



## Subcontractor Application Form

Trading Name:

Trading Address:

Post Code:  VAT No:

Contact Name:

Tel No:  Mob No:

Email Address:

### Depot Details

Depot Name:

Depot Address:

Post Code:

Tel No:  Mob No:

### Accounts Details

Contact:

Email Address:

#### **Bank Details:**

Name of Bank: .....

Branch: .....

Account Name: .....

Payment Reference: .....

Sort Code

Account Number



## Vehicle Details

For those with more than one vehicle, please complete the additional vehicle details page.

  1   of   1  

Vehicle      /     

Vehicle Registration: -----

Make: -----

Model: -----

Low Emission Compliant:            Yes / No

Gross Weight: -----

Driver Name: -----

Cab Number: -----



## Additional Vehicle Details

Please complete for additional vehicles:

\_\_\_\_\_ of \_\_\_\_\_

**Vehicle** \_\_\_\_ / \_\_\_\_

Vehicle Registration: -----

Make: -----

Model: -----

Low Emission Compliant:                      Yes / No

Gross Weight: -----

Driver Name: -----

Cab Number: -----



## Insurance Questionnaire

Subcontractor:

Address:

Post Code:

Tel No:  Mob No:

Email Address:

### Goods in Transit Insurance

Insurers Name:

Policy Number:

Renewal Date:

*Minimum requirements RHA £6,500 per tonne*

### Motor Insurance

Insurers Name:

Policy Number:

Renewal Date:

### Liability Insurance

Insurers Name:

Policy Number:

Renewal Date:

The necessary insurance covers as declared above, are currently in force, and will be maintained during the period of the contract.

Renewal documents will be forwarded accordingly.

Supplier to sign and date below:

Name:

Signature:

Date:

### Optional Benefits

	Yes	No	Qty
<b><u>Trailer Hire</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Trailer hire is charged at £ 90.00 per week including maintenance, but subject to general wear and tear of the trailer such as bulbs, lenses, damage, tyre damage (punctures, sidewall damage, blow-outs, etc) and should be inspected prior to on-hire/off-hire.*



*Any defects/damage must be reported to your operator at the earliest opportunity, and repairs will be arranged through an approved supplier.*

*Our trailer servicing schedule from every 6 weeks to every 12 weeks to maximise efficiency and reduce downtime.*

*If you hire a trailer directly from us, then you will need to ensure your O Licence is updated accordingly.*

	Yes	No	Qty
<b><u>Fuel Card</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*We can supply you with a fuel card, with the balance deducted from your Rate Confirmation.*



	Yes	No	Qty
<b><u>Container Locks</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Container locks are becoming more of a necessity, so we ask that you either supply a container lock or we can provide you with a container lock for a small fee.*



### **Container Lock Procedure**

Please be advised that **ALL** drivers/vehicles are required to carry and use heavy duty container locks.

Container locks must be fitted to loaded containers at all times when parked, whether overnight or during a break, regardless of whether you are in attendance of the container or not.

### **Load Security**

- If possible, park containers so the doors cannot be opened.
- Check the seal number on the container against the one on the POD. If the seal number is different then you must report this to the Traffic Office immediately.
- Never discuss the type of load you are carrying or the customer you are collecting from or delivering to.

### **Parking Up**

- No vehicles are permitted to park in lay-bys overnight. You should always park in a secure parking area when carrying a loaded container.
- If this is not possible or you are unsure then you must speak to your operator or traffic office.
- To ensure both the safety of our employees and vehicles your operator must be advised of your parking location and any changes to this must be notified.
- OVERNIGHT PARKING MUST BE AT SECURE PARKING SITES

**\*\*Please ensure you remove the container lock when container is restituted onto the quay or a loaded storage depot – this is the drivers' responsibility\*\***

## Site Rules

### Employees, Visitors and Contractors:

1. Always wear PPE



2. Always follow pedestrian routes and stay in authorised areas

3. BEWARE of heavy vehicles operating; make the operator/driver aware of your presence



### Drivers:

1. BEWARE of pedestrian routes



2. Maximum speed limit in yard



3. Vans & cars MUST have hazard warning lights on in the yard

4. Do not drive under a suspended load

5. Give way to container handling equipment

6. Follow one-way system where applicable

7. NEVER climb on forklift steps

**Think Safety!!!**

**Help prevent accidents: Challenge!**

**Always intervene if you see an unsafe situation**



## Application Checklist

Please ensure we have copies of the following documentation upon receipt of your application:

Supplier Application Form

Insurance Questionnaire

Copy Goods in Transit Insurance (minimum requirements RHA £6,500 per tonne)

Copy Motor Fleet Insurance

Copy Liability Insurance

Copy Operator's Licence

Copy Waste License (if applicable)

### Comments:

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## Contacts

If you require any further information please do not hesitate to contact us:



01394 674848  
[traffic@3pl.co.uk](mailto:traffic@3pl.co.uk)

Josh Taylor  
Senior Operator  
07738 732642

Rob Liddle  
Senior Operator  
07738 732643

Darren Walne  
General Manager  
07701 380805



## Terms & Conditions

Vehicles and equipment used by the company shall comply fully with all relevant regulations relating to the carriage of goods, in particular the Road Traffic Act.

Vehicles and equipment must be fit for their intended use.

All company employees shall be fully trained and competent to undertake their work in a safe and proper manner.

Container locks must be fitted to loaded containers at all times when parked, whether overnight or during a break, regardless of whether you are in attendance of the container or not.

The company will only undertake work on behalf of the principal which has been confirmed in writing by e-mail or any other non-paper-based electronic communication, or approved consignment note, collection or delivery order.

Evidence of contract completion shall be signed: for example - collection/delivery/interchange note or appropriate document of carriage or consignment, to be supplied within 24hrs.

The company shall maintain a direct liaison with the operating office from which instructions were issued and shall report on all delays in transit or loading/unloading as well as report on all complaints, problems or comments that may be received from the principal's client.

When making a collection or delivery of goods, the company driver shall ensure that the condition of the goods and their number are correctly noted and signed for accordingly.

Where appropriate seal numbers on transport units must be recorded.

The company undertakes to notify the principal of any discrepancies without delay.

The company agrees to deal with claims without undue delay.

The company shall confirm in writing that insurance claims will be dealt with in accordance with the same liability régime as demanded from the principal by his customer.

The company confirms that its legal liability for the services it performs is adequately and properly insured to the limits of its liability and its own policy terms.

Supplier to sign and date below:

Name:

Signature:

Date:

## KEEP YOUR HEAVY GOODS VEHICLE SECURE TO HELP REDUCE CRIMINAL ACTIVITY!

Help reduce criminal and suspicious activity by following these simple steps:

### Drivers:

- Park your vehicle legally in secure well-lit areas; off the street where possible, ideally in an authorised lorry park
- Secure your vehicle and load when left unattended using a container lock
- Secure your cab at all time
- Leave valuables out of sight

### Businesses:

- Make sure you verify the identity of the person driving your vehicle and their documents

In an emergency call 999.

For other non-emergency police enquiries call 101.

If you see any suspicious activity call 0800 789 321.

All reports will be taken seriously!

