



## Adaptations Guide

**Jeff Gosling**  
Hand Controls Ltd.

# Adaptations Guide Contents

	Page
Introduction to Jeff Gosling Hand Controls Ltd	3
<b>Guide to Adaptations</b>	
Hand Control Brake Accelerator	4
Hand Control Options	6
General Advice for Hand Control Users	7
Steering Aids	8
Twin Folding Left Foot Accelerator	10
Easy Release Adaptations	12
Lightweight Hoist	14
<b>General Information</b>	
Motability Managed Adaptations from Jeff Gosling	16
Payment for Adaptations on the Motability Scheme	17
VAT Free Vehicles	18
Funding Your Adaptations	19
Access to Work	20
The Forum of Mobility Centres	21

# Introduction to Jeff Gosling Hand Controls Ltd



Jeff Gosling Hand Controls Ltd manufactures and installs high quality vehicle adaptations for the disability market. Managing Director, Jeff Gosling, himself a paraplegic wheelchair user founded the company in 1988. As someone who drives with hand controls Jeff says **“I’m in the same situation as my clients. I wouldn’t make anything I’m not prepared to use myself”**.

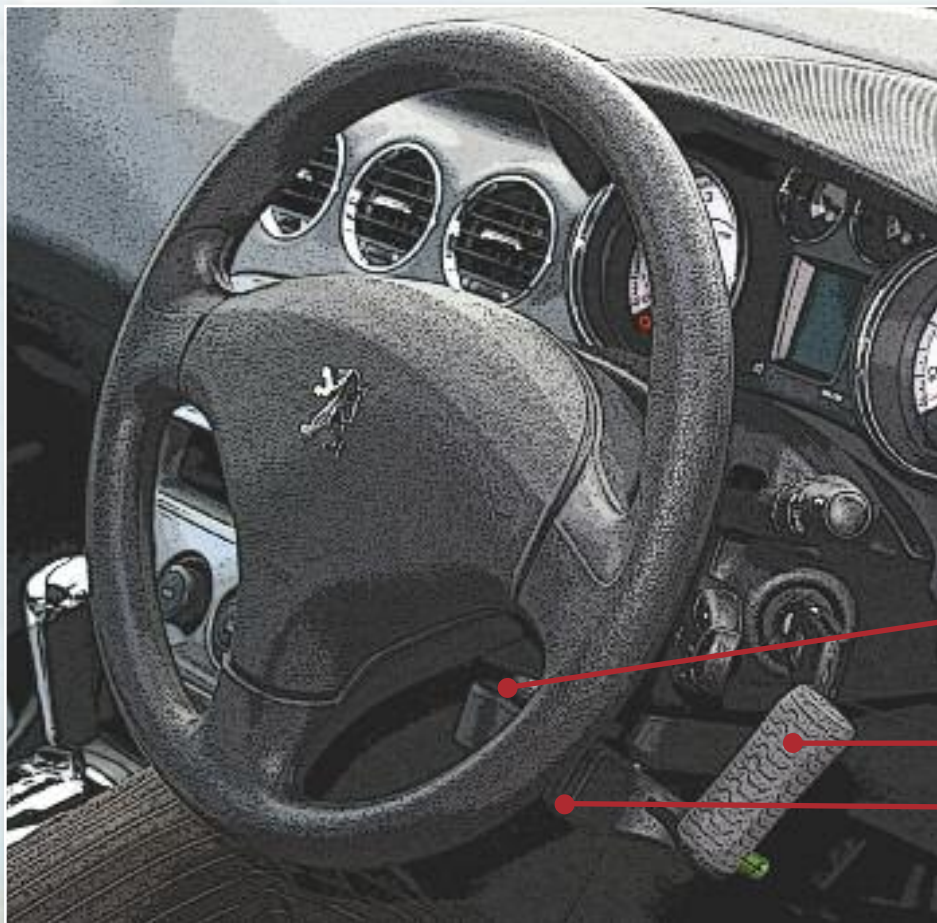
All Jeff Gosling adaptations are designed and manufactured to the highest specifications by our skilled engineers based at our premises in Stockport. **“A commitment to manufacturing to the highest standard combined with dedication to providing exceptional customer service”** was Motability Operations’ testimonial when they awarded their adaptations partner award for the 2nd consecutive year in 2007.

