****Appendix 4 Vehicle Hire Form**

**User Department Details**

Department / Team

Name of booking Contact number

officer

**Hire details**

Please state vehicle

specifics that you

require

Vehicle hire start date Collection Time

*Vehicle pick up time*

Vehicle hire end date Drop off Time

*Vehicle return time*

Reason for hire

Parking location

*Where will the vehicle be*

*parked for the duration of hire*

**Driver details**

*Please provide details of designated driver for the duration of hire*

Name Telephone Number

Yes / No

Has the driver registered on TTC Continuum for Licence Check?

*If no, please speak to the Fleet Office and this can be organised for you*

Budget holder name Cost code

**Budget Holder Details**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

*Not required if emailed from requester email address*

**Please Note:**

Form to be emailed to [fleet@towerhamlets.gov.uk](mailto:fleet@towerhamlets.gov.uk)

Every booking must provide the name of the Budget Holder authorising the booking. All bookings must provide a cost code. If a form is received without a cost code and Budget Holder is not attached, it will be rejected and returned to the sender to complete.

**Cancellations:** If a job is cancelled, you may be liable to pay a cancellation fee. Please contact the office for further information

**Fleet office use only**

|  |  |  |  |
| --- | --- | --- | --- |
| Fuel Card / Fob | Yes / No | Congestion Zone | Yes / No |
| Parking Permit | Yes / No | Insurance | Yes / No |