

# Neva Consultants / Leasedrive Velo



## Short Term Hire, Stop Gap, Stop Gap Plus Account Application Form

### *Company Details*

<b>Company Name</b> _____	<b>Type</b> Sole Trader : Partnership : Ltd Co : plc : LLP				
<b>Address</b> _____					
<b>Post Code</b> _____	<b>Telephone</b> _____	<b>Fax</b> _____	<b>Fleet Size</b> ____	<b>Cars</b> ____	<b>Vans</b> ____
<b>Email</b> _____	<b>Website</b> _____				
<b>Date Established</b> _____	<b>Company Reg. No.</b> _____	<b>VAT No.</b> _____			
<b>Nature of Business</b> _____			<b>Parent Co. (if any)</b> _____		
<b>No. of Partners/Directors</b> _____	<b>Business Premises</b> Leasehold : Freehold				

I declare that the above information is correct to the best of my knowledge and that I am authorised to sign the Terms and Conditions and Direct Debit mandate that form part of the application on behalf of the company/organisation detailed above.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Leasedrive Velo Rental Management Short Term Hire & Stopgap Mid Term Hire Terms & Conditions

### 1 Reservations

- 1a Reservations are made by the Hirer and confirmed by car group. In meeting the Hirer's requirement Leasedrive Velo may supply any model within each group.
- 1b Reservations may be made verbally, by e-mail, facsimile or using our online reservations tool 'Rental:Manager'.
- 1c Please note that reference to 'working hours' is based on Leasedrive Velo's business hours from 08.30 to 18.00, Monday to Friday (excluding English Bank Holidays).
- 1d Delivery and collection reservations require prior notice. For deliveries to, and collections from, an office location, the office opening hours must be considered in relation to the notice period to ensure that the hire company can gain access as required. Standard vehicle groups (01, 02, C and 03) require a minimum of 2 working hours\* notice. The Hirer is required to inform Leasedrive Velo of the precise delivery and collection locations, which must be within mainland UK.
- 1e For a reservation to be cancelled a minimum of 3 working hours\* notice prior to the requested start time is required. If less notice is given and the delivery is already in progress there may be a failed delivery charge and, where applicable, rental charges. A cancellation reference will be given as confirmation that Leasedrive Velo has received the cancellation.
- 1f For hires starting at an Airport location, full flight details must be provided to Leasedrive Velo if the Hirer is arriving from a flight.
- 1g A 'rental day' is defined as a 24-hour period from the start date and time. If the hire period exceeds a full day by more than 59 minutes then an additional full day's charge will be incurred. If you wish to take advantage of the 59 minutes grace period it must be requested.
- 1h Leasedrive Velo is unable to take responsibility for the unavailability of any requested vehicle. Leasedrive Velo shall not be liable for any direct, indirect, special, incidental, or consequential damages arising out of the use of its services or any other claims by any other party.

### 2 Terminations

- 2a The Hirer must inform Leasedrive Velo of the address, date and time for the termination of the hire. Any change to the termination details must be given to Leasedrive Velo a minimum of 3 working hours\* prior to the original termination time, to avoid any additional charges being levied to the Hirer.
- 2b The Hirer must obtain a termination reference from Leasedrive Velo as confirmation that Leasedrive Velo has been informed of the termination details. Only when firm collection details have been provided to Leasedrive Velo will termination references be issued. If direct contact is made with the supplier at any time Leasedrive Velo must be made aware immediately by the Hirer.
- 2c Vehicles must not be parked illegally for collection. Any charges incurred as a result of a vehicle being parked illegally will be borne by the Hirer.
- 2d Leasedrive Velo must be informed immediately if a vehicle is left on a parking meter. Payment of up to 4 working hours\* must be made from the end of the hire, and/or from the point of notification to Leasedrive Velo.
- 2e Vehicles returning to airports and/or direct to suppliers' branches must be returned to the appropriate hire company's site. Any vehicle left in an airport car park or not returned to the appropriate location will be subject to collection, towing and/or parking charges, which will be the Hirer's responsibility.
- 2f Keys must be readily available from the time the hire is due to off hire. For security reasons, we require the keys to be kept separate from the vehicle upon collection. A failed collection charge, and where applicable, rental charges will be levied, if the vehicle and/or keys are not available at the pre-arranged collection point. In the event of keys being locked within the vehicle, costs incurred will be recharged to the Hirer.

2g The Hirer is responsible for the safe keeping of the hire vehicle for up to 4 working hours\* after termination to allow reasonable time for the vehicle to be collected.