Supplying over 40% of primary driving controls, Jeff Goslings are now the largest single supplier of this type of adaptation to the Motability fleet. With a pledge to supply any of our primary driving adaptations within 24 hours of order to our national dealer network of more than 40 fully trained installation companies, Jeff Gosling adaptations are readily available throughout the UK.

Vehicle adaptations are 100% of Jeff Gosling Hand Controls’ business. We recognise that for many car dealers and even Motability specialists, requirements for adaptations can be quite rare. Our expertise in dealing with adaptations is freely available to sales staff and end users alike. If you would like any advice on adaptations or help with the Motability Operations Managed Adaptations Programme please **contact us on 0161 430 2151**.

**Jeff Gosling**  
Hand Controls Ltd.

## Hand Control Brake Accelerator



“I’ve just had another set of your hand controls fitted by my local installer. This is the second set and like the first they’re excellent. Your new system III is totally unnoticeable ... and they are without doubt the neatest and most unobtrusive hand controls I’ve ever seen.”

**Mr R Allinson**  
Greater London

“People ask about the hand controls and comment how neat the fitting is. I always say “well, if your life depended on hand controls, wouldn’t you fit the best?”. ”

**Mr G Jackson**  
Cumbria

“I’ve been driving using hand controls for nearly 30 years now and these latest controls are excellent and very easy and comfortable to use. Everyone has commented on how marvellously they are fitted – not ‘clonky’ like the old ones.”

**Mrs C Woods**  
Portsmouth



### Acceleration

Is controlled by pulling the hand control towards the wheel. For smoothest operation, use thumb and fingertips to grip wheel and handle and squeeze together to achieve a fluid motion.

### Braking

To brake simply push the control away from the wheel using either palm of hand or fingertips.



### Axial Roller Bearings

Jeff Goslings' Hand Control is the only hand control product to offer this advancement in the main pivot, ensuring a smooth and free operation.

### Hand Control Handle

An ergonomic handle is used for both a sleek look and comfortable use.

### L.I.P.S.<sup>™</sup> Guard System

Polyurethane guard system gives a sleek look to the controls and protects in the event of a collision.

## Jeff Gosling System III Hand Controls

**Mobile fitting service** means the majority of vehicles can be fitted out on site at your dealership, ensuring no strain on your drivers or time.

Available as a **vehicle specific design** for any current model of vehicle\*

**Jeff Gosling**  
Hand Controls Ltd.

**Leg Impact Protection System<sup>™</sup>** protects the user and ensures vehicle aesthetics are maintained, resulting in the most discreet yet safe hand control on the market.

\* brand new models may be awaiting design

# Hand Control Options



## Integral Indicator

Hand controls are available with an integral indicator switch supplied in the handle of the hand control which allows a driver's left hand to remain on the steering wheel at all times. NB This is usually a requirement for drivers taking their driving test using hand controls. Vehicle wiring systems vary between multiplex and non-multiplex, to confirm wiring for individual models please contact our sales team.

In addition, integrated horn and integrated hi/lo beam switches are available as ancillaries to the hand control.

## Pedal Guard

The hand control operates the brake and accelerator by physically moving the vehicle pedals. If the driver's feet are likely to impair pedal movement (i.e. slide underneath the pedals), or if the driver is susceptible to spasms, then a pedal guard should be fitted. Pedal guards are fitted with wing nuts to allow for easy removal for drivers using pedals.



## Hinged Accelerator Pedal

If a driver requires more room for right foot placement, then a hinged accelerator pedal may be more suitable. The accelerator pedal hinges and folds up out of the way. The brake pedal remains in place and can be covered with a brake only pedal guard if required.

**Sill Protector available, please see page 15.**

# General Advice for Hand Control Users

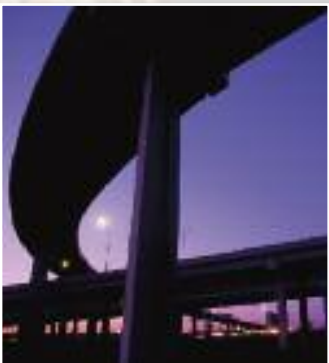


## Choosing a vehicle

When selecting a vehicle to be used with hand controls, we would recommend selecting one with a conventional automatic gearbox. Semi-automatic vehicles should be avoided as they have a tendency to roll backwards during a 'hill start'. Manual vehicles will still require operation of the clutch and this can be difficult as both hands are required to steer and operate the hand controls, leaving no hands to operate the gearshift.

