

## Guidance (please read as this may save you time, effort and resources)

### *What are your needs?*

Are you fit and able to use a mobility vehicle, especially if you are using it on roads / pavements amongst many other people and vehicles?

### *What type of mobility vehicle do you need?*

There are many different types and you need to find one that is suitable for your needs; for example size, height, weight and restricted movement.

### *Consider the type of mobility vehicle suitable for your needs*

- ✓ How far will you travel with the mobility vehicle?
- ✓ Will it fit in your car, if you have one?

### *Consider the costs of a mobility vehicle*

Set your budget. Ask yourself:

- ✓ Am I able to afford a mobility vehicle; not only the initial purchase, but all other associated costs, such as insurance and breakdown cover, maintenance, servicing repairs, adaptation costs and storage costs?
- ✓ What is the cost for adequate insurance (to cover accidental damage and third party liability, for instance)?

### *Other considerations*

- ✓ Where will you store the mobility vehicle?

### *Buying a mobility vehicle*

Always seek professional advice before buying a mobility vehicle, either from an occupational therapist or a reputable dealer.

Choose a dealer experienced in assessing customer needs. Some vehicle suppliers are members of the British Healthcare Trades Association (BHTA).

- ✓ Check if the dealer can offer appropriate training.
- ✓ Ensure that the mobility vehicle has either a 'CE' mark, which is a certification mark that indicates it meets the requirements of European Safety Regulations, or the British Standards Institution (BSI Group) Kitemark.

CE Mark:  Kitemark: 

- ✓ Ask if vehicles can be hired to gain experience before buying.
- ✓ Make sure you are familiar with all the controls on the vehicle before buying and taking it home.
- ✓ Check whether there are instructions (second-hand vehicles may not have them).
- ✓ Ask if there is a warranty and, if so, what this covers and the duration of the warranty.

### *Additional help – useful websites*

[www.charitychoice.co.uk](http://www.charitychoice.co.uk) or [www.guidestar.org.uk](http://www.guidestar.org.uk) – charities that may assist with funding.

[www.motability.co.uk](http://www.motability.co.uk) – further information on the Motability Scheme.

[www.BHTA.net](http://www.BHTA.net) – information regarding the British Healthcare Trades Association.

[www.dlf.org.uk](http://www.dlf.org.uk) – Disability Living Foundation

[www.bhta.com](http://www.bhta.com) – British Healthcare Trades Association

[www.direct.gov.uk/en/TravelandTransport/Highwaycode](http://www.direct.gov.uk/en/TravelandTransport/Highwaycode)

[www.ageuk.org.uk](http://www.ageuk.org.uk) – Factsheet no.26 Travel and transport

[www.biba.org.uk](http://www.biba.org.uk) – Reputable insurers should be registered with the British Insurance Brokers Association

## Storage, Charging and Licences

### *Internal Storage*

- If permitted to keep a scooter in your home, Homes First recommends smaller collapsible models which can be easily stored.
- It may be possible to keep small scooters inside your home, but this is dependent on the layout and whether there is level and wide enough access through entrance areas but this is not guaranteed and meets fire compliance regulations.
- Advice is available from East Sussex Fire Rescue Service and Housing staff.

### *Externally protected by a waterproof cover*

- External storage may be possible if there is a suitable space immediately outside your home and if recharging does not cause an obstruction to others. Any power supply must not cause a trip hazard, raise any other Health and Safety concern and must abide by all regulations.
- A suitable power charging point must be installed by a qualified electrician and certification for the installation must be provided to Homes First.
- External covers vary in quality but these will only give limited security and protection. Homes First is not responsible for any theft/ damage to equipment as a result of this storage option.

### *In a manufactured scooter/vehicle store unit*

- Purpose built external storage units may be possible for residents in ground floor properties. Small secure units are available on the market with a built-in charging units. If a power supply is to be installed in such a unit it must be installed by a qualified electrician and certification for the installation must be provided to Homes First.
- Residents must have written permission from Homes First in advance of any storage unit being placed on Council land. The Council would not normally give permission to run power to external sheds/units due to Health and Safety concerns over trailing leads. If required, scooter batteries could be charged within the residents' own property.

