



## Individual Membership

### Application Form

Sheppey Healthy Living Centre  
off The Broadway  
Sheerness  
Kent ME12 1HH  
01795 585335  
[kelly@sheppeymatters.org.uk](mailto:kelly@sheppeymatters.org.uk)



Office use only:

Membership on database

Date:

Individual membership is free and valid for life Please answer all questions

Name :	Date of Birth: _____
Address :	
Postcode :	
Telephone :	
E-mail :	
Emergency Contact Details: <b><u>MUST BE COMPLETED BEFORE TRAVELLING</u></b>	
Name :	
Relationship to you:	
Telephone:	
Mobile:	

Please indicate whether there are any special needs Sheppey Wheels needs to know about when you are travelling.

#### Declaration

The data is held on the basis of LEGITIMATE INTEREST and will be used solely for Sheppey Matters to contact members about Sheppey Wheels and any additional information which may be of interest regarding other Sheppey Matters activities/projects. If you wish to access personal information held by Sheppey Matters or remove the data we hold, this can be done at any time in writing and can be emailed to [office@sheppeymatters.org.uk](mailto:office@sheppeymatters.org.uk) or posted to Sheppey Matters, Sheppey Healthy Living Centre, Off The Broadway, Sheerness, Kent, ME12 1HH. We will confirm in writing within 21 days that we have removed your information or send you a copy of the data held. A copy of our privacy notice can be provided on request. You have the right to complain if you feel that we have not protected your information properly. Complaints should be made in writing as above.

I prefer to be contacted by telephone ☐ text ☐ email ☐ letter ☐ Remember this is to contact you for trip times and to post the brochure to you.

I confirm I am over the age of 18. I agree to the terms and conditions of membership. I am eligible to use Sheppey Wheels.

Signed.....Date.....

## Terms and Conditions of individual membership



**Please read carefully before applying for individual membership.**

- Membership of Sheppey Wheels does not guarantee a seat, they are offered on a first come, first served basis.
- We will not wait for you to return to the bus you MUST be there on time.
- A minimum number of passengers are required to run a trip. If this is not reached, we reserve the right to cancel and will inform you as soon as possible about the cancellation.
- Trips may be cancelled at short notice if the driver becomes unavailable.
- Sheppey Wheels cannot be held responsible for the late running of a service for any reason.
- All passengers agree to wear seatbelts at all times (unless valid exemption certificate produced).
- Payment of fares will be arranged through our coordinator.
- Fares are only for minibus travel; no entrance fees or refreshments are included.
- Upon arrival at destination the driver will remind passengers of return time. Passengers are requested to allow enough time for their return to the minibus. After a reasonable agreed amount of time, we reserve the right to set off.
- If you wish to cancel a trip, you must inform us as soon as possible. If trips are repeatedly cancelled at very short notice, we reserve the right to cancel membership.
- Individual membership is open to anyone over the age of 18.
- We reserve the right to cancel memberships in instances of threatening or abusive behaviour towards driver and other passengers.
- The cost of a trip reflects the cost of running the service, therefore no concessions are granted.
- Passengers with medical conditions are responsible for having appropriate medication and care (if necessary). Drivers are not responsible for administering first aid and medical services will be called if necessary.
- Reserve lists will be maintained for all trips; in the event of a cancellation reserves will be contacted.
- The minibus is wheelchair accessible; unfortunately, we are unable to transport electric scooters because of weight limits.
- Drivers are only responsible for passengers whilst travelling and will ensure safe loading and safe securing of wheelchairs.
- Sheppey Wheels operates a strict no smoking policy in the vehicles. We also advise that rubbish should be removed when leaving the vehicle.

Sheppey Wheels is a Sub-project of Sheppey Matters (Company no 3946296, registered charity no 1102847, registered address as over).