# HR DepartmentApplication Form

## Car Scheme Application Form

# Cumbria Fire & Rescue Service

**Car Loan Scheme – Application Form**

I wish to apply for assistance to enable me to purchase a motor car for use in my official duties and submit the following particulars. In the event of financial assistance being granted to me, I am prepared to enter into agreement and pay the engineer’s inspection fee for a second hand car if required. See Car Loan Scheme Guidance for further information.

|  |  |  |
| --- | --- | --- |
| Surname (Block Letters) |  | Mr/Mrs/Miss/Ms (Delete as appropriate) |
| Forename(s) |  | CFRS Dept. |  |
| Home Address |  |
| Postcode |  | Employee No.  |  |
| Position Held |  | Work Tel. No |  |
| Mobile Tel. No |  |  |
| Travelling Allowance for which recognised i.e. Essential or Local Car User |  |

# Particulars of the car to be purchased

|  |  |  |  |
| --- | --- | --- | --- |
| Make |  | Mileage if second hand car |  |
| Model |  |
| Cubic Capacity |  | Registration No. |  |
| New or Second Hand |  | Date when first registered |  |
| Full Purchase Price(price on the road, excluding insurance) | £ | Date to be delivered  |  |
| From whom to be purchased |  |
| Address |  |

# Particulars of existing car:

|  |  |
| --- | --- |
| Do you have a car or have had a car until recently? |  |
| Make and C.C |  | Year of Make |  |
| Registration Number |  | Sale Price |  |
| Mileage |  | Date of Sale |  |
| To whom sold (or to be sold) |  |
| Address |  |

|  |  |
| --- | --- |
| Have you ever been granted a loan by CFRS previously? |  |
| Do you have a current Cumbria Fire & Rescue Service car loan? |  |
| How many miles have been run since the existing vehicle was purchased by you? |  |

|  |  |
| --- | --- |
| **Please state:** |  |
| Amount of loan required | £ | Repayable over |  | Years |

**Signature of Applicant: \_ Authorised by: \_\_\_\_\_\_**

 (Line Manager/Budget Holder)

**Print Name: \_ Print Name:**

**Date: Date:**

# FOR OFFICE USE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount of Loan | Total Repayable | No. of Instalments | Monthly Amount | Payroll Notified By |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employee Number  | Loan No. | Amount of Loan | Monthly | Interest Rt | No.  | 1st Deduction |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | Principal | Interest |   |   |   | Inst | Month | Year |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

|  |
| --- |
| FOR OFFICE USE ONLY |
|  |
| **CHECK LIST** |
|  | REMARKS |
| ESSENTIAL USER |  |
| LOCAL CAR USER |  |
| ENGINEER’S REPORT – IF REQUIRED |  |
| OUTSTANDING CCC CAR LOAN –AMOUNT = £LOAN NO = |  |
| VEHICLE AGE –LOAN MUST BE REPAID WITHIN 8 YEARS OFINITIAL REGISTRATION DATE |  |
| NOTES:- |  |