

Mobility Vehicle Policy 2025



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Contents

1.	Introduction	3
2.	Definition of mobility scooter	3
3.	Purpose of the policy	4
4.	Residents affected by the policy	4
5.	Fire safety	4
6.	Safeguarding	4
7.	Ownership of mobility scooters	4
8.	Requesting permission	5
9.	Allocation of spaces	6
10.	Right to appeal a decision	6
11.	Terms and conditions of permission	6
12.	Purchasing a mobility scooter	8
13.	Safe driving	8
14.	Charges for mobility scooter storage	9
15.	Monitoring	9
16.	Enforcement	10
17.	Communal storage facilities	10
18.	Reasonable adjustments	10
19.	Equality and Diversity	10
20.	Breach of Mobility Scooter Policy	10

1. Introduction

1.1 South Kesteven District Council (the Council) is committed to supporting the quality of life of its residents. In accordance with the Equality Act 2010, residents are permitted to make use of the most appropriate equipment available to enable them to live independently. This includes the leasing or buying of mobility scooters and battery powered wheelchairs. This policy also applies to electric bikes and electric scooters.

1.2 The Council has a duty to ensure mobility scooters and other battery powered vehicles used by our residents are being used legally and safely, with full responsibility being taken by the owner/user.

1.3 The Regulatory Reform (Fire Safety) Order 2005 requires that fire risks in common areas are assessed, and actions taken to reduce these risks. In residential buildings, mobility scooter and other battery powered vehicle fires can pose a life safety risk to tenants, leaseholders, employees, firefighters, and others, when stored in communal areas and/or fire escape routes.

1.4 The Council has identified the maximum capacity for the storage of mobility scooters (which is limited in sheltered accommodation). The Council will advise the residents of Sheltered Housing as to

the number of storage spaces available and whether these are external or internal arrangements for each scheme.

1.5 This policy introduces a Mobility Scooter Registration Scheme; sets out how the Council will consider requests from tenants/leaseholders to store mobility scooters; and the factors it will consider when granting or refusing storage permission. If permission is granted, this will be in writing. Permission is given only to the tenant/leaseholder and not to any visitors. Instead, they would have to park any mobility scooter outside.

1.6 The policy will be fully reviewed every two years but will be updated as required subject to regulatory or statutory needs.

1.7 Failure to comply with the terms of the permission will result in the mobility scooter being removed immediately from the accommodation.

2. Definition of mobility scooter

2.1 A mobility scooter is defined for the purpose of this policy as an electric or petrol scooter or 'invalid carriage' under the use of Invalid Carriages on Highways Regulations 1988. The regulations divide these machines into three classes:



- Class 1 covers manual wheelchairs
- Class 2 applies to machines designed for use on the pavement. 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 (either electric or petrol) that can be used both on the pavement and on the road. 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 and display a nil duty tax disc.

3. Purpose of the policy

3.1 The purpose of the policy is to:

- Ensure the Council meets its statutory obligations
- Ensure that mobility scooters and other battery powered vehicles do not cause an obstruction or fire risk
- Ensure tenants/leaseholders seek written permission for a scooter – either before obtaining a new one or for any scooter already owned
- Ensure the Council takes a consistent approach to granting permission to tenants leaseholders to keep and store a scooter
- Accommodate requests for permission to keep and store scooters where practicable and not to refuse permission unreasonably
- Carry out a full assessment prior to a decision on whether or not to grant permission
- Ensure that the tenant/leaseholder has adequate insurance; understands it and commits to the terms and conditions of it
- Ensure that the tenant/leaseholder has adequate confirmation of servicing and maintaining the mobility scooter
- Provide clear information on the terms and conditions permission is granted on
- Provide a clear, written explanation of the reasons for refusing permission
- Manage the number of scooters on any one site, so as not to compromise the safety of residents or anyone else on the site

- Ensure that tenants/leaseholders are aware of their responsibilities to others

4. Residents affected by this policy

- 4.1 This policy affects anyone with a mobility scooter and other battery powered vehicles, especially people living in sheltered housing schemes and in flats with communal areas.

5. Fire safety

- 5.1 The Council has a duty to comply with the law relating to fire safety. The Regulatory Reform (Fire Safety) Order 2005 applies and covers general fire precautions and fire safety duties which are required to protect people in case of a fire in and around premises.
- 5.2 The Order requires that where necessary, fire precautions should be put in place to an extent that is reasonable and practicable.
- 5.3 One of the requirements under the Order is that fire risk assessments, focusing on the safety of occupants and visitors to the building, need to be carried out. Risk assessments have identified mobility scooters and other battery powered vehicles as a possible fire hazard when stored within communal areas, particularly near to escape routes.

