue?	Yes / No

3.0 Organisation Information

How many organisations are you applying to drive for?

If you are requesting approval to drive for multiple organisations, please complete and attach an "Additional Organisational Information" for each. See Section 3.1 at the end of this document.

Organisations Name:

Is the Organisation Non-Profit? Yes/No

Is the Organisation a registered UK Charity? Yes/No Charity#:

Organisation Address:

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Please briefly describe the intended use of the Minibus:

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Please provide two additional contact details for the Organisation (i.e. other than yourself)

<u>Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
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Section 19 Permit

Does your organisation hold its own valid Section 19 permit? Yes / No / Don't Know

Do you intend to drive under the terms of your organisation's Section 19 Permit? Yes / No

If yes, you will need to display the Permit in the windscreen for the full duration of your journey.

Please provide the organisation name as it appears on the Permit 19:

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The Permit Number: Its Expiry Date:/...../.....

4.0 Your obligation to inform us of any changes.

It is important all drivers understand they are required to inform us of any changes, such as any personal information, such as address, contact information etc.

You are also required to inform us of any new medical conditions, new accidents or claims, new endorsements (penalty points, e.g. for speeding). Upon notification you will be unable to continue to drive as we must inform our insurance company and obtain their response BEFORE you are able to drive again.

All changes should be submitted by email to transport@highworthlions.co.uk

I hereby declare that all information herein provided is complete and true, and that I have not withheld any information. I understand it is an offence under the Road Traffic Act to make and false statements or withhold any information.

I apply to be an Authorised Highworth & District Lions Club Minibus driver and agree (when not driving under another Permit 19) to drive the minibus on behalf of the Highworth & District Lions Club.

Full Name:

Signature: Date:/...../.....

3.1 Additional Organisation Information

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Organisations Name:

Is the Organisation Non-Profit? Yes/No

Is the Organisation a registered UK Charity? Yes/No Charity#:

Organisation Address:

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Please briefly describe the intended use of the Minibus:

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Please provide two additional contact details for the Organisation (i.e. other than yourself)

Name**Telephone Number****Email Address**

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Section 19 Permit

Does your organisation hold its own valid Section 19 permit? Yes / No / Don't Know

Do you intend to drive under the terms of your organisation's Section 19 Permit? Yes / No

If yes, you will need to display the Permit in the windscreen for the full duration of your journey.

Please provide the organisation name as it appears on the Permit 19:

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The Permit Number: Its Expiry Date:/...../.....

Full Name:

Signature:

Date:/...../.....