



Do I Qualify

You qualify for moped hire with Swansea Wheels 2 Work, if all of the below statements apply to you:

1. You live in the Swansea Council Local Authority area
2. You are 17 or over with your own full or provisional driving licence.
3. You have a job that you are at risk of losing or an offer of employment that you cannot accept due to transport difficulties.
4. You do not have your own transport.
5. It is too far (or dangerous) to walk or cycle to your employment and there is no public transport available at the times required and you are unable to lift share with family or friends or other employees or purchase your own transportation.
6. Have an account from which you can pay a direct debit i.e. bank or building society or credit union account.
7. The vehicle is to be used for transport to and from a place of employment. It may also be used for work which entails an element of travelling within the community e.g. community care work, but cannot be used for employment where use of a privately owned/rented vehicle is integral to the offer of employment and is expected to be used for that employment e.g. delivery work.
8. You can pay a deposit of £100, part refundable if the bike is returned in good condition.
9. You can afford weekly payments of £36
10. You have a secure place to park the vehicle, not on road (indoors, outbuilding or garage).
11. You have a guarantor if under 25 years of age.
12. Can cover insurance excess £350.
13. Have no motoring, or convictions pending within the last 5 years.

This hire cost is great value as it includes not only the moped but also:

- Comprehensive insurance
- Safety equipment
- Road tax
- L-plates
- Scheduled maintenance
- A lock to keep your moped safe when parked up
- Breakdown cover



Training

Your safety is our priority and we want to ensure that you are trained and fully equipped to cope with your new life on the road on two wheels. Therefore all clients must complete Compulsory Basic Training (CBT) unless they hold a current CBT or motorcycle certificate.

As well as your training it is important that you have all the necessary safety gear required to protect you whilst on the road. You will be supplied with:

- A safety helmet
- Padded bike gloves
- High Visibility Jacket
- Bike Trousers
- Bike boots

Additional low cost safety equipment can be purchased by the client through the W2W programme

Once you have completed this application form please return it to:

Swansea Wheels to Work
Transport Unit
Kingsway
Swansea West Industrial Estate
Fforestfach
Swansea
SA5 4DL

Or email it to wheelstowork@swansea.gov.uk



SWANSEA WHEELS 2 WORK MOPED APPLICATION FORM

Client Name			
Telephone number	Home :	Mobile:	
Email Address			
Address			
Date of Birth			
National Insurance Number			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
<p>CAREER DETAILS Please give details of current work/training you have been offered</p> <p>We would require confirmation from your employer that you work or have received an offer of employment/training to enable us to track the scooter is being used appropriately</p>	<p>Name of employer or potential employer :</p> <p>Address of employer:</p> <p>Telephone Number of employer:</p> <p>Person we can contact:</p> <p>Start date:</p> <p>Please attach a photocopy of written evidence, such as a job offer letter, tick this box when you have done so <input type="checkbox"/></p> <p>Your application will not be processed without this.</p>		
<p>REASONS FOR THE APPLICATION Please explain why public or private transport provision does not meet your needs?</p>	<p>Why do you need Wheels to Work?</p>		
<p>WHERE DID YOU HEAR ABOUT W2W?</p>			



Please confirm you are eligible to apply for this scheme by completing the following the check list. To be eligible for this scheme, you must be able to answer yes to all of the following:

Condition	Yes	No
I live in the Swansea Council Local Authority area.		
I have a firm job offer or risk losing my job as there is no suitable transport available		
I have checked there is no suitable public transport or other transport options are available which meets my need		
I am aged 17 or over		
I have a secure place to park the moped; indoors preferably e.g. lockable garage/outhouse Please specify where you will keep the scooter at your home address.		
I have either a provisional or full driving licence and understand a copy will be held by Swansea Wheels to Work		
I am willing to undertake the mandatory CBT Training prior to the moped loan.		
I have a bank account & will pay the weekly hire fee of £36 by standing order, direct debit or card payment and provide a deposit by card payment or cash of £100 prior to CBT.		
I can cover the Insurance excess of £350 in event of a claim and agree to complete all relevant paperwork in the event of a claim		
I understand the maximum loan period for Wheels 2 Work is six months and will have alternative transport in place by the end of the loan period		
I am will comply with the Terms & Conditions of the scheme		
I understand that any abuse/loss/damage or ill treatment of the moped will result in charges.		
I will provide details of a guarantor who in the event of non-payment will be liable for outstanding charges.		



