



# Electric Scooter Information & Application Form





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## 1. Before you get an electric scooter

**You must apply for permission before you get an electric scooter.**

We realise that using a scooter can be helpful in getting out and about and maintain your independence. It is important that electric scooters are used and stored safely. Customers also need to have the right permissions and insurance in place.

1. **It has to be possible to store and charge your scooter safely** – either within your own home or within the designated scooter storage area should your development have one, both following risk assessment/permission from your Maintenance Inspector.
2. **Class 3 vehicles are designed for outdoor use and permission will not be granted to store them indoors.**
3. **You must submit a written application either by email or post to your Customer Partner** to notify them of your intention to purchase and store a mobility scooter. **To request an application, please ask on-site staff or your Customer Partner.** If you don't know who your Customer Partner is, please phone 0131 444 1200, email [info@trustha.org.uk](mailto:info@trustha.org.uk), or ask on-site staff.

## 2. How Trust will decide on permission

We will grant permission to have an electric scooter wherever possible, however, under no circumstances can your scooter be stored or charged within any communal areas.

We will undertake a Risk Assessment before we grant permission.

## 3. What is a Risk Assessment?

A Risk Assessment involves a careful look at all the risks and hazards associated with something. In this case: having an electric scooter.

Trust will look at keeping everyone safe, including things like:

- Can the scooter be stored and charged safely in your flat?
- If not, can it be safely stored and charged somewhere else?
- Will the storage and charging cause any risk (including fire hazard) to anyone?
- If so, how can this risk be as low as possible?
- Will the storage and charging cause unacceptable damage?

## 4. Conditions attached to permission

**You will be asked to sign a mandate agreeing to terms and conditions relating to you and your use of your electric scooter.**

These are likely to include conditions like:

You must:

- use your scooter safely in the development;
- store and charge your scooter safely, usually in your own flat;
- use special care and attention within Trust's premises;
- understand that you will be charged if you damage Trust's property;
- have insurance (see point 6);
- maintain the scooter in line with the manufacturer's instructions;
- only use sealed batteries;
- accept that you use and store your scooter at your own risk;
- provide a copy of your insurance documents on request at any time;
- understand that permission may be withdrawn if, for example, the storage area is needed for another purpose, or an unacceptable risk is identified at a later date.

## 5. When would permission be refused?

Trust will grant permission wherever possible. Permission may be refused if:

- major work to the building would be required, with unreasonable cost, damage or disruption;
- your scooter is not insured;
- the conditions attached to permission are not followed;
- there is no suitable space available for storage in the development.

## 6. Insurance

**Insurance is essential.**

You may be asked to provide a copy of your insurance documents at any time.

**You will need Third Party, Accidental Damage and Theft insurance.** Many electric scooter sellers also provide insurance.

If you do not have insurance, permission to have an electric scooter will be refused or withdrawn.

## 7. Using scooters in developments

Electric scooters are considered to be outdoor vehicles and must not normally be used to get around indoors – for example to get to the lounge or the laundry. Permission may be granted for you to do so, but only in specific circumstances.

It is essential that extra special care is taken when using a scooter inside a Trust development or in the garden.

## 8. Application form

**This form should be completed, and permission should be granted by Trust before purchasing a mobility scooter.**

Customer Details			
Customer Name			
Customer Address:			
Email Address:			
Telephone No			Mobile No
Do you have evidence that a mobility scooter is required?			Yes/No
Have you obtained evidence from doctor/occupational therapist that you are fit to use a motorised mobility scooter?			Yes/No
Motorised Scooter/Vehicle Details			
Make of Scooter/Vehicle		Scooter/Vehicle Model	
Class of Scooter/Vehicle			
Scooter/Vehicle Storage			
Will the Scooter be stored/charged inside your property?	Yes	No	

### Scooter Classes:

#### Class 2 mobility scooters

Class 2 mobility scooters can only be used on footpaths, pavements, and when crossing roads. They have a maximum speed of 4mph (6.4kph).

#### Class 3 mobility scooters (not permitted within properties for storage or charging)

Class 3 mobility scooters can be used on roads and pavements. The maximum speed limit of these vehicles is 4mph on the pavement and 8mph (12.8kph) on the road. You must be 14 years old or over to drive a class 3 vehicle.

## Contact Us

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