

Millins Self Tow Trailers Hirer Acceptance Terms from 28-11-15

Hirer Eligibility & Standard Acceptance Parameters

All of the hirer's drivers that plan to tow the trailer must meet this criteria. They must:-

- Agree and sign your firm's own Terms & Conditions of Hire
- Complete and sign a Millins hirer questionnaire
- Be within the age range of 21 to 75 years
- Have held a Full UK or EU Licence for at least two years (legally valid for the combined weight of the towing vehicle plus trailer)
- Have had at least two years recent regular UK driving experience
- Have no more than 6 Motoring conviction Points in past five years. However, Millins recommend following advice as per Millins SDH Conviction List
- Have had no non-motoring convictions (unless "spent" under the Rehabilitation of Offenders Act)
- If they have a medical condition declarable to the DVLA, must have declared it to the DVLA and the DVLA must have issued them with a licence
- Not have had any insurance declined, cancelled, renewal refused, or special terms imposed
- Not have had more than one fault accident or more than two non-fault accidents in the last three years
- Not be :-
 - Unemployed
 - A student under 25 years

Driving Licences From 8-6-15 the DVLA withdrew the paper counter part of the two part "photo-card and paper counter part licence". Please obtain copies of the front AND reverse side of each hirer's :-

- Photo Card Licence, or
- Pre 1998 paper only licence (these are still valid, but not being reissued by DVLA)

Motoring Convictions can be checked by contacting the DVLA by phone, or on-line prior to each hire. Motoring convictions will no longer be printed on any paper licence. Please print and retain evidence of your check.

Non DVLA Licences licences issued by authorities (e.g. DVA (Northern Ireland), Channel Islands, EU) may not have an on-line checking system. For these licence holders you must check the licences as far as possible in accordance with each issuing authority's systems – for example DVA still have paper counter parts and operates a phone system for their Licence Holders that have mislaid their paper counter part.

Hirer Identity Verification in addition to the licence checks, you must verify the hirer's address by obtaining copies of :-

- Utility (or other bills that identify hirer with their declared home (and licence) address) (preferably 2 and must be less than 90 days old)
- Deposit Hire Fee paid in advance by electronic means (we suggest at least 25%) balance may be paid in cash
- Photo ID (Driving Licence Photo Card or Passport acceptable) (optional but STRONGLY recommended)
- Digital photo of hirer taken prior to hire (optional)

Evidence of hirer eligibility & identity checking to be retained for at least 12 months
Please cross check all details against the hirers completed insurance questionnaire
Please refer to your Schedule, Endorsements and Policy for your Full Terms & Conditions

Hirer Referral Process: If a hirer does not meet the above acceptance criteria (or identity checking) then they can be referred. The referral process is :-

- Please initially phone Millins to discuss the broad reason for the potential referral
- If the referral is to be made to insurers, you will then incur a £15 referral fee (most hire firms pass this back to the hirer) the referral fee is non-refundable regardless of the outcome. We will need you to submit (by fax or email) a completed hirer questionnaire along with the licence copies and in some cases, address ID proofs
- Referral outcomes can be:-
 - Hirer may drive at normal terms and no additional premium
 - Hirer may drive with an increased premium and /or increased excess (or sometimes other terms)
 - Hirer declined

Repeat Hires Within 12 Months: For second and subsequent hires within a 12 month period, the Repeat Hire Slip may be used. The hirer signs to confirm that none of their circumstances have changed since the date of the last hire (which must be no more than 12 months previous). This applies only to the insurance questionnaire and ID checking process. Motoring Convictions must be checked at least once every two months. The Hire Fee must be paid for each hire. Your own Hire Agreement should be completed for every hire.