PLEASE COMPLETE THE FOLLOWING TABLE WITH YOUR START AND FINISH TIMES.

If you work shifts please complete with the latest and earliest start and finish times	DAY	START TIME	FINISH TIME
	MONDAY		
	TUESDAY		
	WEDNESDAY		
	THURSDAY		
	FRIDAY		
	SATURDAY		
	SUNDAY		

**The next stage of the process is an interview with the Wheels to Work coordinator
PLEASE CALL 01792 522982**



DECLARATION

I confirm that the information I have provided is to the best of my knowledge correct and that I am applying to the Swansea Wheels 2 Work project for moped loan to enable me to access my work/training as described above.

Name (in block capitals).....

Signed:.....

Date:.....

Payment Notice

We take payments in cash, by card over the phone or in person and may also be able to extend direct debit to our customers. Please read the following notice and sign to confirm that you are comfortable with the arrangements put in place to ensure the security of your financial and personal data.

Payment privacy notice:

Your data is secure:

In order to accurately process your payments Swansea Council may require you to provide some personal details. Where this is necessary we have only requested the details that we need for this purpose. The details are stored securely and are only shared with the service area that the payment is in respect of. The data is only stored for as long as is necessary.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task.

For further information on how Swansea Council handles personal data, please see our online privacy notice at

www.swansea.gov.uk/privacynotice

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used to provide you with the service that you have requested and will not be used for



any other purpose. We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate [privacy notice](#) on our website.

Consent Required

WheelstoWork purchases its scooters, equipment, servicing and maintenance from Thunder Road Motorcycles, Tremains Road, Bridgend, CF31 11UA.

I agree to my contact details being shared with Thunder Road so that they can contact me in regards to maintenance, breakdown and servicing work.

Signed

Date



City and County of Swansea Wheels to Work Guarantor

Applications from applicants under the age of 25 must to be accompanied by a guarantor.

In order to be eligible for the position of guarantor you must satisfy the following conditions:

- Have known the applicant for a minimum of two years
- Be a UK resident
- Be aged between 25-75
- Have a UK bank account
- Have a good credit history
- Have proven income of at least £500.00 per month
- Be financially independent of the applicant

Wheels2Work reserves the right to check the Guarantors details. Prospective guarantors must provide evidence of their age, residential address and bank details so that we can carry out these essential checks. **If you do not do so we will not proceed with the application.**

As guarantor you will be liable if:

- the client defaults on their £36 weekly hire charge
- the client does not pay any fines or penalties due to road traffic, parking or criminal offences incurred whilst using the scooter
- the client refuses to pay for any damage that has been caused maliciously or through negligence
- the client does not pay any insurance excess fees incurred

I agree to the terms and conditions and understand my responsibilities as a guarantor on the Wheels2Work scheme

NAME (Guarantor).....

NAME (Client)

RELATIONSHIP

ADDRESS:

.....

POSTCODE:

E-MAIL.....



TELEPHONE NUMBER(S):

Signed

Date

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Rider Declaration Form

Name of Rider

Have you been involved in a motor vehicle accident in the last three years? Yes
No

If 'Yes' please provide details:

Have you ever been convicted of any motoring offences or have any prosecution pending?
Yes
No

If 'Yes' please provide details:

Do you suffer from any illness, physical or mental, which may affect your ability to ride safely?
Yes
No

If 'Yes' please provide details:

Have you ever been refused insurance or had special terms imposed? Yes
No

If 'Yes' please provide details:



Have you any unspent convictions or have any court cases pending? Yes
No

If 'Yes' please provide details:

Do you have any County Court Judgements against or pending? Yes
No

If 'Yes' please provide details:

To the best of my knowledge and belief, the statements and particulars made above are true and complete and no material fact (being a fact which might influence an insurer in the acceptance of the risk) has been omitted. I have been a UK resident for more than three years.

PRINT NAME

Signed

Date

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