6. Safeguarding

- 6.1 South Kesteven District Council is committed to safeguarding the welfare of children and/or young people and adults with care and support needs within the activities we undertake. Safeguarding encompasses a range of legal duties and responsibilities designed to protect people's health, wellbeing and human

rights. Safeguarding exists so we can support people and help prevent problems from escalating, enabling them to live free from harm, abuse and neglect. Our role and responsibilities are clearly defined in our Safeguarding Policy (2024 – 2027).

7. Ownership of mobility scooters

- 7.1 If a resident is considering obtaining a mobility scooter, they must seek permission in writing from the Council first, to agree storage of the scooter.
- 7.2 Whilst permission will not be unreasonably withheld, the Council's responsibility for the health and safety of all residents within a scheme or a block of accommodation must be paramount.
- 7.3 Permission will only be granted if the tenant/leaseholder is able to store the mobility scooter in suitable storage facilities, if they are available where they live, or within their home if they live in general needs housing. This will be assessed and deemed suitable or not by the Council.
- 7.4 In accordance with this policy, the Council will issue residents with clear guidelines on the ownership of mobility scooters if permission is given.
- 7.5 The Council will maintain a register of all scooter ownership and this will be reviewed on an annual basis.

8. Requesting permission

- 8.1 Whether you are considering moving into a Council rented or leased property, or you are an existing tenant/leaseholder and already have a mobility scooter, you must seek permission from the Council to keep and store a mobility scooter.

- 8.2 To request permission, tenants/leaseholders must apply in writing, using the appropriate form, see appendix 1. The decision will be made after an assessment of the property has been undertaken. This can be carried out prior to the tenant/leaseholder obtaining a mobility scooter provided the tenant/leaseholder can provide the details of the model they are planning to get.
- 8.3 Tenants/leaseholders who apply for permission will be expected to produce their insurance certificate for inspection and ensure the mobility scooter is properly maintained, in accordance with the manufacturer's requirements, including an annual portable appliance (PAT) test and annual servicing. Failure to do this will result in permission being refused or permission granted being withdrawn and the tenant/leaseholder will be responsible for the removal of the mobility scooter.
- 8.4 In considering whether permission should be granted, account will be taken of the potential impact on other people and permission will only be granted where the needs and wellbeing of other tenants/leaseholders and other users of the building are not put at risk.
- 8.5 Permission will be refused where:
- There is no safe storage in the tenant/leaseholder's home and no alternative safe storage and charging space can be provided
 - A major physical alteration to the premises is required, which the Council believes to be unreasonable in terms of cost and or disruption to other service users
 - A tenant/leaseholder fails to take out the necessary insurance cover and fails to adequately maintain the scooter, including ensuring it has an annual portable appliance test (PAT) and annual servicing
 - The scooter is deemed unsuitable by the Council following an inspection and

assessment of the property and type and model of scooter proposed

- The tenant/leaseholder wishes to keep more than one scooter

Examples of safe storage and charging spaces may include:

- A designated room within the property
- A designated external space

8.6 Where permission is given, this is on the basis that the terms and conditions (set out in section 11) are adhered to.

9. Allocation of spaces

9.1 Where there are designated storage facilities for mobility scooters, allocation of spaces will be made in line with individual needs. Storage spaces will be allocated as and when they become available and applications will be considered in date order of request.

10. Right to review a decision

10.1 Where permission is refused, the council will explain the reasons and give details of the review process. The applicant has the right to review within 21 days of when the decision is made. A senior officer, not

involved in the original decision, will make the decision.

11. Terms and conditions of the permission

11.1 Permission may be withdrawn if the terms and conditions of the permission are not adhered to; if the tenant/leaseholder purchases an additional or larger scooter; or if the policy is updated to meet new regulatory requirements.

11.2 Storage and charging

11.2.1 Mobility scooters and other battery powered vehicles must not be stored or charged in a communal hallway, communal room or stairwell (unless designated storage and charging facilities have been provided and you have been given permission to use them) at any time; because they could increase the risk of fire or obstruct a fire escape route.