## Adjustable Steering Column

Once the hand controls are fitted to the vehicle the steering column cannot be adjusted, unless done so by a trained Jeff Gosling installer. Adjusting the steering column will require the hand controls to be realigned. As a general rule the steering column is normally set up at its highest point (on the up/down rake) and at its furthest out position (in/out reach), to allow for maximum room for both the driver and the hand controls. It is important that the steering column position is checked by the driver before the hand controls are fitted. Any concerns about the column position should be discussed with the installer before fitting.



## Additional conventional drivers

If the vehicle is being driven conventionally by a second driver, it is important that they are made aware that hand controls are fitted and that the pedals may be obscured. It may be necessary to arrange to meet the hand control installer to ensure there is enough room to allow the second driver to cover the brake pedal with their foot.

## Steering Aids



Steering Aids clamp to the wheel and are designed to aid one handed steering. On most vehicles they can be fitted anywhere on the wheel, enabling the driver to use just one hand for steering. A steering aid is useful for hand control users as one hand will be on the hand control at all times leaving only one hand available for steering. In addition they can be used in conjunction with a left foot accelerator for drivers with limited use of their right hand side or just used individually for drivers with limited strength.



### **Steering Wheel Aid/Ball**

Our Standard Steering Wheel Ball clamps firmly to the wheel. It has a nylon mushroom shaped handle that fits comfortably in the hand.

### **Quick Release Steering Ball**

Similar to the standard ball, but has a quick release clamp. The Q/R option is particularly useful when the vehicle is also driven by another driver.



### **Steering Peg**

The Steering Peg requires less grip than the steering ball, it is ideal for those with impaired dexterity. It is supplied with quick release clamp as standard.

### **Tetra Grip**

Designed for those with severely impaired dexterity and weaker arm strength. It is supplied with quick release clamp as standard.



## Twin Folding Left Foot Accelerator



The left foot accelerator consists of 2 hinged pedals connected by a cable. The design of this safety model ensures that it is only possible to have one of the pedals down at any time. To deploy the required pedal simply pull it down into position and the other pedal will flip up out of the way automatically.



### Right Hand Side

Left foot accelerator with "standard" right foot accelerator deployed.

### Operation

To transfer, simply pull down the pedal that is folded away, this will pull the opposite side up out of the way.



### Left Hand Side

Left foot accelerator with "adapted" left foot accelerator deployed.



### Important Safety Notice

If the driver has previously driven vehicles with manual transmission we would not recommend a left foot accelerator. This is due to the fact that the finesse required for braking / accelerating is very different from the operation of a clutch pedal. In this scenario we would generally suggest the customer considers using push/pull hand controls. We would recommend that anyone considering driving with a left foot accelerator for the first time should first have a driving assessment or lessons with a qualified instructor using a left foot accelerator. A register of instructors is kept by the Queen Elizabeth Foundation (Telephone 020 8770 1151).

# Easy Release Adaptations



The easy release also provides easier use of the parking brake with the right hand; the handle runs laterally so it saves twisting the arm through 90°

## Handbrake Easy Release

To provide easy use of parking brake in spite of impaired hand function.

This device eliminates the need to use the thumb to depress the release button on the parking brake. Instead, simply ease the pressure off the brake by lifting the rubber grip handle and then pull it towards the rear of the car.



## Vehicle Specific

We can supply vehicle specific Handbrake Easy Releases for vehicles with non-standard handbrakes.

For example Handbrake Easy Releases for the Renault Megane and the Vauxhall Zafira.



### **Gearshift Easy Release**

To provide easy use of automatic gearshift in spite of impaired hand function. This device eliminates the need to use the thumb to depress the release button on the gearshift. Instead, simply move the handle to depress the button.

### **Vehicle Specific**

As with the Handbrake Easy Release vehicle specific Gearshift Easy Releases are available for vehicles with the release button on the front e.g. the Ford Focus.