### *Vehicle Class*

#### **Class 2 vehicles can be divided into subsections:**

##### Micro scooters

- Small and compact
- Designed to fit easily into a car boot
- Indoor and outdoor use
- Short distance range

##### Indoor/Outdoor Scooters

- Three or four wheeled vehicles
- Indoor use
- Limited outdoor use on even surfaces
- Short/medium distance range
- Can be collapsed/dismantled for transporting

##### Outdoor Scooters

- Three or four wheeled vehicles
- Not for domestic use
- Outdoor use on uneven ground
- Medium/long distance range
- Can be dismantled for transporting

##### Buggies

- Four wheeled vehicles (car shaped)
- No indoor use
- Outdoor use including rough ground
- Medium/long distance range
- Cannot be dismantled.

#### **Class 3 vehicles can be divided into:**

##### Scooters

- Three and four wheeled vehicles
- Not for domestic and indoor use
- Outdoor use including uneven ground
- Covers long distances

##### Buggies

- Four wheeled vehicles (car shaped)
- Covers long distances
- Cannot be dismantled

##### In addition Class 3 vehicles also include:

- Speed selector – two speeds for road and pavement use
- Lights, indicators, horn, rear view mirror, rear reflectors – required by law

If a Class 3 mobility scooter, you must also comply with relevant eyesight requirements and not drive under the influence of alcohol or drugs. Class 3 vehicles are not allowed on motorways, bicycle tracks or bus/cycle lanes.

Powered wheelchairs and scooters which have a speed over 5pmh, and the un-laden weight is over 113.4kg, must register with the DVLA. To register and licence a mobility scooter, a V55/4 form has to be completed if it is a new vehicle, or a V55/5 if it is a used vehicle. A nil duty tax must be displayed. Information can be found at [www.direct.gov.uk/dvlocal](http://www.direct.gov.uk/dvlocal)

## Eligibility and Conditions

### *Permission to keep a mobility vehicle requires applicants to accept the following conditions:*

- i. I must check if my property is suitable for a scooter or if there is a waiting list for the designated communal scooter storage area. I will await written permission from Homes First before purchasing a mobility vehicle. Permission will be subject to the findings of a risk assessment which will include consideration of my ability to physically manage my mobility scooter.
- ii. Whilst I may already have a mobility vehicle this does not automatically give me permission to keep a mobility vehicle when I move into new accommodation. My request will be subject to the same assessment criteria as existing tenants.
- iii. I must comply with the conditions set regarding the storage of my mobility vehicle and if I fail to do so Homes First may take action under my tenancy agreement and/or require me to remove my mobility vehicle.
- iv. I must use the mobility vehicle appropriately and not cause a danger or nuisance to others, including complying with regulations and recommendations in the Highway Code (rules 36 to 46) whenever I use my scooter. If there is a strong indication that ongoing use and/or storage of the motorised vehicle on the premises poses a serious risk to me, other residents, staff, visitors, or to the property, then Homes First reserve the right to ask that my motorised scooter is removed from the premises in less than 28 days, and possibly in as little as 24 hours.
- v. Mobility vehicles must:
  - have either a CE Kite Mark, which is the product manufacturers claim that it meets the requirements of the European Safety Regulations, or the British Standard Kite mark;
  - be stored within my home, providing there is sufficient space and has been assessed by the fire safety officer (unless there is a mobility scooter storage area available which has been agreed by Homes First);
  - not be powered by diesel or petrol if they are to be stored within Homes First premises;
  - not be stored in communal areas, including stairwells, corridors and walkways, without Homes First consent;
  - not be charged using communal power sockets located in Homes First's buildings (other than designated mobility scooter storage rooms, the electricity for which you may be charged) or with extension leads across any communal area;
  - only be charged in the designated communal areas between 7:00am and 9:00pm to reduce the potential risk of fire overnight.
- vi. Annually I must provide a copy of:
  - the Portable Appliance Test (PAT test) Certificate to ensure that the charging equipment is in good condition. Failure to do so may mean that the equipment will be removed from the communal area or if the vehicle fails the PAT it must be repaired/replaced before it can be used again. I acknowledge that it is my responsibility to arrange for a PAT test;
  - my insurance policy, to include public liability insurance. Homes First will not accept liability for any claims arising from the use or storage of motorised scooters.
- vii. We do not allow mobility scooters within lifts – if this is an access requirement then further authorisation is required.
- viii. Any damage caused by me or by my mobility vehicle will be repaid by me.

