

# Newgate

**MOTORING  
SOLUTIONS**





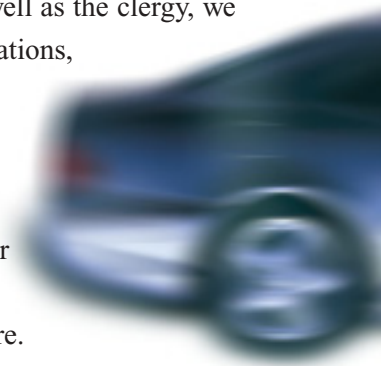
Newgate

# Introduction

Many people still find the process of buying and selling cars unpalatable - your existing car is never worth what you thought it was and you never seem to get much off the list price of a new one. To add to this, running costs are impossible to predict and the thing always seems to land you with a large bill when you can least afford it.

Originally set up to develop a motoring scheme for clergy of all denominations, Newgate Finance specialises in running affordable motoring schemes for specific groups of people who might not otherwise get access to the sort of discounts enjoyed by company fleets. As well as the clergy, we now run schemes for teachers, nurses, housing associations, licensees and small businesses.

Many car dealers lose interest in their customers the minute they leave the showroom with their new car. We believe in staying with our clients throughout their car's life, so, if you need advice about servicing or warranties - or even your next new car! - we'll be there.



0118 984 2494

# How to order a car

## Vehicles Available

The rates are inside the back cover of this handbook and, except where otherwise stated, are inclusive of Road Tax and Breakdown Cover. Maintenance is sometimes also included, where we consider this to be good value.

## Are the payments fixed or variable?

Once an agreement is signed, the payments remain fixed for the duration of the contract, unless there is a change in the rate of VAT or road tax.

## Delivery Lead Times

All vehicles will be delivered as soon as possible, however you should allow up to 6-8 weeks from date of order. You should receive a courtesy call from the supplying dealer about two weeks after the order is placed. For your next new car, the re-order process starts about ten weeks before your agreement ends.

## Colour Choice

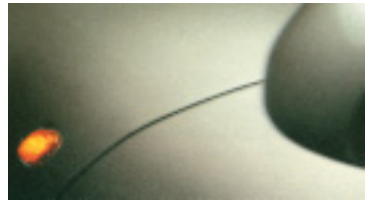
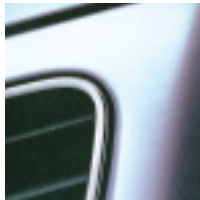
Vehicles will normally be sourced from dealer stocks and a choice of colours will be offered where possible. Metallic paint usually costs extra, though sometimes this is offered free of charge.

## Fitting Extras

Vehicles can be supplied to your specification, subject to availability of factory-fitted extras. However, as factory-fitted extras do not necessarily improve the second-hand value of a vehicle, this will inflate the monthly payment considerably. As a rule of thumb, divide the capital cost of the extra by the number of months you wish to keep the car, to gain an understanding of the added monthly cost. If you do require extras, a separate quote may be obtained from Newgate.

## Automatics

Certain vehicles are available with automatic transmission, though a separate quotation should be obtained for this option.



## Validity of Quotations

Quotations are based on prices, interest rates, road fund licence fees and VAT rates prevailing at the quotation date. Any changes which affect cars on order will be advised prior to delivery.

## Selling your Existing Car

Newgate would be happy to arrange disposal of your existing vehicle. This would normally be done through an auction, so the figure obtained may not be as high as you might expect through the local paper, say. However, should you wish to avoid the hassle associated with selling a car, we can quote you an indicative figure on request. There is an administration charge for this service, to cover collection, valeting and the sale.

## Insurance

Whilst insurance is not included in the scheme, quotations can be arranged on request. In any event, it is important that you do not drive your new vehicle until you have received a certificate of insurance for the vehicle you have ordered.

## What is this?

This is a personal lease or a personal contract purchase agreement between you and selected finance companies and is subject to status. Before including any vehicle manufacturer or finance company in each motoring scheme, we examine in detail all contractual documents that scheme members will be asked to sign. You can therefore feel confident that you will not be asked to sign any document which is in any way unfair.



# Contract information

## Contract Duration

Contract lengths vary. Most are for three years' (36 months) duration, however some are for two, or even four, years. This has been done to offer scheme members the choice between changing the car frequently or ensuring price protection for a longer period.

## Payment

The figure quoted inside the back cover is based on the monthly payment including VAT, where applicable. All payments are made by direct debit to the relevant finance company. In the event that insurance cover is arranged through Newgate, a separate direct debit will be set up to the insurance company involved.

## Contract Mileage

The contracts allow for a fixed annual mileage. This is normally 10,000 or 12,000 miles per annum, but can be up to 35,000 miles per annum. If the vehicle exceeds that mileage during the contract term, there is an 'excess mileage' charge, which varies from car to car. There is no credit if less than the contract mileage is covered. This charge is intended to reflect the impact of the incremental mileage on the second-hand value of the vehicle. All excess mileage charges are made at end-of-contract.

## Maintenance

Where a contract includes maintenance, no responsibility will be taken for: repairing damage to the vehicle or tyres; repairs that have been caused by servicing schedules not being adhered to; or driver abuse (e.g. putting diesel into a petrol engine, failing to maintain fluid levels, etc.).

## Servicing

The list of dealers supplied with the car will show the location of the most convenient local dealer. Simply telephone the garage and book the vehicle in, in the normal way. Some garages may offer a collection and delivery service or a courtesy car. Where the vehicle is covered by a maintenance contract, then once the vehicle is booked in, the garage will contact the finance company for an order number, ensuring the invoice, for work covered by the contract, goes to them. In the event that any work not covered by the contract needs doing, you may need to pay for this before the vehicle will be released.