11.2.2 If a mobility scooter is stored within a tenant/leaseholder's property, they must ensure that there is enough space within the home to store the scooter safely. An inspection may be arranged to assess for additional fire safety requirements. Mobility scooters are not permitted above ground floor level in sheltered accommodation or in lifts.



11.2.3 Tenants/leaseholders will need to gain permission for any alterations, for example the provision of storage facilities, ramp, access path or hardstanding. The Council will not unreasonably withhold permission for alterations. However, there may be instances where it is not feasible to grant permission or to provide adequate facilities due to the layout of the property or insufficient budget for alterations. All mobility scooters and e-vehicles stored outside must be at least 6 metres away from your Council home to reduce the risk of fire spreading.

11.2.4 Service charges may apply for the use of the scooter store provided. These charges would cover the use of the provision of an electricity supply for charging the scooter.

11.2.5 Mobility scooter owners must only charge their mobility scooter (whether it is stored in a property or in a mobility scooter store) between 8am and 8pm to reduce the potential risk of fire overnight. Charging cables must not cause a trip hazard or fire risk.

11.2.6 The cost of electricity for charging the scooters will be included within the service charges where appropriate.

11.3 Portable Appliance Test (PAT)

11.3.1 Tenants/leaseholders are responsible for ensuring their scooter is serviced and maintained regularly and for having an annual Portable Appliance Test (PAT). This must be carried out by a competent person. If any charging equipment fails the PAT, it is the tenant/leaseholder's responsibility to arrange the repair of it or replace it before using it.

11.3.2 A certificate to confirm that the mobility scooter has passed the Portable Appliance Test (PAT) needs to be provided to the Tenancy Services Team each year.

11.4 Servicing/maintenance

11.4.1 It is important that the scooter is properly maintained and serviced regularly to the manufacturers requirements. This will prolong its life and reduce the risk of fire and mechanical breakdown. The manufacturer's handbook will detail how often the scooter should be serviced.

11.5 Health and safety to others

11.5.1 Where designated internal areas have been provided and permission granted to store within a communal area, residents must comply with any fire safety and health and safety procedures that have been put in place.

11.5.2 If a mobility scooter is driven within communal areas, this must be at a slow pace and not damage Council property. Any damage must be reported immediately to the Council and any costs to repair the damage may be recharged. Scooter use above ground floor and in lifts is not permitted.

11.6 Lifts

11.6.1 The use of mobility scooters in lifts is not permitted.

11.7 Insurance

11.7.1 Tenants and leaseholders must ensure they have appropriate public liability insurance cover against accidents or other injury to third parties or themselves, as well as any damage to the internal or external parts of the building.

11.7.2 A copy of the current insurance certificate must be provided and subsequently a yearly renewal certificate.

12. Purchasing a mobility scooter

12.1 Before choosing a mobility scooter, it is important that the tenant/leaseholder considers their needs and is confident that they are able to use one, especially if they will be using it on the road and/or pavements, amongst many other people and vehicles.

12.2 Before buying a mobility scooter it is important that the tenant/leaseholder takes time to consider their options as this may save time, effort and resources later. There are many different types of mobility scooter and tenants/leaseholders need to find one that is suitable for their needs taking in to account, for example, size, height, weight and restricted movement. Tenants/leaseholders should consider:

- Setting their budget, including the cost of the scooter, insurance and breakdown cover, maintenance, servicing and repairs and any adaptations required. Use of existing benefits and funding from charities may be available - some benefits and charity funding allow for the benefit or funding to be put towards the cost of leasing or buying a scooter
- Choosing a dealer experienced in assessing customer needs and avoid buying from an untrained salesperson. Some vehicle suppliers are members of the British Healthcare Trades Association (BHTA)
- Checking whether the dealer can offer appropriate training
- Asking if scooters/vehicles can be hired to gain experience before making the purchase
- Their budget limit and whether they wish to buy new or second-hand
- Making sure they are familiar with all the

controls on the scooter/vehicle before buying and taking it home

- Checking whether there are instructions as second-hand scooters may not have them
 - Asking if there is a warranty, what it covers and how long it lasts
- 12.3 This policy recommends that all new mobility scooters purchased have been manufactured in accordance with BS EN 12184:2022. Residents are advised to discuss this with their commercial retailer, prior to purchase to ensure that this is the case.
- 12.4 Tenants/leaseholders who purchase a second-hand mobility scooter through local newspaper or social media advertising do not have this safeguard so must be wary. The mechanical state of the scooter and the state of the batteries, which are expensive to replace, will require checking.
- 12.5 For details of the British Healthcare Trades Association visit: **www.BHTA.net**
For information on mobility schemes visit: **www.motability.co.uk**
For details of charities that may assist with funding visit: **www.charitychoice.co.uk**

13. Safe driving – training/ instruction and speed limits

- 13.1 Mobility scooter owners should ensure any manufacturer guidelines or instructions on the safe use of their mobility scooter are followed.
- 13.2 Mobility scooters must be set at their

lowest speed whilst being used in communal areas to avoid injury to the tenant/leaseholder, other tenants or leaseholders, Council staff, visitors, and contractors.