## Lightweight Hoist

Maximum Load 23Kg (50lb)



The base of the hoist is fitted into the rear corner of the boot, taking up minimal space. It is polyester coated to provide a very durable finish. The jib arm slots easily into the base and the hoist is then ready to use. The wheelchair is lifted using a specially designed strap and hook. The hoist is operated quite simply using the up & down buttons on the handset. Power for the hoist is provided by the vehicle's battery.



The wheelchair and hoist fold away to leave a reasonable amount of room even in a vehicle with a small boot.

When not in use, the jib arm is stored tidily in the rear of the vehicle to allow almost full use of the boot.



### **Sill Protector**

Can be used with a hoist to protect the rear bumper from scuffs and scratches or to protect the sills from damage when transferring into the vehicle from a wheelchair.

The protector can be folded out of the way when not in use.

# Motability Managed Adaptations from Jeff Gosling

## **Mechanical Hand Controls**

Push/Pull Brake/Accelerator

Push/Pull Brake/Accelerator with Indicator Switch (Non Multiplex)

Push/Pull Brake/Accelerator with Indicator Switch (Multiplex)

## **General**

Pedal Guards

Easy Release Handbrake

## **Mechanical Modifications to Pedals**

Hinged Accelerator Pedal

## **Left Foot Accelerator**

Left Foot Accelerator

## **Steering Aids**

Steering Wheel Aid/Ball

Steering Wheel Ball (Quick Release)

Quick Release Tetra Grip

Quick Release Steering Peg

## **Wheelchair Stowage - In Car Systems**

Lightweight Hoist for Manual Folding Wheelchair SWL 23kg

Wheelchair Tie Down

# Payment for Adaptations on the Motability Scheme

## Motability Managed Adaptations

The customer will be required to pay the amount shown on the application summary screen. The customer needs to pay this to the Motability Specialist at the dealership before they pick up their car. The amount payable for adaptations will automatically appear on the invoice issued, along with any advance payment due.

## Customer Managed Adaptations

A customer managed adaptation is not on the Motability scheme and so will require a separate invoice. This invoice will be issued by the Installer directly to the customer. It is essential that this invoice is paid before any work is carried out by the adaptation company. These adaptations are Zero-rated for VAT and so require the customer to sign a VAT exemption certificate.

**Jeff Gosling**  
Hand Controls Ltd.

# VAT Free Vehicles

Since 2001 it has been possible for disabled wheelchair users to zero rate the purchase of a VAT Qualifying vehicle subject to certain conditions being met.

## The first question to ask is 'what is a wheelchair user?'

- A wheelchair user is defined\* as someone who would "normally use a wheelchair in order to be mobile".
- Someone who has a degenerative condition for example Multiple Sclerosis and uses a wheelchair when the condition requires it, qualifies for VAT exemption.
- Someone who only uses a wheelchair when, for example, they visit a garden centre **does not** qualify for VAT relief.

The vehicle must also be "Substantially and Permanently Adapted", at the point of sale, to allow the disabled wheelchair user to do one of the following; Gain access to the vehicle, Drive the vehicle or Stow a wheelchair on or in the vehicle. Examples of qualifying adaptations are Push/ Pull Hand Controls, Left Foot Accelerators and Wheelchair Hoists.

## Zero Rating a Vehicle for VAT

- 1 In order to satisfy Type Approval regulations the vehicle must be registered prior to adaptation (This applies to all adaptation work carried out).
- 2 Adaptations should be fitted.
- 3 Adaptations must be invoiced to the dealership – with VAT as this is a business to business transaction.\*\*
- 4 The vehicle and adaptations must be invoiced to the customer on one invoice.
- 5 This whole invoice can be Zero rated for VAT.
- 6 A VAT Exemption declaration must be completed by the customer and the dealership and should be kept on file with the vehicle invoice.

**NB** If the vehicle is being purchased using finance the invoice to the finance company should include the adaptations and is subject to VAT. The invoice from the finance company to the customer is the one which should be Zero rated for VAT as in effect it is they who sell the vehicle to the wheelchair user.

\* in the HMRC White Paper 701/59

\*\* NB Any VAT Paid by the dealer will be reclaimed in the usual way on the quarterly VAT return

# Funding Your Adaptations

## Motability Operations

Many adaptations are now available **at no extra cost**, and many others are subsidised through the Motability adaptations programme. Please speak to your car dealer when you order your vehicle or contact our sales team on **0161 430 2151**.