## Breakdown Cover

The breakdown cover included in the scheme extends to homestart and relay as well as the normal roadside recovery.

## How many vehicles can I have under the scheme?

In theory, there is no limit, though the scheme is subject to status. All Newgate schemes are open to other family members – indeed many people even have cars for their sons and daughters through us!

# End of contract

## Re-ordering Vehicles

Newgate will contact you approximately 12 weeks prior to termination date to arrange a new order if required.

## Sale of Vehicle at End of Lease

Due to tax reasons, you cannot buy the vehicle at the end of a lease. However, where the agreement specifically includes an option to purchase, such as a Personal Contract Purchase (PCP) agreement, you may normally either hand the vehicle back or take full title on payment of a final lump sum, typically called the Guaranteed Future Value (GFV).

## Timing of Change of Car

Whilst Newgate will make every effort to match delivery and collection dates for replacement vehicles at end of contract, delays in delivery may occur and the existing car may have to be returned even if the replacement car is not available. Some companies will allow agreements to overrun, though not always at a pro rata rate. Delivery dates generally cannot be guaranteed. In the event that delivery of a car is held up at short notice, Newgate will do everything possible to provide a short-term loan vehicle to ensure your continued mobility, though this will need to be covered under your insurance policy.

## Early Termination of Contracts

The contract is for a fixed period and early termination of vehicles will not normally be permitted. There may, however, be exceptional circumstances where early termination of a contract becomes necessary, such as serious financial difficulty, and a formula for this eventuality is to be found in the contract terms. We do from time to time get requests for shorter lease periods, for example from visiting clergy so we can, where possible, endeavour to get someone to take over your contract if this happens.



## Condition of Vehicle

You are responsible for the condition of the vehicle during the contract period. This will be determined by the condition report which must be signed by you on delivery and collection. Each vehicle should be returned in a condition 'commensurate with its age and mileage'. Vehicles will be inspected for body damage, driver negligence and warranty infringements. Should expenditure be required for repairs such as dents, scratches or missing items, the cost will be invoiced to you for immediate payment, subject to the 'Fair Wear and Tear' conditions below.

# General information

## Travelling Abroad

If you are going abroad, you will need to give Newgate two weeks' notice so that all necessary documentation can be forwarded to you. Please call Newgate for further details on the telephone number on the back cover.

## Parking Fines

Parking fines should be paid immediately by following the payment instructions on the parking ticket. If this procedure is not followed, the lessor as owner of the vehicle will be required to pay, together with any late payment supplements. Such amounts will be re-charged to you, together with an administration fee of about £20 (plus VAT).

## What if I leave my current position/job?

- If you leave to take up another role within your profession, this should not affect your position.
- If you move to new employment altogether, the direct debit will continue as above. However, should you become unemployed and/or unable to meet the monthly payments, the finance company may reserve the right to terminate the agreement and you may be liable for penalty charges should this occur.



## Towing

The vehicles do not feature towbars, though towbars may be fitted prior to delivery at your cost. At end of contract, the towbar may be removed or, subject to legislation current at that time, transferred to a replacement vehicle under the scheme. Costs for this will have to be met by you, subject to fair wear and tear.

## Removable Parts

The cost of any parts missing at end-of-contract, such as hubcaps, aerials or any other removable part will be recharged to you.

## Am I committed to further vehicles?

No. You can opt out of the scheme at the end of the initial agreement. You may then opt back in again at a future date if you wish.

# 'Fair Wear and Tear' Conditions

## Interior

- The vehicle instruction book, full service record and any other documents relating to the vehicle must be left intact and left in the vehicle upon collection.
- If accessories, such as car telephones, radios or other standard equipment have been fitted and then removed, holes etc should be made good to a professional standard. Aerials should be left in place.
- All standard equipment should be left in place.
- A full set of keys should be in the vehicle and the return of the master key which controls the engine management system is mandatory.
- Any non-standard security equipment should be left intact and fully operational. The interior of the vehicle should be clean and tidy with no burns, staining or damage.

## Exterior

- Evidence of body repairs not completed to a professional standard is unacceptable and these will be re-repaired and re-charged to you.
- Small areas of stone chipping and light scratches are acceptable relative to the vehicle's age and mileage.
- If stone chippings have penetrated through the metal, a re-charge could be made for rectification purposes.
- Colour mismatch on paintwork between panels, or poorly fitted panels, are unacceptable.
- Cracks or damage to glass is unacceptable and would require replacement.
- Exhaust systems should still be fitted properly and in efficient working order.
- Catalytic Convertor failure is unacceptable and preventable.
- Tyres, including the spare, must be returned in a legal condition and conform to the manufacturer's recommendation of tyre size and speed rating.

# Tax Implications

**The following information has been provided by Pricewaterhouse Coopers and outlines the main tax consequences of leasing a car.**

## The Advantages of Personal Leasing

- Scheme members may enjoy hassle-free motoring because all the associated costs of running a car, except insurance, are covered by one payment. This may include servicing, as well as MOT, breakdown cover, road tax, etc.
- Church Ministers and members of other schemes may enjoy a reduced monthly lease premium, owing to the group discount available on a bulk purchasing basis, or a better class of car may be available than if the scheme member purchases a car privately.

## The Tax Position under Personal Leasing

There is no benefit-in-kind company car tax to pay.

## How do I reclaim my motoring costs if I am a Minister?

Either by continuing to claim a mileage allowance rate or by claiming the business proportion of the monthly lease rate from your PCC.

If your PCC does not meet these costs in full any shortfall will be eligible for tax relief.





Newgate  
*“we’ll be there”*



# Newgate

Newgate Finance Ltd  
15 Reading Road  
Pangbourne  
Reading RG8 7LR  
Tel: 0118 984 2494  
Fax: 0118 984 3691