- 13.3 No more than one person at any one time is allowed on a mobility scooter in communal areas. This must be the mobility scooter owner(s).
- 13.4 The Council advises all mobility scooter owners to attend a certified mobility scooter training course to ensure they can ride safely, confidently and competently.
- 13.5 Mobility scooter owners should be able to read a car's registration number from 12.3 metres (40 feet) and must take responsibility for ensuring that this can be achieved. Mobility scooter owners may have to pay compensation if they have an accident, and poor eyesight was part of the cause.

14. Charges for mobility scooter storage

- 14.1 Residents who use a mobility scooter store, or whose household member uses

a store, are required to pay an annual charge. The annual charge includes, but is not limited to, covering the costs of electricity, use of the mobility scooter store, administration, ongoing maintenance and future improvements.

- 14.2 The Council, as the landlord, may alter the annual charge at any time by giving four weeks' notice in writing. The notice will give the date that the change will come into force.

15. Monitoring

- 15.1 The Council will keep up to date records for all registered mobility scooter users and this will include:
- A copy of the resident's mobility scooter insurance policy
 - A copy of the electrical test certificate for the mobility scooter
 - A completed risk assessment
 - Storage location
 - The make and model of the scooter
- 15.2 The register will be monitored on a regular basis and an annual review will be carried out with the registered mobility scooter users.



16. Enforcement

- 16.1 Mobility scooter owners cannot store mobility scooters anywhere in Council property or on Council land without written consent from the Council, and as per this policy.
- 16.2 The Council reserves the right to withdraw permission to store a mobility scooter at any time if any tenant does not adhere to this policy. The resident will be asked to remove the mobility scooter immediately, and potentially, permanently.
- 16.3 Failure to comply with this policy is also a breach of tenancy and enforcement action will be taken to remove the mobility scooter.

17. Communal storage facilities

- 17.1 The Council is under no obligation to provide storage facilities where no existing provision exists.
- 17.2 The Council can refuse a tenant/leaseholder the right to store a mobility scooter if no suitable storage facilities can reasonably be provided.

18. Reasonable adjustments

- 18.1 The Council recognises that promoting equality is a fundamental part of enhancing life chances and is aware of the obligation under the Equality Act 2010 to make reasonable adjustments where a disabled person or older person is placed at a substantial disadvantage in the enjoyment of their homes.
- 18.2 With regards to the storage and use of mobility scooters, the Council will consider adjustments where the tenant/leaseholder requests them, and this may include providing designated scooter

storage and charging facilities within external communal areas.

- 18.3 In certain exceptional circumstances where the tenant/leaseholder has severe mobility issues, is registered disabled and wholly dependent on the mobility scooter to go about their daily activities, the Council will consider the following:
- A foldaway ramp to allow access in and out of the tenants/leaseholder's home
 - Rehousing the tenant/leaseholder into a more suitable property

19. Equality and Diversity

- 19.1 The very nature of this policy will impact on people with disabilities or older people. It is important that all requests to own a mobility scooter are considered on an individual basis and the tenant/leaseholder is supported as much as possible. These requests will be considered alongside the overall health and safety principles of all residents.

20. Breach of Mobility Scooter Policy

- 20.1 The Council understands the positive differences to quality of life a scooter can make. However, where there is a breach of this policy, the Council will take the appropriate action.
- 20.2 Where a scooter is stored or charged on Council premises without permission or outside the terms of permission granted, the Council reserves the right to remove the scooter to ensure health and safety is adhered to and may recharge the tenant/leaseholder for any removal costs.



If you require this information about Mobility Scooters in large print or in another format please contact us on:

☎ 01476 40 60 80 or email us at

✉ communications@southkesteven.gov.uk

South Kesteven District Council
Council Offices
St Catherine's Road
Grantham
Lincolnshire
NG31 6TT

01476 40 60 80
www.southkesteven.gov.uk