

## **Haslemere Town Council Electric Vehicle Use by Outside Organisations Policy**

### **1. Purpose**

This policy sets out the limited circumstances in which Haslemere Town Council's electric vehicle may be used by outside organisations.

### **2. Permitted Organisations**

Use of the vehicle by outside organisations is limited to:

- Haslemere Events; and
- Haslemere Fringe Festival

In exceptional circumstances:

- Any local organisation considered to have an exceptional need, which can meet the following criteria.

### **3. One-Off Events Only**

The vehicle may only be used for one-off events. It must not be used for regular, ongoing, routine, commercial, private or unauthorised purposes.

### **4. Application Process**

Requests must be made in advance using the application form available from the Council. The application must include details of the event, proposed use, dates, times, driver details and any other information required by the Council.

### **5. Approval**

The Town Clerk is delegated authority to approve or refuse applications, taking into account the Council's own requirement for the vehicle. Council use will always take priority.

### **6. Insurance**

The organisation using the vehicle must have its own suitable insurance in place for the proposed use and must provide evidence of this to the Council.

### **7. Drivers and Use**

Drivers must hold a valid driving licence and comply with all road traffic laws. The vehicle may only be used for the approved purpose and must not be driven by anyone not authorised in advance.

## **8. Responsibility**

The organisation using the vehicle is responsible for any fines, penalties, charges, damage, loss, misuse or insurance excess arising from its use, unless otherwise agreed in writing.

## **9. Care of the Vehicle**

The vehicle must be returned in the same condition it was received.

Any accident, damage, defect or concern must be reported to the Town Clerk immediately. Claims will be expected to be made against the borrowing organisation's insurance.

For short trips within the Council's parish area the council will not expect the borrower to charge the van after use. For longer trips, as agreed in advance by the Clerk, the van will be provided 100% charged and should be returned 100% charged.

## **10. Review**

This policy will be reviewed as required, and at least once per council term.

**Adopted by Council: 14/5/26**

**Responsible officer: Town Clerk**