



# APPLICATION FORM

(Credit account / Trade application)

All customers MUST be Registered and authorised by Astley Hire before hiring any equipment.



1. PDF form can be typed ON SCREEN. 2. Print out and sign it. Alternatively print it out and complete it by hand.
3. Fax, post or scan & email to us with supporting documents.

NOTE: The completed or partial form can NOT be saved on your computer.

FAX back to: **01942 260952**  
or scan and email to  
**newaccount@astleyhire.co.uk**

### HOW DID YOU HEAR OF ASTLEY HIRE: please tick one box & fill in any details

Website  Rep.  \_\_\_\_\_ Mailshot  Word of mouth  Who?\*( please fill in name below)

\*Company or Person who recommended you to us \_\_\_\_\_ £25 voucher will be sent to your recommender after your 1st order

### WHICH DIVISIONS ARE YOU MOST INTERESTED IN : please tick one (or more) box

Cooling  Heating  Powered Access  Manual Access  Cleaning  Workwear  Tools  Training

### 1. COMPANY DETAILS: If Ltd. Company, complete boxes 1. & 2. If Sole Trader or Partnership, complete boxes 1. & 3.

Company Registered Name : \_\_\_\_\_ Trading Name : \_\_\_\_\_

Trading Address : \_\_\_\_\_ Postcode : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_

Registered Company Address (if different from above)

Address : \_\_\_\_\_ Postcode : \_\_\_\_\_

Company Reg. No. : \_\_\_\_\_ V.A.T. Reg. No. : \_\_\_\_\_ Type of Business : \_\_\_\_\_

Buyer Contact Name\* : \_\_\_\_\_ Tel : \_\_\_\_\_ Email : \_\_\_\_\_

### 2. 30 DAY CREDIT ACCOUNT APPLICATION : Complete this section only if a Limited company applying for a credit account.

Monthly Credit Required : £ \_\_\_\_\_

Bank Details Bank name : \_\_\_\_\_ Account name : \_\_\_\_\_

Bank Address : \_\_\_\_\_

Sort Code : \_\_\_\_\_ Account No. : \_\_\_\_\_ **Also send us a current letterhead**

Accounts Contact Name : \_\_\_\_\_ Tel : \_\_\_\_\_ Email : \_\_\_\_\_

All Invoices / Statements etc. WILL be sent in electronic format to the Billing Email : \_\_\_\_\_ *contact us if you wish to opt out*

Billing Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

### 3. PARTNERSHIPS / SOLE TRADERS Only: In addition to box 1. give home details and 2 references.

Sole Trader or Partner 1 Name : \_\_\_\_\_ Tel : \_\_\_\_\_

Home Address : \_\_\_\_\_ Postcode: \_\_\_\_\_

Partner 2 Name : \_\_\_\_\_ Tel : \_\_\_\_\_ (provide additional details if more than 2 partners)

Home Address : \_\_\_\_\_ Postcode: \_\_\_\_\_

**Trade References** (Note: These are required for all Sole Trader or Partnership registrations)

Company : \_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Company : \_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

### SIGNATURE : Must be signed by the Company Secretary or a Director, Sole Trader or a Partner

I have read, understood and agree to Astley Hire Ltd's terms & conditions, (PDF page 4).

If I have completed the Credit Account Application, I hereby give permission for Astley Hire to request information regarding our business from our / my Bank and any Credit Reference Agencies.

Print name: \_\_\_\_\_

Signed : \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_

\*If you wish to allow others to use the account, please supply a list of Authorised Signatories

**IMPORTANT NOTES ON INSURANCE:** Insurance of hired equipment is the customers responsibility. Powered Access Equipment **MUST BE COVERED** by "Astley Hire Access Guard" or your own "Hired-In Insurance". Please complete the Access Guard Form to confirm acceptance (the cost of "Access Guard" will be added to all MEWP hires) or supply evidence of your own insurance.



**NOTE: Please complete the form to sign up for Access Guard or to confirm you have Insurance**

## ACCESS GUARD information & Access Cover Form

Astley Hire Limited hires Mobile Elevated Work Platforms subject to the Hire Association Europe terms and Conditions of Hire.

