

*Delivering Independence & Tackling Isolation*

I wish to apply for membership of the Windsor and Maidenhead Shopmobility scheme and agree to abide by the terms and conditions as set down by People to Places (in this form). The membership period is for 12 months for the date of joining.

I am applying for the following membership (please ✓ the appropriate boxes):

- Annual membership (for non- RBWM residents)
- Annual membership (for RBWM residents)
- I have a yellow Advantage Card*
- I am in receipt of Income Support benefit*

Mr / Mrs/ Miss/ other: .....

Name: .....

Address: .....

..... Postcode: .....

Telephone: ..... Mobile: .....

Would you like to receive email updates about People to?

Yes  (please add your email address below) No

Email Address: .....

### Emergency Contact

Please nominate an emergency contact:

Relationship to you: ..... Home Phone: .....

Location: ..... Mobile: .....

### 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 all your documents will be disposed of after a period of 12 months.

*For office use only*

Proof of identity seen  Proof of address seen   
Membership fee paid  amount £ : cash  cheque  PayPal  Receipt no.  
Membership number allocated  membership number used:  
Signed up by: Date:  
Vehicle type: 3 wheel scooter  4 wheel scooter  S scooter  powered wheelchair

## About you

Your date of birth: .....

Your weight: Under 18 stone   
18 stone and over

Do you suffer from epilepsy or fits? Yes  No

Are you left handed or right handed? Left  Right

Is your eyesight of a standard suitable for using a motorised vehicle? Yes  No

*We need this information to ensure we can provide you with the appropriate mobility equipment and support as some of our equipment may not be suitable for you.*

**Do you use the People to Places Dial-a-Ride service?** Yes  No

### How did you hear about People to Places and Shopmobility?

Saw a minibus or scooter  Picked up a leaflet  Word of mouth  
 Saw at a fair / show / talk  Referred by RBWM  Internet Search  
 Other – please state .....

### What made you decide to use the Shopmobility service?

Accident  Age  Disability  Illness

You can pay for Shopmobility membership in one of two ways

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

Please return your completed application form to either:

Membership  
**Shopmobility Windsor**  
The Coach Park  
Alma Road  
Windsor  
SL4 3HY

Membership  
**Shopmobility Maidenhead**  
Nicholson's Car Park  
Broadway  
Maidenhead  
SL6 1NT

## Terms and Conditions of use

1. To take due care and attention at all times whilst using the wheelchair / scooter and not to leave it unattended at any time unless; 1/ It is safely parked and out of the way of pedestrians and; 2/ It is immobilised with the key removed as appropriate.
2. To exercise due care and attention at all times whilst using the wheelchair / scooter. In accordance with the terms of the insurance policy, **People to Places** is responsible for the first part of any claim arising and this amount may be passed on to the person using the vehicle at the discretion of **People to Places**.
3. Not to use the wheelchair / scooter on public roads (except when crossing the road).
4. To be aware that the users of powered wheelchairs / scooters do not have the legal right of way on the footpath or highway.
5. Not to use the wheelchair / scooter outside of the publicised operational area, without the prior agreement of **Shopmobility** staff.

6. To return the wheelchair / scooter in good condition to **Shopmobility** in a fit and clean state and to return the wheelchair / scooter to **Shopmobility** at or before the agreed time and no later than the advised final return time.
7. Not to overload the wheelchair / scooter or hang or place objects on the vehicle that may prevent its safe operation.
8. To respect the **Shopmobility** staff, volunteers and equipment. Our staff and equipment are not here to be abused and any abuse may lead to penalties being applied, which could include suspension from accessing the service.
9. People to Places reserve the right to refuse a loan at their discretion and may vary these terms and conditions of the scheme at any time and will notify the membership by publishing information at **Shopmobility** sites.
10. All users of a wheelchair / scooter do so at their own risk and **People to Places** accept no liability whatsoever for any injury or damage whatsoever suffered by any user whilst operating or using any wheelchair / scooter except in so far as such injury, loss or damage results directly from the failure of **People to Places** to keep the wheelchair/scooter properly maintained.
11. To advise the **Shopmobility** office of any changes to your personal details and any changes to your medical conditions that may affect your ability to use our equipment.

*giftaid it*

### Gift Aid Declaration:

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.

### Customer Declaration

I confirm that:

1. The information I have provided in this application is accurate and correct.
2. As far as I am aware, I do not have a physical or mental condition which would impair my ability to operate the equipment hired by the Shopmobility service.
3. I have not been advised by my doctor or other qualified assessor not to operate equipment such as that offered by the Shopmobility service.
4. People to Places are registered with the Information Commissioner and do not disclose data to third parties. By signing this form I am agreeing to People to Places storing and holding my information as outlined in the above privacy statement.
5. I agree to all qualifying monies to be treated as 'giftaid it' donations if I have ticked the Gift Aid Declaration.

Signed: ..... Date: .....

# New User Mobility Scooter/Powered Wheelchair Training Checklist

*For office use only*

## Mobility Scooter/Powered Wheelchair operation

- |   |  |
|---|--|
| <input type="checkbox"/> How to switch the vehicle on/off     | <input type="checkbox"/> Removal of key (scooter)      |
| <input type="checkbox"/> Speed control                        | <input type="checkbox"/> Battery indicator             |
| <input type="checkbox"/> Going forward and reverse (scooter)  | <input type="checkbox"/> Joystick control (wheelchair) |
| <input type="checkbox"/> Steering column adjustment (scooter) | <input type="checkbox"/> Horn (scooter)                |
| <input type="checkbox"/> Armrest position                     |  |

### Ensure the member is aware of:

- The higher the speed, the longer it will take the vehicle to stop.
- That the vehicle is for the pavement only – it is not to be driven on the road.
- The importance of ensuring the vehicle is turned off, when getting into/out of the vehicle.
- The necessity of turning the speed down to ‘slow’ in shops and crowded areas.
- The need to use ramps, slopes, lifts, dropped kerbs and entrances with automatic doors and not to use steps, escalators or standard kerbs.
- The necessity to park the vehicle considerately and take the vehicle key with them if they leave for the vehicle for any reason.
- The Shopmobility telephone number on the scooters / wheelchair for emergencies
- The boundaries within which the vehicle can be used
- The need to exercise care and caution around pedestrians.
- The fact that wheelchairs and scooters do not have the right of way on pavements, paths and in shopping centres.
- The fact that no one other than the member may use the vehicle. That children and animals must not ride on the vehicle.
- That shopping bags should not be hung from the stick holders, scooter handles or joysticks and that the shopping basket should be used.

### Fitness to Operate the Vehicle Test

- The member passed the eyesight test

### Handling test

- Turning controls on and off
- Forward travel in a straight line
- Reverse travel in a straight line
- Reverse in / out of a confined space
- Able to turn head to check behind whilst reversing
- Steering left and right
- Able to regulate speed
- Conduct an emergency stop

	Conducted by (name)	Signature	Date
<b>Vehicle operations</b>			
<b>Members awareness</b>			
<b>Test</b>			