2h In the event of Leasedrive Velo terminating a hire, Leasedrive Velo may at the same time terminate all or any other agreements with the Hirer. Should this agreement be terminated the Hirer shall no longer be in the possession of the vehicle with Leasedrive Velo's consent.

### 3 Early Terminations

3a For STH vehicles, the Hirer must inform Leasedrive Velo if the vehicle is to be terminated early, together with any change of collection details, to avoid charges applying to the full original length of the vehicle hire. A new termination reference will then be issued. Any MTH and LTH vehicles, which are terminated prior to either 28-days or 90-days respectively, will incur the minimum charge.

### 4 Extensions to Hire

4a If an extension to a hire period is required the Hirer must inform Leasedrive Velo a minimum of 3 working hours\* prior to the original collection time to avoid failed collection charges being levied to the Hirer.

### 5 Insurance Options and Conditions

5a Subject to agreement, hire vehicles may be covered by the Hirer's own insurance which exempts Leasedrive Velo and its suppliers from all responsibility arising from the operation of the vehicle during the hire. The Hirer must supply Leasedrive Velo with a copy of their current insurance certificate prior to placing any hire, which will be retained on file for reference. Failure to provide such documentation may result in additional insurance charges being levied. Insurance documents should be carried at all times.

5b Leasedrive Velo offers optional 'Loss Damage Waiver (LDW)' insurance. If the Hirer purchases LDW, they will only be responsible for the policy excess in the event of any damage to, or loss of, the hire vehicle whilst it is in their possession, provided that the terms and conditions of the supplier's Rental Agreement are adhered to.

5c If the Hirer is not covered by their own insurance, or has declined LDW, they shall be fully responsible for any loss of, or damage to, the vehicle regardless of fault. Should the Hirer wish to change their insurance option at a later date, written confirmation must be provided to Leasedrive Velo.

5d In the event of loss or damage to the vehicle, regardless of fault, the Hirer must continue to pay Leasedrive Velo the full daily hire rate until the vehicle, or its equivalent, is available to Leasedrive Velo or the supplier by which it was supplied.

5e Once a vehicle has been accepted for hire by the Hirer they are responsible for ensuring that the vehicle has no prior damage, even if there is no record of such damage already noted on the delivery paperwork, as the Hirer is responsible for any damage to a vehicle during the hire period. Any damage is to be advised to Leasedrive Velo immediately.

5f Vehicles must not, under any conditions, be driven outside the contracted hire period. Any vehicle so driven will not be insured and will be driven illegally, thereby rendering the driver liable to prosecution.

### 6 Driver Qualifications Required LDW Insurance

6a The minimum age requirement for drivers in the UK is 25 years. Anyone aged 21 or over, but under 25, will be considered on an individual basis and possibly levy additional charges.

6b All drivers must have held a full driving licence for at least one year.

**Leasedrive Velo Rental Management Short Term Hire & Stopgap Mid Term Hire Terms & Conditions**

6c Any driver holding convictions and/or endorsements will be considered on an individual basis. Details of any convictions or endorsements must be provided when making the rental with Leasedrive Velo.

6d If a Driver Indemnity has been signed it is the responsibility of the hirer to advise Leasedrive Velo of any employees holding convictions and/or endorsements, which will be considered on an individual basis.

**7 Fuel**

7a In the UK, hire vehicles are provided with a full tank of fuel, less that used during delivery. The Hirer is advised to return vehicles with a full tank of fuel. The difference, including the fuel used during collection, will be charged in addition to the daily hire charge.

**8 Parking Charges/Road Traffic Fines**

8a Parking charges/road traffic fines incurred during the hire will be the Hirer's responsibility. Such charges will be billed to the Hirer, together with any appropriate administration fee.

**9 Invoicing**

9a Leasedrive Velo operates an approved credit account facility on payment terms of strictly 21 days from the date of invoice, unless otherwise authorised. Our preferred payment method is Direct Debit.

9b If payment is not made by the due date, Leasedrive Velo may charge statutory interest on the overdue debt, at the bank base rate plus 8%. In addition, a collection fee based on the DTI 3 tier band of charges may also be made.

9c Most credit cards are accepted (please check at the time of booking). Credit card bookings are subject to a 5% charge on the total bill. Charges may be applied to the card at a later date for sundries, such as re-fuelling or additional 'rental days'.

9d All MTH are based on a minimum 28-day period whilst LTH are based on a minimum 90-day hire period. Excess mileage charges shall be invoiced at the rate agreed at time of booking, on termination date.

9e If there is a discrepancy with any invoice, Leasedrive Velo must be informed in writing, with any supporting documentation, within 7 days of receipt of the invoice.