This means that as a customer of Astley Hire Limited you are responsible for the equipment from when it is delivered to you and until it is collected by us or returned by you to our depot.

If you haven't provided evidence of a current and adequate Hired in Plant Insurance Policy we will add Access Guard to your MEWP Hire

With Access Guard, Astley Hire Limited agree to waive their rights and not to recovery directly from you, ( the customer) this means cover applies for damage and loss to equipment when on hire on the basis of normal usage and subject to following conditions:

### Scope of ACCESS GUARD Cover

Loss or damage to Access Equipment excluding Scaffold, whilst on hire at any situation within the United Kingdom and whilst in transit (excluding sea and air)

In respect of access equipment outside normal hours, cover is applicable when equipment is locked and keys and papers are not left with the equipment.

### Exclusions

There is no cover for Employers Liability, Public and Products Liability or Motor Insurance

The following events are excluded from cover:

- Excess
- Plant breakdown or explosion
- Losses arising from normal wear and tear
- Wilful acts of negligence or deliberate misuse
- Terrorism
- Pollution
- War or Nuclear Risk
- Use by non trained or non qualified operator
- Punctured tyres
- Theft of removable parts (accessories) – Battery, lights , control boxes
- Re hire or loan by the Customer
- Continuing Hire Charges

### Cost of ACCESS GUARD

15 % of hire rate, exclusive of VAT , all of which is non refundable

### Limits of Cover

Maximum amount of claim - £50,000

Excess - £500 each and every claim.

Cover can only be granted to account customers of Astley Hire Ltd and will be applied to all future hires of access equipment excluding scaffold towers only and is subject to periodic review.

**In the event of any accident, loss or damage**, the customer undertakes to:

- Take all necessary steps to protect the interest of Astley Hire Limited and Astley Hire Limited's Insurance Company.
- Inform Astley Hire Limited immediately and confirm in writing within 2 working days.
- In the event of riot , theft and/or malicious damage contact the Police and obtain crime reference number to be supplied to Astley Hire Limited.

### Further details

Contact Dave Hughes on 01942 608822 extn 211 or email [accessdesk@astleyhire.co.uk](mailto:accessdesk@astleyhire.co.uk)

### Sign up for FOR ACCESS GUARD or Provide your Insurers details

Please complete the form on the following page of this document.



This PDF form can be filled in ON SCREEN. Alternatively print it out and complete it the old fashioned way.  
 1. Click on the lines to type your entries. 2. Print out the form and sign it. 3. Fax or post or scan & email or hand it back to us.  
 NOTE: The completed or partial form can NOT be saved on your computer.

## ACCESS GUARD FORM or details of your own insurance

**Please fill in all company details & sign to take advantage of Astley Hire Access Guard Cover.**

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode : \_\_\_\_\_

**We don't have our own Hired-In Insurance cover and instruct you to add a charge to cover each time we hire a Mobile Elevated Work Platform (MEWP).**

**We have read the Scope of cover and understand the extent of the cover together with the exclusions.**

SIGNED :

Print Signatories Name : \_\_\_\_\_

on behalf of (Company Name) : \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Complete this section if you have your own Hire Insurance and do not need Access Guard Cover. It is compulsory to submit Evidence of your policy.

**We have our own Hired-In Insurance cover (Hired-in Insurance is not the same as Public Liability) and don't need Access Guard Cover and we attach a copy of proof of our insurance for your reference.**

Insurance Company Name : \_\_\_\_\_

Policy Number : \_\_\_\_\_

Renewal Date: \_\_\_\_\_ Limit of Cover: \_\_\_\_\_

SIGNED :

Print Signatories Name : \_\_\_\_\_

on behalf of (Company Name) : \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

For Office Use Only

Customer Account No. \_\_\_\_\_

Scanned & Entered by \_\_\_\_\_

**Fax back to: 01942 260952 or Email to: newaccount@astleyhire.co.uk**