## Motability Grants

Motability may be able to offer financial help towards the cost of a suitable car, adaptations, driving lessons or a wheelchair accessible vehicle. For more information on Motability Charitable Grants contact the Motability Grants Department on **0844 800 0900**.

## Financial Support from Charities

You may be able to approach a national or local charity to help with payment for adaptations.

**Soldiers, Sailors, Airmen & Families Association**

[ssafa.org.uk](http://ssafa.org.uk)

**Multiple Sclerosis Society**

[mssociety.org.uk](http://mssociety.org.uk)

**The Royal British Legion**

[britishlegion.org.uk](http://britishlegion.org.uk)

**Lions Clubs**

[lions.org.uk](http://lions.org.uk)

Details of other charities can be found in local telephone directories or through the internet.

# Access to Work

If your health or disability affects the way you do your job, Access to Work can help you with extra costs which may arise because of your needs.

You may be able to take part in Access to Work if you are:-

- **In a paid job**
- **Unemployed and about to start work**
- **Self-employed**

## Access to Work Teams Contact Centres:

### London

Contact this centre if you work in:

- **South East England**
- **London**
- **East of England**

Telephone: 020 8426 3110

Facsimile: 020 8426 3134

Textphone: 020 8426 3133

Email: [atw-london-region@jobcentreplus.gsi.gov.uk](mailto:atw-london-region@jobcentreplus.gsi.gov.uk)

### Cardiff

Contact this centre if you work in:

- **South West England**
- **Wales**
- **West Midlands**
- **East Midlands**

Telephone: 02920 423 291

Facsimile: 02920 423 342

Textphone: 02920 644 886

Email: [atw-team-wales@jobcentreplus.gsi.gov.uk](mailto:atw-team-wales@jobcentreplus.gsi.gov.uk)

### Glasgow

Contact this centre if you work in:

- **Scotland**
- **North West England**
- **North East England**
- **Yorkshire and Humberside**

Telephone: 0141 950 5327

Facsimile: 0141 950 5265

Textphone: 0141 602 5850

Email: [scotland.atw@jobcentreplus.gsi.gov.uk](mailto:scotland.atw@jobcentreplus.gsi.gov.uk)

# The Forum of Mobility Centres

The Forum of Mobility Centres is a network of 17 independent organisations covering England, Scotland, Wales and Northern Ireland, who offer professional, high quality information, advice and assessment to individuals who have a medical condition or are recovering from an accident or injury which may affect their ability to drive, access or egress a motor vehicle.

All Centres offer advice and assessment to people who wish to begin, or return to driving following an illness, injury or accident. They also offer advice with regard to getting in and out of a vehicle and with regard to loading and transporting a wheelchair or a scooter in a motor vehicle. Some Centres also offer assessment and advice with regard to wheelchair or scooter selection. Although independent, the Centres are recognised by other mobility organisations including Motability and the Driver and Vehicle Licensing Agency (DVLA).

## To whom are advice and assessments available?

- Older people
- People with a medical condition that impacts upon their ability to make appropriate decisions with regard to safe driving
- People with a disability who think they may need special modifications to a motor vehicle in order to be able to control it safely
- Carers who need to transport individuals with restricted mobility in a motor vehicle

## What is offered?

Assessment and advice:

- on adaptations to overcome physical problems with vehicle control
- with regard to your ability to drive safely
- on wheelchair and scooter loading and transportation
- on wheelchair selection (some centres)
- regarding passenger / driver access to vehicles
- on motorcycles or heavy goods vehicles (some centres)

To find out where your local centre is and what services they offer, call the national freephone number **0800 559 3636**.