**10 Vehicle Breakdown**

10a All hire vehicles are supplied with 24-hour breakdown assistance within the UK. Details will be located within the vehicle.

**11 Maintenance of Stopgap Vehicles**

11a Cost of servicing and mechanical repair of the hire vehicle is covered by the rental. Recharges for repairs that are not caused by fair wear and tear as determined in accordance with guidelines, a copy of which is available upon request, shall be recharged to the Hirer.

11b The Hirer shall be invoiced for any costs incurred through routine services being missed (except where Leasedrive Velo's written authority has been given).

**12 Accidents**

12a In the event of an accident, the driver must complete an accident report form, and inform Leasedrive Velo, and where appropriate the police, as soon as possible.

12b Damage repairs are carried out by approved repairers managed by our suppliers. Under no circumstances should repairs be undertaken independently.

**13 Theft**

13a If the rental vehicle is stolen and deemed by the insurers to be irrecoverable, or, is damaged and deemed unworthy of repair, the Hirer shall continue to be responsible for payment of rental charges until Leasedrive Velo, or its supplier, is fully compensated in respect of any loss.

**14 Driving Outside the UK**

14a Leasedrive Velo must be informed if the Hirer wishes to take a hire vehicle out of the UK as documentation must be issued and quotes obtained prior to travelling. It is the Hirer's responsibility to ensure that all vehicles are insured and are covered by European Breakdown Assistance.

**15 General**

15a The Hirer and approved drivers shall not use the vehicle:

- i) For an illegal purpose.
- ii) In violation of the terms and conditions of this agreement.
- iii) For racing; pacemaking; speedtesting; competition; rallies or trials; or for the carriage of passengers for hire or reward.
- iv) When the vehicle is overloaded as a result of the number of passengers and/or the quantity of goods carried.
- v) When under the influence of alcohol or drugs.
- vi) When, for whatever reason, he may reasonably be considered unfit to drive a vehicle.

15b The vehicle shall not be driven by any person who does not hold a full British driving licence valid in the United Kingdom, or, by any person who is not either the Hirer or a person in employment of the Hirer or nominated by the Hirer.

15c The Hirer shall:

- i) Be responsible for ensuring that the condition of the vehicle complies with current construction and use regulations and with Health and Safety at Work Act 1974.
- ii) Not convert, modify or alter the vehicle without the written consent of Leasedrive Velo and its suppliers.
- iii) Not affix any sign, letter to or mark in any way the vehicle without the written consent of Leasedrive Velo and its suppliers.
- iv) Leasedrive Velo reserves the right to revise or withdraw the Hirer's rates and/or other terms and conditions by giving no less than 30 days written notice, except when the Hirer is deemed to be in default of such terms and conditions, when no such notice shall be required.

**16 Quality Service**

As part of Leasedrive Velo's ongoing commitment to service, staff training and quality assurance programme your calls may be monitored and recorded without any form of intrusion tone.

**17 Data Protection**

17a Leasedrive Velo may forward payment information of registered companies to credit agencies.

17b Leasedrive Velo holds data on rentals. This may be passed on to a third party organisation if a STH vehicle is required.

Acceptance of terms and conditions 1 -17

Signature.....

Name.....

Job Title.....

On Behalf of.....

Date.....



\*Reference to 'working hours' is based on Leasedrive Velo's business hours from 08.30 to 18.00, Monday to Friday (excluding English Bank Holidays).

Please fill in the whole form and send it to:



**Leasedrive VELO Rental Management Ltd**

Crowthorne House  
Nine Mile Ride  
Wokingham  
Berkshire  
RG40 3GA

**Instruction to your Bank  
or Building Society to  
pay by Direct Debit**

Originator's Identification Number

4	0	8	6	4	9
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Name(s) of account holder(s)

FOR LEASEDRIVE VELO RENTAL MANAGEMENT LTD  
OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society

Bank/Building Society account number

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Branch sort code

(from the top right hand corner of your cheque)

		-			-		
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**Instruction to your Bank or Building  
Society**

Please pay Leasedrive VELO Rental Management Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Leasedrive VELO Rental Management Ltd and if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your  
Bank or Building Society branch

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

Reference Number

Banks and Building Societies may not accept Direct Debit Instructions from some types of accounts

This guarantee should be detached and retained by the Payer.

**The Direct Debit Guarantee**

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Leasedrive VELO Rental Management will notify you 4 working days in advance of your account being debited or as otherwise agreed.
- If an error is made Leasedrive VELO Rental Management or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

