

Mobility Scooter Policy



Legislation:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety Act 2021 Building Safety Act 2022 Equality Act 2010 Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Use of Invalid Carriages on Highways Regulations 1988 Highway Code (rules 36-46)	Author:	Assistant Director of Housing and Resident Engagement/Head of Fire and Compliance
		Approved by:	Executive Team
		Date of approval:	20 th June 2025
		Date of next review	20 th June 2028
Regulatory/ Governance:	Consumer Standards (Social Housing Regulation Act 2023) NFCC Mobility Scooter Guidance for Residential Buildings NFCC Guidance Fire Safety in Specialised Housing		
Related Policies:	Tenancy Agreement Neighbourhood Management Policy Empty Homes Policy Health and Safety Policy Fire Safety Policy Electrical Safety Policy Aids and Adaptations Policy Incentives to Move Policy Keeping Communal Areas Safe Policy		

1. Policy Statement

- 1.1 We recognise that mobility scooters can enhance the quality of life for many older or less mobile residents, who may otherwise have limited ability to access their home's communal facilities or external facilities in the wider community.
- 1.2 We recognise our duty to protect the health and safety of our residents and colleagues and to meet relevant fire safety regulations in relation to the storage and charging of mobility scooters.
- 1.3 We have a duty to ensure that mobility scooters are being used and stored safely and appropriately with full responsibility taken by the owner of the scooter who resides on the property managed by Housing Solutions.

2. Scope

- 2.1 This policy relates to Housing Solutions residents, leaseholders and shared owners, including household members and their visitors. It sets out how we will

approach the storage and use of mobility scooters within our housing services.

3. Definitions

- DVLA – Driver and Vehicle Licensing.
- FRA – Fire Risk Assessment.
- DMSS- Designated Mobility Scooter Store – Room or Area, with dedicated charging and at least
- 30 minutes fire resisting construction and automatic fire detection for early warning notice.
- PAT – Portable Appliance Testing.
- PCFRA – Person Centered Fire Risk Assessment
- (PEEPs) - Personal Emergency Evacuation Plans.

4. Roles and Responsibilities

Detail roles and responsibilities in relation to the policy/procedure

Chief Executive Officer	<ul style="list-style-type: none"> • Overall responsibility for the implementation of the Fire Policy in line with the Corporate Strategy. Overall responsibility for the mobility scooter policy is with Ben Thomas ED of Service Excellence and Innovation.
Executive Team	<ul style="list-style-type: none"> • Responsible for approving this policy and any amendments which may be needed from time to time. • Responsible for recommending the policy's strategic direction as it feeds into operational delivery for residents.
Executive Director of Property and Development	<ul style="list-style-type: none"> • Agree and set budgets that are sufficient to meet the requirements for any adaptations to properties.
Fire Safety Advisors (Savills)	<ul style="list-style-type: none"> • To advise and act as Housing Solutions competent person in respect of fire safety, as required. • To carry out fire risk assessments annually, as defined through the programme
Assistant Director of Housing and Resident Engagement	<ul style="list-style-type: none"> • Ensuring that the policy is implemented and that all persons are provided with the necessary information, instruction, and training to fulfil their roles and responsibilities under this policy and relevant procedures. • Ensure that appropriate arrangements are in place to record and monitor where Mobility Storage Permits have been issued. • Ensure that the housing teams have access to the training and resources to record and escalate any fire safety related risks or queries they identify, or which are brought to their attention.

	<ul style="list-style-type: none"> • Ensure that ongoing resident engagement and communication relating • to fire safety in their home and the sterile communal areas with multi story residential building is maintained.
Head of Fire and Compliance	<ul style="list-style-type: none"> • To advice and support Sheltered Housing Officers and Housing Officers • when reviewing and issuing Mobility Scooter Storage permits.
Sheltered Housing Officer(s)	<ul style="list-style-type: none"> • Review of residents applications to store mobility scooters in either the designated mobility scooter store or within the residents own accommodation. • Undertake a risk assessment of resident and provide feedback to resident on application. • Hold records of where permits have been issued to residents. • Undertake and Review of the residents PCFRA. • Identifying any concerns where mobility scooters have been stored or used irresponsibly and manage this with the resident. • Work with the estates team to identify and remove mobility scooters which have been abandoned within the communal area or designated mobility scooter store. • Ensure mobility scooters are not blocking means of escape. • Identify where residents require a transfer of properties and support resident with the transfer. • Undertake a Personal Emergency Evacuation Plans (PEEPs) and record this within the Fire Document Box on site.
Housing Officer	<ul style="list-style-type: none"> • Review of resident's applications to store mobility scooters in either the designated mobility scooter store or within the residents' own accommodation. • Undertake a risk assessment of residents and provide feedback to residents on application. • Hold records of where permits have been issued to residents. • Identifying any concerns where mobility scooters have been stored or used irresponsibly and manage this with the resident. • Work with the estates team to identify and remove mobility scooters which have been abandoned within the communal area or designated mobility scooter store. • Ensure mobility scooters are not blocking means of escape. • Identify where residents require a transfer of properties and support resident with the

	<p>transfer.</p> <ul style="list-style-type: none"> Undertake a Personal Emergency Evacuation Plans (PEEPs) and record this within the Fire Document Box on site.
All Staff Operatives / Contractors	<ul style="list-style-type: none"> Reporting any concerns via a 'Near Miss' reporting form, mobility scooters have been stored or used irresponsibly.
Residents	<ul style="list-style-type: none"> Residents should have appropriate insurance cover in place to cover liability for damage or injury to others. Contents insurance alone does not provide adequate third- party cover (should any damage occur to the premises or to another person). Housing Solutions do not guarantee that the allocated storage areas are secure so any resident wishing to have cover for loss, damage or theft should arrange their own insurance cover. Mobility scooter owners should follow any manufacturer guidelines or instructions on the safe use of their mobility scooter. Mobility scooters must be set at their lowest speed in communal areas, so users avoid injury to themselves, other residents, leaseholders, Housing Solutions staff, visitors, contractors and any part of the building. It is the resident's responsibility to store the mobility scooter safely in the allocated storage areas and in line with the tenancy agreement in place. All scooters stored in Housing Solutions' communal/designated areas must be in a safe and good working order to minimize any fire risks. Mobility scooters must not be left unused or abandoned within the designated storage areas except in special circumstances, such as residents being admitted to hospital, holidays and, in any event, never for longer than one month <p>Residents should ensure that mobility scooters are maintained in line with the manufacturer's recommendations, this should include mobility scooter usage and charging.</p> <ul style="list-style-type: none"> Should the charger fail the PAT test it will be the owner's responsibility to repair/replace the damaged item, before it can be used again. Charging should always be undertaken in accordance with the manufacturer's instructions and mobility scooters should not be left on permanent charge.

5. Legislation

- Regulatory Reform (Fire Safety) Order 2005.
- Fire Safety Act 2021.
- Building Safety Act 2022.
- Equality Act 2010.
- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Use of Invalid Carriages on Highways Regulations 1988.
- Highway Code (rules 36-46).

6. Mobility Scooter Storage

6.1 Type of Mobility Scooter Storage

A mobility scooter and powered wheelchairs are single seat vehicles with a battery. They are designed for people with restricted mobility, typically those who are elderly or disabled. The DVLA has developed guidance on mobility scooter and wheelchair classifications, as follows:

1. Class 1 – Manual wheelchairs, i.e. self-propelled or attendant propelled, not electronically propelled. These don't have to be registered with the DVLA.
2. Class 2 – Powered wheelchairs and scooters – intended for footway use only with a maximum speed of 4mph and an unloaded weight not exceeding 113.4kgs. These don't have to be registered with the DVLA.
3. Class 3 – Powered wheelchairs and scooters with a maximum speed of 8mph generally intended for use on roads and highways. The unloaded weight must not exceed 150kgs. These do have to be registered with the DVLA.

Housing Solutions may give consideration to establishing a designated area in each development for the charging and storage of mobility scooters in line with the requirements in this policy and the Keeping Communal Areas Safe Policy.

There are some developments where the design and location do not allow safe storage facilities

Housing Solutions will only allow Class 1 or Class 2 mobility scooter or wheelchair to be stored within designated storage areas. Class 3 scooters should be stored off-site The mobility scooter is kept at the owners own risk regardless of where its stored.

6.2 Storage of Mobility Scooters in our Developments

Designated Mobility Scooter Store

Residents who wish to store their mobility scooter within a designated mobility scooter store must obtain permission from Housing Solutions. Permission must be obtained from Housing Solutions before purchasing the mobility scooter. Only one scooter per person can be stored in the designated areas. Storage will be managed through a permit

system and is operated on a first come first served basis.

Mobility Scooters can only be stored within the designated mobility scooter store once the permission has been granted and permit issued.

Appropriate insurance is required in order to have a mobility scooter, and certification must be provided to the housing management team.

Housing Solutions takes no responsibility for any damage or loss to the mobility scooter stored in the designated mobility scooter store areas.

Mobility scooters stored in designated mobility scooter stores will need to have an annual PAT carried out. Housing Solutions will PAT all mobility scooters charge points stored in the allocated designated mobility scooter store areas, and this will be completed when the annual building tests are carried out. Should the charger fail the PAT it will be the owner's responsibility to repair/replace the damaged item before it can be used again. PAT testing will be charged at £19.58 and re charged to the resident. We reserve the right to see the insurance certificate if this is carried out privately by the resident.

Where there is no mobility scooter store provision or available space, residents are encouraged to transfer to a development where there is a mobility scooter store or keep the scooter off site. This will be subject to medical diagnosis and/or as recommended by medical professionals.

Where there is no mobility scooter store provision or available space, and a transfer is not feasible, residents should apply to store a mobility scooter(s) inside their property, please note permission may be refused which would be outlined a letter to the resident.

6.3 Allocation of spaces

Blue Badge-holding residents will have priority for spaces within the designated mobility scooter storage areas when they become available and then considered in date order of request.

Spaces will be individually allocated on a 'first come, first-served basis to all other applicants. When no spaces are available, there will be a waiting list.

When a space becomes available, we will contact the resident at the top of the waiting list to process the application for permission.

Housing Solutions reserves the right to revoke the permit if the resident fails to comply with this policy, the mobility scooter agreement, and/or where the mobility scooter has not been used by the resident for 28 days. It will be the owner's responsibility to remove any mobility scooter from the designated storage area which no longer has a permit

6.4 Storage and charging within residents' own accommodation

Suitable storage and charging arrangements might be possible inside the accommodation of individual residents. Residents who wish to store their mobility scooter within their home must obtain permission from Housing Solutions. Permission must be obtained from Housing Solutions before purchasing the mobility scooter. We will assess the resident's requirements and undertake a risk assessment of the property before notifying the resident whether consent is given for a mobility scooter to be stored within the accommodation. Consent may be conditional on works being

carried out at the property, such as new fire doors, at the resident's expense.

If this option is considered, the scooter should not be stored or charged in the hallway, if this is the only means of escape available. The scooter should be stored and charged in a separate room, which is fitted with a fire-resisting door and fire detection. Residents should be provided with advice on the safe use and charging of scooters

A resident may not carry out any works to their home without permission from Housing Solutions.

6.5 Unacceptable Storage of Mobility Scooters

Storage and charging of mobility scooters within any internal communal area is strictly forbidden within all developments. Failure to comply with the requirements set out in this policy will be treated as a breach of tenancy and action will be taken to remove the mobility scooter from the development permanently. Residents are never permitted to make alterations to communal areas or other spaces within a development. No alterations can be made to a resident's accommodation without written consent from us, which will not be unreasonably withheld. In all cases, residents will be consulted.

6.6 External Storage of Mobility Scooters

Unless written permission has been obtained, no mobility scooter should be stored externally. Before providing permission, we undertake a risk assessment to understand the following;

- Arson risk
- Construction and fire spread
- Any impact on external escape routes
- Electrical installation
- Location, access and egress
- Maintenance
- Monitoring

All external mobility scooter storage should be located at least 6m away from buildings, to reduce fire spread.

Permission may be refused where:

- There is no communal designated mobility scooter storage.
- A major physical alteration to the property is required which Housing Solutions deems to be unreasonable in terms of cost and/or disruption to other residents and/or leaseholders.
- The mobility scooter cannot fit through internal and/or external entrances. There are stairs, with no lift facility.
- The mobility scooter blocks any fire escape route.
- Someone requests a second mobility scooter. Housing Solutions will only permit the use of one mobility scooter per person.
- The resident causes a nuisance in the use of their mobility scooter.

7. Equality, Diversity & Inclusion

HS recognises the needs of a diverse population and always acts within the scope

of its own Equality and Diversity Policy, the Human Rights Act 1998, and Equality Act 2010. HS works closely with its partners to ensure it has a clear understanding of its resident community with clear regularly updated service user profiles. HS will record, analyse and monitor information on ethnicity, vulnerability and disability.

8. Confidentiality

- 8.1 Under the Data Protection Act 1998 and the Human Rights Act 1998, all personal and sensitive organisational information, however received, is treated as confidential. This includes:
- 8.2 HS employees will ensure that they only involve other agencies and share information where there is a legal basis for processing the information

9. Review

- 9.1 This policy will be reviewed on a 3 yearly basis or more frequently in response to changes in legislation, regulatory guidance, good practice or changes in other relevant Housing Solutions' policy.
- 9.2 Our performance in relation to the delivery of the services and activities set out in this policy will be monitored on an ongoing basis through our established reporting mechanisms to our Senior Management Team, Executive Team, Board and associated committees.

Appendices

- Appendix 1 – Risk Assessment Template
- Appendix 2 – Mobility Scooter Request Form
- Appendix 3 – Mobility Scooter Agreement
- Appendix 4 – Mobility Scooter Permit Log

Appendix 1 – Risk Assessment Template

Hazard Category and Hazard	Who might be harmed and how	What are you already doing	What further controls/actions are required	Timescales for further actions to be completed	Responsible person's job role
Fire - Storage within common area means of escape	Employees, Residents, Contractors, Visitors Risk of fire, arson obstruction of means of escape, slips, trips and falls	<ul style="list-style-type: none"> • Keeping communal Areas Safe Policy followed • Mobility Scooter Policy & procedure followed & managed • Identification of designated storage areas, e.g. inside flat or designated areas with appropriate fire & safety measures 			
Fire – Storage in Flat or Designated area away from means of escape	Employees, Residents, Contractors, Visitors Risk of fire, arson obstruction of means of escape, slips, trips and falls	<ul style="list-style-type: none"> • Mobility Scooter Policy and Procedure implemented to make sure that allocation of space in a scheme is followed accordingly. Permit system managed and recorded including sign up of new residents • Scooters must be stored in flat/area behind a fire resistant door. • Avoid storing in means of escape from flat. • Ensure fire detector is tested 			
Fire – Poorly maintained scooter	Employees, Residents, Contractors, Visitors Injury e.g. burns, smoke inhalation	<ul style="list-style-type: none"> • Scooter serviced at required frequency as detailed in manufacturer's manual • Weekly/monthly maintenance checks carried out as detailed in manufacturer's manual 			
Fire - Charging in	Employees, Residents,	<ul style="list-style-type: none"> • Charging must not be carried out in a 			

<p>common area/means of escape resulting</p>	<p>Contractors, Visitors</p> <p>Slips, trips and falls as a result of trailing cables Fire due to electrical fault during charging</p>	<p>common area means of escape</p> <ul style="list-style-type: none"> • Charging must be carried out in customer's flat or in designated area behind a fire resistant door (it may be necessary to consider reasonable adjustments to ensure compliance with the Equality Act) • Charging must be carried out in accordance with the manufacturer's instructions • Scooters must only be charged for the manufacturer's recommended time and not left on permanent charge • Charger must be compatible with the battery/scooter model • Charging equipment must have an annual portable appliance test to ensure it is maintained in a fit state. 			
<p>Work Equipment and Machinery - Unsafe use</p>	<p>Employees, residents, Visitors</p> <p>Injury due to unsafe operation</p> <p>Injury due to contact with moving vehicle</p> <p>Injury due to use of mobility scooter in inappropriate manner</p>	<ul style="list-style-type: none"> • Scooter user advised to seek training in safe operation and maintenance including charging – The owner/user is responsible for ensuring they understand how to operate the scooter safely with consideration for others • Keep to footpaths and keep off uneven ground 			
<p>Work Equipment and Machinery - Unauthorised use</p>	<p>Employees, residents, Visitors</p>	<ul style="list-style-type: none"> • Scooter users are responsible for ensuring that the keys are removed from the scooter to prevent 			

	Loss, damage to scooter Loss, damage to property	unauthorised use			
Health, welfare and work environment; working at height; confined spaces; lone working; slips and trips; movement of people and vehicles in the workplace; work-related driving - Damage to property	Employees, residents, Visitors Loss, damage to scooter and development	<ul style="list-style-type: none"> • As for Unsafe use above • Scooter users must ensure appropriate insurance in place including provision for liability insurance in case of damage to building or injury involving people who may be living or visiting the development. Users without insurance cover will be personally liable for all costs • A current insurance certificate must be provided to the Sheltered Housing Officer or Housing Officer. 			
Add additional significant local hazards if applicable					
Training Requirements					
Advise resident it is their responsibility for ensuring they can maintain, charge and use their mobility scooter safely					
Detail the overall risk rating taking into account the above risk control measures that are implemented and maintained (High/Medium/Low)					
<p>NB Where the risk rating is High efforts must be made to reduce the risk. Actions must be prioritised and detailed on the Risk Assessment Action Plan.</p> <p>Where the risk rating is Medium consideration must be given as to whether the risks can be lowered. Actions identified must be detailed on the Risk Assessment Action Plan</p> <p>Where the risk rating is Low no additional controls are required but arrangements should be in place to ensure that the controls are maintained.</p> <p>Comments</p>					

<i>To be completed by Housing Solutions</i>			
Risk Assessment Completed By		Job Title	
Signature		Date	
<i>To be completed by the resident</i>			
I confirm that this risk assessment has been explained to me and consider it to be suitable to control the risks to my health and safety and other persons who may be affected by the storage, use and charging of mobility scooters. I agree that I will follow the procedures that have been put in place for my safety and other's safety. I will inform Housing Solutions of any additional hazards that arise as soon as possible to make sure that further measures can be considered to reduce the risks to my safety and other's safety.			
Resident Name	Address	Signature	Date

Appendix 2 - Mobility Scooter Request Form

Mobility Scooter Request Form	
Resident Name	
Address	
Date of Enquiry	
Classification of Scooter (Class 3 not permitted within the development)	
Does the Resident have evidence that a mobility scooter is required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the scooter be stored / charged in the residents Flat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there currently any storage/charging space available in the designated area?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
The resident agrees to the terms and conditions for the storage / charging / use of scooters within the development?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Housing Solutions to complete	
Request Outcome	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason	
Date Customer Advised	
Staff Name	
Staff Signature	

Appendix 3 - Mobility Scooter Agreement

Mobility Scooter Agreement	
<p>I,, of Address</p> <p>Understand <u>and agree</u> that:</p> <ul style="list-style-type: none"> • I am liable for the cost of any damage I cause to the building fabric, furnishings and persons whilst using my mobility scooter on your property. • I must have appropriate insurance cover in place for the use/storage and charging of my mobility scooter. • Mobility scooters that are used /stored and charged within developments must only be done so within the designated areas. • Mobility Scooters that are charged within developments storage facilities must have a current portable appliance test. • Mobility scooters must only be used around the development to and from the designated area to outside, and vice versa. • I must observe a speed limit equivalent to a slow walking pace. • When stored in a flat the mobility scooter must not prevent a means of escape or entry • • I must make sure that my mobility scooter is charged and maintained in accordance with the manufacturer's instructions to guarantee safe operation. • I must make sure my mobility scooter is free from mud/dirt when in the development. • I will not leave any items stored in the mobility scooter while it is being stored or charged in the development. • I am liable for the communal storage and electricity charge of £5.00 per month (subject to annual review) Not applicable for those storing and charging scooters within their flat. • I am liable for scooter pod rental and annual PAT testing at £18.20 per month (subject to annual review) • <u>My landlord</u> cannot be held responsible for any damage <u>or theft</u> to mobility scooters whilst stored on <u>its</u> property (indoors or outdoors). • <u>My landlord</u> cannot guarantee secure external storage facilities for those mobility scooters that cannot be accommodated within developments. <p><u>My landlord may revoke this agreement if I fail to comply with the above or cease regular use of my mobility scooter.</u></p>	
Designated Area for Storage	
Designated Area for Charging	

Customer signature	
To be completed by Housing Solutions	
Staff Name	
Job Title	
Date	

Procedure

Resident requests permission to use a scooter storage space

Residents must request permission to store, use and charge a scooter within the development or their flat by completing a Mobility Scooter Request Form (Appendix2).

If a resident is thinking of purchasing a mobility scooter, permission must be sought from us before purchase, if they want to store the scooter within the development, to include within their accommodation.

This is to make sure the scooter can be stored safely and there is adequate storage space available.

We will require a letter from your GP or an assessment from an Occupational

Therapist confirming that you require a mobility scooter. We will review the request and grant/ deny permission by following the procedure outlined below:

Completing the required Documentation and Checks

Complete the Risk Assessment

We will carry out a risk assessment for each designated storage and charging area around the development – this includes storage within their accommodation. Approval of the request to store the mobility scooter within the development is dependent upon the completion of a satisfactory risk assessment

We will run through the risk assessment with the resident, ask them to sign a copy, keep a copy for the file and give the resident a copy.

The risks outlined on the Risk Assessment document (Appendix 1) are not limited to those indicated; additional local risks to a development may apply and must also be recorded on

the Risk Assessment document. The risk assessment does not only consider the storage of the scooter but also considers the use of the mobility scooter within the development and whether it can be safely maneuvered to the storage area.

Check the applicant has relevant Insurance

There is no legal requirement to have mobility scooter insurance however we require that insurance is in place if the vehicle is to be used and stored within one of our developments. Allocation of a storage space is dependent upon the presentation of satisfactory insurance documentation. The owner of a mobility scooter kept on our property must provide us with a copy of the current insurance certificate on commencement of storage arrangements and every year after that. This should include provision for liability insurance in case of damage to buildings and injury involving people who may be living at or visiting the development.

Any damage to our property caused by a mobility scooter will be recovered through the owner's insurance company. If the owner does not have a current insurance certificate, they will be personally liable for all costs, and asked to remove the scooter from the development immediately.

Resident awareness of the conditions of use of the Mobility scooter Mobility scooters are only permitted to be used inside the development in order to get from the permitted storage area (including where storage is within the resident's flat) to the outside and vice versa.

Where the designated area for storage is outside, mobility scooters cannot be used inside the development. Where the designated storage area is outside the building and the resident has an Occupational Therapy recommendation to state that they cannot walk from the designated storage area to their flat, their mobility scooter must be approved for storage within their flat.

Some developments may have lifts that are not able to take the weight of a mobility scooter and local decisions will be made in these cases.

Resident Awareness of the Portable Appliance Testing requirements

During the application process the resident will be informed of the portable appliance testing (PAT) requirements. All vehicles charged within a designated scooter storage area will require a PAT annually to ensure that the charging equipment is in a fit state to be used.

This will be organised and/or carried out by us along with all other equipment on the scheme. Should the charger fail the PAT test it will be the owner's responsibility to repair/replace the damaged item, before it can be used again (Appendix 3).

Resident Awareness of the Electrical Charging requirements

During the application process the resident will be informed of the charging requirements for mobility scooters. Charging of mobility scooters is particularly high risk and should only be undertaken behind a fire resistant door and never on a stairwell or on any escape route. Charging should always be undertaken in accordance with the manufacturer's instructions and mobility scooters should not be left on permanent charge (Appendix 3).

Costs

Where residents are using communal storage/charging points, we must arrange for the cost of storage/electricity to be recharged to the resident. Charges for storage and electricity usage are set at £60 per year or £5.00 per month** to be payable by the resident. The charge for PAT testing is £3.50 per year (assuming this is conducted alongside other equipment in the development).

These charges will be reviewed annually, and residents will be given 28 days' notice of any changes.

Approving or denying the Application**Complete the Mobility Scooter Contract document**

Once we have decided to approve the application then the residents must sign a Mobility Scooter Agreement (Appendix 3). One copy is kept with the resident and one copy is kept within the property file.

Where permission is granted, the residents must agree and comply with all conditions placed upon the storage and usage of the vehicle. We reserve the right to withdraw permission at any time if the conditions of the procedure are broken.

Complete the mobility scooter log

In order to keep track of the number of spaces allocated, a Permit Log must be completed and kept on file in the development (Appendix 4). Where permission cannot be granted, due to exceeding the maximum permissible number of spaces already allocated, details must be added to the Permit Log (Appendix 4), showing the resident is on a waiting list. When a space becomes available the resident at the top of the list must be offered that space in accordance with the conditions of the Mobility Scooter Policy.

Where the number exceeds the maximum permissible number within the development, the development will work with the residents to achieve a mutual solution.

Resident Competency

A resident must be able to demonstrate adequate capability to operate a scooter in a safe and controlled manner to ensure the safety of themselves and other residents, staff, visitors and the general public. Situations which may affect a resident’s ability to operate a scooter could include, but are not restricted to:

- Vision
- Medical conditions
- Impairment due to medication, alcohol or other substance

If after a risk assessment the resident demonstrates a high risk, a decision may be taken to refuse the resident permission to have a scooter on our property. This will be noted on the risk assessment and the reasons detailed on the form returned to the customer.

Calculated price of PAT Testing

895501	PORTABLE APPLIANCE:ANNUAL TEST - ONLY ITEM	Portable Appliance:Annual inspection, electrical testing, certification and labelling of Client’s owned portable appliance of any type, provide written report to CR (only item tested). SMV 0.5	NO	HSL Reactive Repairs	Electrical	Electrical	£19.58
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Appendix 4 – Mobility Scooter Permit Log

Development Name		Designated Storage Area(s)		Designated Charging Area(s)		Maximum Permissible Number of Scooters
Resident Name	Flat No	Class of Scooter	Designated Storage Area	Designated Charging Area	Date Permit Issued	