# Application to Store a Mobility Vehicle

Complete this form to advise Homes First that you are applying to store a mobility vehicle at your main and principal home. The approval to do so will be assessed against the eligibility criteria. Please be aware that there may be a waiting list, even if your application is approved. Please provide proof of your identity.

## 1. Applicant's details (person who is applying to become a tenant):

Name:

Address:

Postcode:  Date of Birth:

Date moved into property:

Tenancy reference number:  Tenancy start date:

## 2. Type of mobility vehicle:

Please tick (☑) the appropriate definition (please refer to *Vehicle Class* section on page ii):

Class 2 Micro Scooter

Class 2 Indoor/Outdoor Scooter

Class 2 Outdoor Scooter

Class 2 Buggy

Class 3 Scooter

Class 3 Buggy

Other, please note:

Model/Make of vehicle:

Please tick (☑) the appropriate mark on the mobility vehicle (please refer to *Buying a mobility vehicle* section on page i):

CE Mark

BSI Kitemark

## 3. Has a fire risk assessment been completed?

Yes  No

If yes:  East Sussex Fire Safety Officer  Homes First

## 4. Is this application supported by an occupational therapist?

Yes  No

## 5. Is lift access required (part of the fire risk assessment/OT report)?

Yes  No

## 6. Documents needed:

Document	Details
<input type="checkbox"/> Portable Appliance Test Certificate	✓ This must be a valid certificate (see point 6 on next page)
<input type="checkbox"/> Insurance Certificate	✓ If approval is given, I agree to provide a copy of my insurance cover to include: <ul style="list-style-type: none"> <li>public liability insurance covering accidental damage to a third party and property;</li> <li>confirmation that my home contents insurance has been amended to cover the storage and charging of mobility vehicles in my home.</li> </ul>
<input type="checkbox"/> Fire Risk Assessment	✓ East Sussex Fire Safety Officer ✓ Homes First
<input type="checkbox"/> Occupational Therapy Assessment Report	✓ If you do not have an OT report, this application may still be approved if a Tenant's Sustainment Assessment Report has been undertaken.

## Declaration

I have read and accept the conditions as laid out in the *Eligibility and Conditions* section (page iii).

To the best of my knowledge and belief the information provided on, and in conjunction with, this form is true, complete and correct. I am aware that to give false or misleading information or to omit information for the purpose of this application may result in approval being withdrawn.

For the purpose of the Data Protection Act 1998 I agree that Homes First may process personal information which has been provided by me, or by third parties, in order to perform the functions of managing my tenancy and to help prevent and detect crime. Any processing will be undertaken in accordance with the provisions of the Data Protection Act 1998 or any other relevant legislation and in accordance with Homes First policies on disclosure of information and confidentiality. By signing this form I consent to such processing.

Signature of applicant

Date

Name of applicant

## Checklist

Please check that you have completed the following **before** you lodge your application:

- Have you ticked the appropriate boxes describing the details of your application?
- Have you attached the appropriate evidence supporting your application (see point 6)?
- Have you attached proof of identity (e.g. Birth Certificate, Driver's License, Passport, etc.)?
- Have you signed the application?

**Please return the completed form, with supporting documents, to Homes First Tenancy Management at either.**

Eastbourne Borough Council  
Town Hall  
Grove Road  
Eastbourne  
BN21 4UG

or

Lewes District Council  
Southover House  
Southover Road  
Lewes  
East Sussex BN7 1AB