### **Belfast**

Disability Action

Tel: 02890 297880 • Email: [mobilitycentre@disabilityaction.org](mailto:mobilitycentre@disabilityaction.org)

### **Birmingham**

Regional Driving Assessment Centre

Tel: 0845 3371540 • Email: [info@rdac.co.uk](mailto:info@rdac.co.uk) • Website: [www.rdac.co.uk](http://www.rdac.co.uk)

### **Bristol**

Mobility Service of the Disabled Living Centre (West of England)

Tel: 011796 59353 • Email: [mobserv@thisisliving.org.uk](mailto:mobserv@thisisliving.org.uk) • Website: [www.thisisliving.org.uk](http://www.thisisliving.org.uk)

### **Bodelwyddan**

North Wales Mobility and Driving Assessment Service

Tel: 01745 58 48 58 • E-mail: [alexbarr@btconnect.com](mailto:alexbarr@btconnect.com)

### **Cardiff**

South Wales Mobility and Driving Assessment Service

Tel: 02920 555130 • Email: [helen@wddac.co.uk](mailto:helen@wddac.co.uk)

### **Carshalton**

Queen Elizabeth's Foundation Mobility Centre

Tel: 02087 701151 • Email: [info@mobility-qe.org](mailto:info@mobility-qe.org) • Website: [www.qefd.org/mobilitycentre/](http://www.qefd.org/mobilitycentre/)

### **Derby**

DrivAbility (Derby Regional Mobility Centre)

Tel: 01332 371929 • Email: [driving@derbyhospitals.nhs.uk](mailto:driving@derbyhospitals.nhs.uk) • Website: [www.derbydrivability.com](http://www.derbydrivability.com)

### **Edinburgh**

Scottish Driving Assessment Service

Tel: 01315 379192 • Email: [marlene.mackenzie@lpct.scot.nhs.uk](mailto:marlene.mackenzie@lpct.scot.nhs.uk)

### **Leeds**

The William Merritt Disabled Living Centre and Mobility Service

Tel: 01133 055288 • Email: [mobility.service@nhs.net](mailto:mobility.service@nhs.net) • Website: [www.williammerrittleeds.org](http://www.williammerrittleeds.org)

### **Maidstone**

DART Driving Assessment and Advice Centre

Tel: 01622 795719 • Email: [julie.chatburn@nhs.net](mailto:julie.chatburn@nhs.net)

### **Newcastle upon Tyne**

North East Drive Mobility

Tel: 0191 287 5090 • Email: [northeast.drivemobility@ntw.nhs.uk](mailto:northeast.drivemobility@ntw.nhs.uk) • Website: <http://www.ntw.nhs.uk>

### **Oxford**

Regional Driving Assessment Centre

Tel: 0845 3371540 • Email: [info@rdac.co.uk](mailto:info@rdac.co.uk) • Website: [www.rdac.co.uk](http://www.rdac.co.uk)

### **Southampton**

Southampton Mobility Centre

Tel 023 8051 2222 • Email: [admin@sotoncentre.co.uk](mailto:admin@sotoncentre.co.uk)

### **Thetford**

Kilverstone Mobility Assessment Centre

Tel: 01842 753029 • Email: [mail@kmacmobil.org.uk](mailto:mail@kmacmobil.org.uk) • Website: [www.kmacmobil.org.uk](http://www.kmacmobil.org.uk)

### **Truro**

Cornwall Mobility Centre

Tel: 01872 254920 • Email: [mobility@rcht.cornwall.nhs.uk](mailto:mobility@rcht.cornwall.nhs.uk) • Website: [www.cornwallmobilitycentre.co.uk](http://www.cornwallmobilitycentre.co.uk)

### **Welwyn Garden City**

Hertfordshire Action on Disability Mobility Centre

Tel: 01707 324581 • Email: [driving@hadnet.org.uk](mailto:driving@hadnet.org.uk) • Website: [www.hadnet.org.uk](http://www.hadnet.org.uk)

