

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title:  |  | First Name: |  | Surname |  |
| Address:Postcode: | DOB: |  |
| Phone Number: |
| Home: |  |
| Mobile: |  |
| Emergency Contact: | Name: | Phone No: |
| Weight (Please Circle) | Under 18st | 18-21st | 21-35st | Child under 12st |
| Do you have epilepsy: YES/NOHave you used a mobility scooter or wheelchair before? YES/ NOHow did you travel to Portsmouth Shopmobility today? Car/Taxi/Bus/Walk |
| Comments: |
| * I confirm that I do not have any medical conditions which may impair my ability to operate equipment hired to me.
* I will inform staff immediately should there be any change to my condition or weight so that I might be reassessed.
* I am happy with the terms and conditions
 |
| Customer Signature |  | Date: |  |
| Armed Forces Veterans complete the following for free membership of Portsmouth Shopmobility.Membership is otherwise £10.00 per year |
| Branch of service  | Service Number  | Dates of service  |

**Please read and sign overleaf**

**Portsmouth Shopmobility Terms and conditions of hire**

1. Portsmouth Shopmobility reserves the right to refuse the hire of equipment to customers not complying or adhering to these term and conditions. This will result in withdrawal of your membership, which will also affect your usage at other Wessex schemes.
2. Portsmouth Shopmobility accepts no responsibility for any accidents arising from undue care, careless driving, or dangerous use of hired equipment. All users must always adhere to the terms and conditions and training recommendations.
3. I will not use any equipment hired to me without receiving the appropriate training and feeling confident. I will ask for more training and be prepared to receive additional training when required. I will turn off the equipment as appropriate whenever I am stationary. I understand that the equipment is for my sole use and can only be used within the UK only. Use of our equipment is not covered by our insurance for use outside of the UK.
4. I will approach doors and entrances at an appropriate angle, use only drop kerbs to crossroads and will always reduce my speed beforehand. I agree never to leave the equipment unattended, unless it is parked safely and does not cause an obstruction, with the key removed. I will not use the equipment when under the influence of alcohol, illegal drugs or any medication that may impair my ability to operate the equipment safely. I am always aware of pedestrians especially when reversing. I agree to keep to an appropriate speed of less than **4mph** and I understand that pedestrians have legal right of way. I will not use the hired equipment on stairs or escalators. I agree to return the loan equipment before closing time of 4pm, unless previously agreed with the Manager. I will not overload the equipment with baggage and will never carry animals, children, or passengers.
5. I agree to always take due care and attention and may be responsible for the first £100 of any insurance claim arising against me. I agree not to use a mobile phone or smoke whilst using the vehicle.
6. I will inform Shopmobility staff immediately of any incident, accident or problem whilst using the equipment and I agree to partake in a re-assessment if requested by staff. If I cause accidental damage or injury to third party property and make a claim under another insurance company in addition to Portsmouth Shopmobility, I must inform the Shopmobility manager of the insurance company and the policy number.

I have read, understood, and agree with Portsmouth Shopmobility data protection statement and the terms and conditions of loan & use of equipment, have been trained in the safe use of the equipment hired and relevant to my needs. All equipment is let to me at my own risk and Portsmouth Shopmobility will not be responsible for any accident, injury, damage, or loss arising from the use of such equipment. A refundable deposit of £50 is required with all long-term hires, this can take 5 - 10 working days to be returned to your bank if paid by card.

I understand that my membership is also a Wessex membership. Any personal information given will be processed in accordance with UK Data Protection Legislation and that information is held in line with our privacy policy as set out in full on our website. The managing company website is Portsmouth.gov.uk. Portsmouth Shopmobility agrees to delete my details upon my membership expiring unless I renew my membership.

Signed by service user: ………………………………………………



Print Name: …………………………………………………………….

Date: ……………………………………………………………………

**Office use only:**

|  |  |
| --- | --- |
| Membership No: |  |
| Wessex member | Membership No. | Scheme Joined | Expire Date |
|  |  |  |
| ID 1  |  | ID 2 |  |
| **Machine Required and Fully trained to use appropriately:** |
| LGS4 | S4 | HV | EWC  | SPWC | CHILD WC |
| Staff signature: |  | Date |  |
| Added to database by |  | Date |  |