

Personal Information

Mr/ Mrs/ Miss/ other:

Forename: Surname:

Date of birth:

Home Address:

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Postcode:

Home Phone: Mobile Phone:

In an effort to reduce paper usage, People to Places can send updates to you via email. Would you like to receive news from us in this fashion?

Yes (please add your email address below) No

Email Address:

Emergency Contacts

Please nominate up to two people we can contact in case of emergency

First Contact

Home Phone:

Mobile Phone:

Relationship to you

Second Contact

Home Phone:

Mobile Phone:

Relationship to you

Privacy Statement

At People to Places we take your privacy seriously and will only use your personal information to administer your membership and provide you with the following information as listed below:

- Newsletters
- Rambles and Travel Club programmes
- Invitation to the Annual General Meeting
- Invitation to the People to Places events

We will also contact you when your renewal is due. If we do not hear from you then, all your documents will be disposed of after a period of 6 months.

Your Needs

Please provide a short description about the nature your disability

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Do you regularly use and travel with any of the following? (Escorts and assistance dogs are carried free of charge)

- | | | | |
|-----------------|--------------------------|------------------|--------------------------|
| Sticks/crutches | <input type="checkbox"/> | Walking Frame | <input type="checkbox"/> |
| Wheelchair | <input type="checkbox"/> | Scooter | <input type="checkbox"/> |
| Assistance Dog | <input type="checkbox"/> | Travel Assistant | <input type="checkbox"/> |
| Oxygen Cylinder | <input type="checkbox"/> | | |

If you use a wheelchair or a scooter, are you able to transfer yourself into a seat?

Yes No

Services

I am applying for membership of People to Places to join the following services: (please tick)

Dial-a-Ride

To become a Dial-a-Ride member you must meet the following criteria:

- Be resident within the Royal Borough of Windsor & Maidenhead
- Be unable to use conventional public transport
- Not have a council issued bus pass

Please remember to include membership payment (see next page)

Travel Assisted Payment Scheme (TAPs)

To become a TAPs recipient you must meet the following criteria:

- Be resident within the Royal Borough of Windsor & Maidenhead
- Not have a council issued bus pass
- Any of the following:
 - Registered blind or partially sighted
 - Have a permanent disability, which means you are unable to walk or have considerable difficulty in walking
 - Have a learning disability
 - Are ineligible to drive a motor vehicle on the grounds of physical fitness

Gift Aid Declaration:

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If you would like People to Places to claim Gift Aid on your membership or donations please confirm the following statement.

Please treat as Gift Aid donations all qualifying gifts of money made today and in the future (please tick)

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Please notify People to Places if you:

1. Want to cancel this declaration
2. Change your name or home address
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your self-assessment tax return or ask HM Revenue and Customs to adjust your tax code.

I declare that the information provided is accurate and correct, that I meet the criteria to qualify for the services requested, I accept the privacy statement above, and that I have read and understand the terms and conditions of the service (see overleaf), including that membership does not guarantee availability of transport.

Signed:

Date:

You can pay for Dial-a-Ride membership in one of two ways:

Option 1: By Electronic Bank Transfer	Option 2: By Cheque
Account name: People to Places Sort code: 60-13-35 Account number: 49116444 Your reference: <i>Please use the applicant's surname and postcode as a reference to ensure we can trace your payment</i>	Cheques should be made payable to <i>People to Places</i> and returned with this application form.

Please return your completed form to:

Membership Section,
People to Places,
2nd Floor, Unit 2, S.C. House,
Vanwall Road,
Maidenhead,
SL6 4UB

If you have any questions regarding this form, call us on **01628 587922** during normal office hours.

Terms & Conditions

1. To become a user of our Community Transport service you must be a resident of the Royal Borough of Windsor & Maidenhead and not be able to use conventional transport alone due to the nature of your illness, disability or condition.
2. Access to our Community Transport service can be obtained through membership of Dial-a-Ride or through receipt of the Travel Assistance Payment Scheme (TAPs).
3. Membership to Dial-a-Ride and receipt of TAPs are not mutually exclusive; individuals can participate in both during the same period.
4. Community Transport must be booked through our schedulers. While we cannot guarantee that Community Transport will be available at the time you request, we will attempt to offer you an alternative, although this may not always be possible.
5. You will update us on any change in circumstance that may affect your membership and eligibility, including where you live, your condition or any mobility equipment you use.
6. Users with mobility equipment must declare this equipment to People to Places prior to use.
7. Users must transfer to a standard seat for travel. Users who are unable to transfer to a standard minibus seat will be secured using the appropriate occupant restraint systems.
8. Seatbelts must be worn by all passengers when the vehicle is moving. If you have a medical exemption from wearing a seatbelt, you must present the certificate to People to Places.
9. Users of powered wheelchairs and scooters will be required to switch off equipment when embarking and disembarking any minibus.
10. People to Places reserves the right to amend or alter the conditions of membership or carriage and reserves the right to suspend access to the service at any time.
11. In accordance with the Data Protection Act, People to Places does not disclose data to third parties. By signing the application form you are agreeing to People to Places storing and holding your information for their own administrative purposes.

Dial-a-Ride

12. Dial-a-Ride membership is for a twelve month period and will cease at the end of that time unless you have renewed your membership.
13. Dial-a-Ride members will receive updates and newsletters regarding People to Places and are entitled to attend the Annual General Meeting and vote on matters and resolutions regarding the organisation.
14. Dial-a-Ride members are able to participate in the various trips and events that People to Places arranges every year.

TAPs

15. A TAPs recipient must provide the necessary proof in order to be considered eligible: including Disability Living Allowance or Attendance Allowance Certificate or payment advice book, Invalidity Care Allowance book, Certificate of Vision Impairment, Blue Badge parking permit, letter from Vehicle Licensing Authority if your driving licence has been revoked for medical reasons.
16. A TAPs allocation covers a twelve month period and will cease at the end of that time unless you have renewed.
17. TAPs recipients are entitled to an allocation of £100, which will be used to offset the costs of journeys during the period. Once the £100 allocation has been used travel can still be obtained from People to Places for the remainder of the period, however journeys will be charged.
18. Use of the allocation does not extend beyond the period. Any allocation remaining at the end of the period will be voided.