### **Wigan**

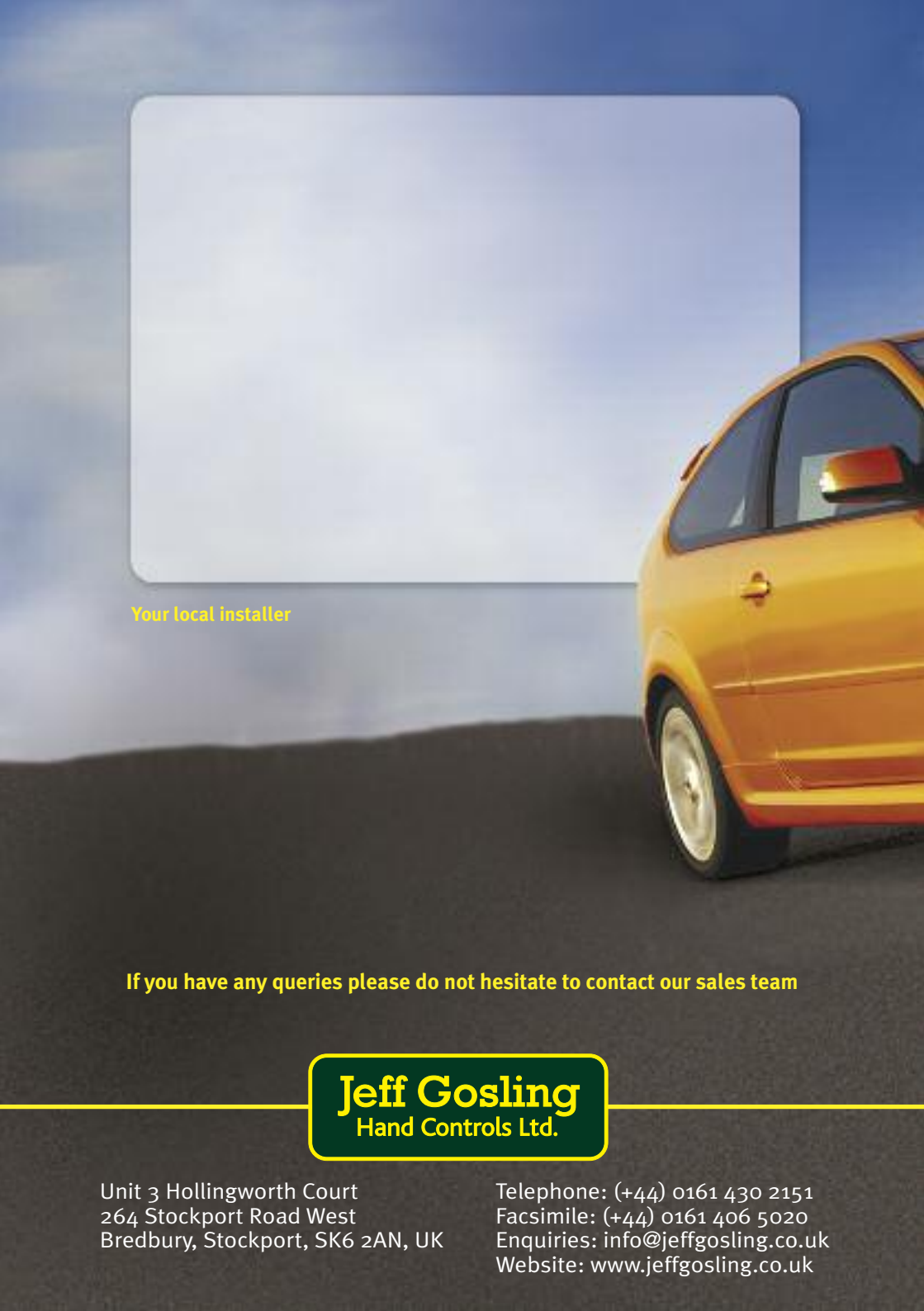
Wrightington Mobility Centre

Tel: 01257 256409 • Email: [mobilitycentre@alwpct.nhs.uk](mailto:mobilitycentre@alwpct.nhs.uk)

A wooden signpost with the word "HOME" on it, set against a background of a grassy field and a cloudy sky. The signpost is made of weathered wood and has a rectangular sign with the word "HOME" in capital letters. The background is a soft-focus landscape with green grass and a blue sky with white clouds.

HOME

**Jeff Gosling**  
Hand Controls Ltd.



**Your local installer**

**If you have any queries please do not hesitate to contact our sales team**

**Jeff Gosling**  
Hand Controls Ltd.

Unit 3 Hollingworth Court  
264 Stockport Road West  
Bredbury, Stockport, SK6 2AN, UK

Telephone: (+44) 0161 430 2151  
Facsimile: (+44) 0161 406 5020  
Enquiries: [info@jeffgosling.co.uk](mailto:info@jeffgosling.co.uk)  
Website: [www.jeffgosling.co.uk](http://www.jeffgosling.co.uk)