



RHONDDA CYNON TAF

## Assisted Car Purchase Scheme Loan Application Form

N.B. BEFORE COMPLETING THIS FORM, PLEASE READ THE EXPLANATORY NOTES REGARDING THE ASSISTED CAR PURCHASE SCHEME, A COPY OF WHICH ARE ATTACHED.

(PLEASE COMPLETE THIS FORM IN BLACK INK, USING BLOCK CAPITALS)

### SECTION 1: APPLICANT'S DETAILS

Full Name:

Home Address:

Payroll No:

Location No:

Staff No:

Division:

Post Held:

Office Telephone No:

Annual Salary:

Grade:

How are you paid:

Monthly:

4 Weekly:

Fortnightly:

(Please Tick the Appropriate box above)

Please state your official business mileage travelled in the past 12 months:

(this information will be checked to the Council's travelling expenses records)

Please state whether you hold a FULL or PROVISIONAL Driving Licence:

**SECTION 2: DETAILS OF VEHICLE TO BE PURCHASED**

Name and Address of Garage / Person from whom you are Buying the Car:

Make and Model of Car:

*Giv full details, e.g. Ford Focus (Zetec) 1.3, 4 Door Hatchback*

Registration No:

Engine Capacity:

Seating Capacity:

Chassis No:

Engine No:

Is the vehicle which you are purchasing NEW or USED ?

NEW:

USED:

*(Please Tick the Appropriate box above)*

If the vehicle is USED:

(a) The Date that it was first Registered:

(b) Name and Address of Registered keeper:

Please state the estimated life of the vehicle as certified by an Independent Qualified Automobile Engineer

*(This information in not required in the case of a new vehicle)*

Years

Please state the estimated value of the vehicle as certified by an Independent Qualified Automobile Engineer

*(This information in not required in the case of a new vehicle)*

Assistance cannot be given towards the cost of Road Fund Licence or Insurance Costs.

These are the responsibility of the individual and should not be included on the Application Form

£

**SECTION 2: DETAILS OF VEHICLE TO BE PURCHASED** (...continued)

**COST OF VEHICLE TO BE PURCHASE:** Complete either: Section A or Section B

**A) For a NEW Car:**

"Ex Works" Basic Price of Car:

(1)

£

**EXTRAS**

(2)

i) **DELIVERY COSTS**

£

(Specify)  
(3)

ii)

£

(Specify)  
(4)

iii)

£

(Specify)  
(5)

iv)

£

**TOTAL COST OF NEW CAR:**

(1+2+3+4+5)

£

**B) For a USED Car:**

Total Purchase Price:

(a)

£

Less:

(b)

Allowance for any Car taken in Part Exchange:

£

(c)

Deposit Paid:

£

**TOTAL COST OF NEW CAR:**

(a+b+c)

£

Expected date of delivery of the vehicle:

**NOTE: IF THIS LOAN IS BEING USED TO PURCHASE A USED VEHICLE, A CERTIFICATE OF ROADWORTHINESS, AN ESTIMATED VALUE (PLEASE SEE NOTE OF GUIDANCE SECTION 2.1) AND LIFE EXPECTANCY MUST BE OBTAINED FROM A QUALIFIED AUTOMOBILE ENGINEER (WHO IS INDEPENDENT OF THE VEHICLE VENDOR). THIS SHOULD BE ON HEADED THAT BEARS AN OFFICIAL BUSINESS STAMP AND THE CERTIFICATE SHOULD BE ENCLOSED AND RETURN WITH THIS APPLICATION FORM. FAILURE TO COMPLY WITH HIS CONDITION WILL RENDER YOUR APPLICATION INVALID**

### SECTION 3: DETAILS OF VEHICLE TO BE DISPOSED OF

List below: the details of any car offered in Part Exchange, disposed of during the past 12 Months, or for which motorcar allowance has been claimed from the County Borough Council in the past 12 Months:

Make and Model of Car:

*Give full details, e.g. Citroen C3 1.6, 3 Door Hatchback*

Registration No:

Engine Capacity:

Seating Capacity:

Date of first Registration:

Estimated Selling Price:

£

### SECTION 4: DETAILS OF THE LOAN REQUIRED

Total amount of advance requested from the County Borough Council:

£

Balance outstanding on any previous load from the County Borough Council which you would wish to be added to the amount to be borrowed:

£

Please state the period over which you would like the loan to be made:

*(N.B. USED vehicles over three old from the date of first registration are limited to a maximum period of 4 years)*

Years

Do you want the cost of the Indemnity Bond to be included in the Cost of the Loan?:

Yes:

No:

*(Please Tick the Appropriate box above)*

Please state to whom the cheque should be made payable:

*i.e. Applicant or Vendor*

Name and Address of the Office which it is proposed to effect Insurance of the vehicle:

**SECTION 5: GENERAL DETAILS AND DECLARATION**

**NOTE: NO GUARANTEE IS GIVEN BY THE COUNTY BOROUGH COUNCIL THAT ASSISTANCE WILL BE GIVEN IN ANY PARTICULAR CASE, AND OFFICERS SHOULD NOT THEREFORE MAKE ANY DEFINITE ARRANGEMENTS WITH VENDORS BEFORE THEIR APPLICATIONS HAVE BEEN CONSIDERED AND RECEIVED APPROVAL**

1. I hereby apply for assistance from the County Borough Council to Purchase the above motor vehicle, which is not the subject of any agreement or application for agreement for assistance from any other source.
2. I am not in receipt of any assistance in respect of my present vehicle, other than that from the County Borough Council, nor is it the subject of any Hire Purchase Agreement, or other form of charge.
3. I attached the Vendor's detailed invoice/quotation/proforma in respect of the vehicle to be purchased
4. I declare that the particulars stated above are true and correct to the best of my knowledge, information, and belief.
5. I confirm that I have read the notes of guidance.

Signed:

Dated:

**SECTION 6: CERTIFICATION OF CHIEF OFFICER**

I hereby certify that:

1. I have examined the particulars stated in Sections 1 to 5 above, which are, to the best of my knowledge accurate.
2. In my opinion, the motor vehicle proposed to be purchased is suitable for the official duties to be undertaken by applicant.
3. To the best of my knowledge, as a result of the enquiries which I have made with the applicant's immediate superior, the officer will be able to discharge his/her obligations under the agreement.
4. As it is essential for   
Mr/Mrs/Miss/Ms  
to maintain a car for the purposes of his/her duties, and I recommend that he/she be authorised to take advantage of the Council's Assisted Car Purchase Scheme.

Signed:

Dated:

Position:

**SECTION 7: PRIVATE SALE PROFORMA**

I,

Agree to sell vehicle Make/Model

*Give full details, e.g. Citroen C3 1.6, 3 Door Hatchback*

Registration:

to:

Buyers Name:

Buyers Address:

Amount:

£

Deposit Received:

£

Sellers Address:

Sellers Signature:

Dated:

Please return to:

**Rhondda Cynon Taf County Borough Council**

**FAO: Credit Management (Car Loans)**

**Oldway House – Porth Street**

**Porth**

**Rhondda Cynon Taf**

**CF39 9ST**

**Tel: 01443 680 532**

**Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh**