



General Purpose Mobility Scooter Policy

Issued by Housing & Communities

May 2019

Mobility Scooter Policy Quality Record

Revision	Date	Description	Stage	Agreed
Draft	19 February 2019	1 st revision		
Draft	4 June 2019	Single member decision	Approved	

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**This Policy is available in larger print.
Please contact Human Resource if you require
assistance.**

1. Policy statement

- 1.1 Nuneaton and Bedworth Borough Council recognises that our residents, under the Equality Act, should have a quality of life which allows provision for full mobility, which includes the right to own or have access to a Mobility Scooter.

2. Purpose

- 2.1 The purpose of this policy is to:
- This policy will ensure that the Housing & Communities team adopts a consistent, fair and transparent approach; in the way it deals with the management of mobility scooters within its General Purpose properties.

3. Introduction

- 3.1 Nuneaton and Bedworth Borough Council conforms to the Equality Act in ensuring our customers can maximise general purpose properties using the most appropriate equipment available to allow them to do so.
- 3.2 The leasing or buying of Mobility Scooters forms part of a measure, which assists this process. Even though our customers meet this cost privately, the Council aims to ensure that these vehicles are being used responsibly by the person residing in our General Purposes properties.

4. Responsibility

- 4.1 The Landlord Services Manager retains the overall responsibility for the implementation of this Policy
- 4.2 The Landlord Services Manager, Landlord Services Team Leader and Housing Officer are responsible for the operational delivery of this policy and the associated procedures. This includes responsibility for monitoring and reviewing, staff awareness and training, policy development and communication to tenants.
- 4.3 It is the responsibility of Nuneaton and Bedworth Borough Council to ensure that the storage and charging areas are free from hazards and safe for residents to use.

5. Context: Statute, Regulation and Guidance

- 5.1 Powered scooters are defined as 'invalid carriages' under the Use of Invalid Carriages on Highways Regulations 1988. The regulations divided these machines into three classes:

Class 1 covers manual wheelchairs;

Class 2 applies to machines designed for use on the pavement, travelling at speed of up to 4 mph. They may also be used on the road to cross from one pavement to another or where no pavement is available.

Class 3 applies to machines that can be used both on the pavement where, like class 2 vehicles, they are limited to 4 mph, and on the road where they can travel at up to 8 mph. Class 3 vehicles are required by law to be registered with DVLA for road use.

These vehicles will be licensed in the disabled taxation class. Insurance is not a legal requirement however, for fire risk assessment and other purposes, the Council's Health & Safety Department recommend it is essential if the vehicle is to be used and stored within a General Purpose property.

6. Objectives

- Advise residents considering purchasing a mobility scooter to visit an organisation where the scooters can be hired and the appropriate training is given prior to any purchase being made.
- To effectively manage the parking and storage of mobility scooters within General Purpose properties (purpose built scooter housings only).
- The parking and storage of mobility scooters must comply with Fire Safety Regulations.

7. Operational Principals

7.1 Training

- Residents considering buying a new or second-hand Mobility Scooter from a commercial retailer will generally be advised on the type of machine, the suitability of the machine and be instructed on all safety aspects of using a Mobility Scooter. A test-run usually concludes the introduction to the machine and all of this should be included in the purchase price.
- Purchasing a second-hand Mobility Scooter through other outlets does not have this safeguard, so residents must be wary. The mechanical condition of the scooter and the state of the batteries may be of concern and residents are strongly advised to have them professionally assessed.
- The Council highly recommends that residents visit an organisation where Mobility Scooters can be hired or brought and training given to the resident to gain experience and provide sufficient evidence to support their request for a space, before they purchase a Mobility Scooter.

7.2 Tenants Responsibility

- It is the tenant's responsibility to maintain their mobility scooter to the manufactures requirements and to ensure that the scooter is regularly serviced.
- It is also the tenant's responsibility to check all cables and charge plugs before charging the scooter and must ensure there is no leakage from the battery.
- Any Mobility Scooters kept at the Council's General Purpose properties must have appropriate insurance in place. This should include liability insurance in case of either damage to building, or injury involving other people who may be living at or visiting the General Purpose property.
- Damage caused to any of the Council's property caused by a Mobility Scooter or by other means will be recovered through our re-charge process. 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 Property.

- A copy of current insurance certificate must be provided to the Housing Officer and subsequently a yearly renewal certificate.
- **Failure to comply may be considered a breach of tenancy and the resident may be asked to remove the Mobility Scooter from the Property permanently.**

7.3 Allocation of a Space

- Before a resident acquires a Mobility Scooter, they must seek permission from the Housing Officer to ensure that there is adequate storage space available before bringing a scooter onto the scheme. An application form must be completed (appendix A) and then the applicant will be added to the waiting list, if one applies at the time of application.
- Allocation of a space for a Mobility Scooter will take place on a First-Come First-Served basis and if all spaces are allocated then a waiting list will apply.
- Where there are Mobility Scooters parked at a General Purpose property, the Housing Officer will record the details and ensure that there is adequate space for all scooters to remain. If there is not, the Housing Officer and Tenancy Services team will work with the residents to try to achieve a mutual solution.
- The Housing Officer will manage and allocate the spaces on requests made. Discretion will be used if a request is made on medical grounds with an Occupational Therapist recommendation.
- Mobility Scooters must not be stored or charged in the communal corridors, or any communal areas. This is a non-negotiable direct instruction from Warwickshire Fire and Rescue Services.
- If there is insufficient space within an existing scooter housing to store a scooter, the Council recommends that residents choose one of the smaller, collapsible models, which can easily be stored within their own property.

7.4 Charging of Mobility Scooters

- Where possible, Mobility Scooters must be charged inside a resident's home and designated scooter storage areas. Charging should be undertaken in accordance with the manufacturer's instructions.
- Vehicles should not be left on permanent charge, and only charged for the manufacturer's recommended time.
- The Council maintains the right to charge owners for the electricity used to charge their Mobility Scooters when stored in the designated areas.
- The tenant/leaseholder will be charged a weekly charge in respect of charging the mobility scooter. A separate account will be set up and charges must be made in advance. If the tenant/leaseholder gets into arrears on their account, then the facility will be removed.

7.5 Storage of Mobility Scooters

- Mobility Scooters must not be stored or charged in the internal communal areas.
- Mobility Scooters must be stored within the designated scooter housing at the General Purpose property or within the resident's property, not in any communal area.
- Fire safety regulations state that Mobility Scooters stored in communal corridors or communal areas are not allowed and any fine imposed on the Council relating to a breach of this, will be recharged to the perpetrator.
- **Failure to comply will result in a breach of tenancy and the resident may be asked to remove the Mobility Scooter from the Property permanently.**

Excerpts from tenancy agreement:

You, your household and visitors must not park any motor or electric vehicle, motorcycle, moped or scooter anywhere other than an authorised area of parking. You are not permitted to park on any garden at the Property without written permission from the Council. Such permission will be withheld unless there is appropriate hardstanding and access, e.g. via a dropped kerb. If there is a local parking scheme, you must keep to the rules of the scheme.

You must not leave your belongings or those of your household and/or visitors in the Common Areas. The Council may remove any items left in the Common Areas and dispose of them. You must not leave waste or other items in the Common Areas (except in designated bins or other appropriate receptacles).

You must not store or leave any rubbish or items that could cause a nuisance or danger in the Property, on your balcony, in your garden, shared areas or in any shed or garage you have been allowed to use. If you do, we will ask you to remove any items causing an obstruction, nuisance or danger. If you do not do this within a reasonable period of time, we may dispose of them without further notice and you will have to pay our reasonable costs for doing this. We may also take action against you for breach of tenancy.

You must keep all Common Areas free from obstructions. You must not keep any items that will block access or cause a health and safety risk, in corridors, landings, walkways, stairwells or any shared area. If you do, the Council may dispose of them and you will have to pay our reasonable costs for doing this. We may also take legal action against you for breach of tenancy which could result in your losing the Property.

You should not leave household waste, personal belongings (including old furniture, mattresses, etc) or rubbish outside of the Property. If we have to remove any items or rubbish you have left in a shared or public area, you will have to pay our reasonable costs for doing this. We may also take legal action against you for breach of tenancy which could result in your losing the Property.

- Where residents are prepared to fund such alterations themselves they should seek formal permission from the Council.
- Prior to acquiring a Mobility Scooter the resident must consult with the Housing Officer to ascertain if space is available within the scooter housing

8. Equalities

- 8.1 This policy and associated procedures will apply to all. Nuneaton and Bedworth Borough Council is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of race, age, disability, gender, sexual orientation, religion, belief, class, financial status and any other difference that can lead to discrimination or unfair treatment.

9. Related Documents

- Tenancy Agreement

10. Review date

- 10.1 Every three years or on the introduction of new legislation, regulation or good practice guidance.



Full Name :.....

Address:.....
.....

Contact Address (if different):.....

Contact Phone Number:.....

Email:.....

Date of Birth:.....

NI Number:.....

Date of Application:.....

Are you a Council Tenant/leaseholder? YES/NO

Equal Opportunities

Nuneaton and Bedworth Borough Council is striving to become an Equal Opportunities organisation. This means that the Council will seek to secure genuine equality of opportunity in all its activities. The Council will seek to ensure that people who receive services will not be unfairly discriminated against. Unfair discrimination could occur if adverse decisions were made on the basis of colour, race, sex, disability, marital status, religion, age, sexual orientation, family responsibilities or non-related characteristics

White

Afro-Caribbean

Indian/Pakistani/Bangladeshi

Other

Are you registered disabled? Yes No

Please Note : The council will not acknowledge the receipt of your completed application form. The Council will only contact you when a space becomes available in the scooter housing .