

Use of Town Council Equipment Policy



Adopted by:	Watton Town Council
Date:	April 2026
Review date:	April 2027

1. Introduction

Watton Town Council will sometimes make available certain items of equipment for use to residents of its parish, neighbouring Councils, businesses, and community groups. The Council reserves the right to charge for the use of the equipment.

The Market Traders/stallholders are not requested to complete a Use of Equipment Form when equipment is provided for use at the Wednesday Market or Town Council events.

2. Requests for Equipment

The Office staff will manage the use of equipment. A 'Use of Equipment Agreement Form' must be completed and signed by the user to ensure the user agrees to the Terms and Conditions set. The form must be signed by the Town Clerk to complete the agreement.

3. Hire Deposit

A refundable cash deposit of £100 is required at the point of use. It would be recommended that equipment is put on either group or personal insurance to cover any potential damage.

4. Terms & Conditions of Equipment Use

1. The duration of the use shall be agreed and confirmed in the User Agreement.
2. The equipment may be used only by persons appointed by Watton Town Council and may not be loaned to any other person, group, charity, or company without prior permission from Watton Town Council.
3. Watton Town Council shall supply the equipment in a safe and useable condition.
4. The user must ensure that the equipment in a safe and useable condition.
5. The user acknowledges that they shall be liable in respect of any loss, repair, or late return of equipment. The user will be required to complete and sign a 'Use of Equipment Agreement' whereby the hirer agrees to pay for any damages that may occur to the Town Council's equipment during the time the equipment is held by the user.

6. If equipment is damaged or requires repair, whether because of an accident or breakdown, the user shall advise Watton Town Council of the full circumstances by telephone or email as soon as practicable.
7. The user shall not orange or undertake any repairs without the authority of Watton Town Council, except to the extent that the repairs are necessary to prevent further damage to the equipment or to other property.
8. The user shall at, or before, the expiry of the term of agreement, deliver the equipment at the agreed time or obtain permission to extend the use period.
9. Watton Town Council shall have the right to terminate the use and take immediate possession of the equipment if the user fails to comply with any of the terms and conditions of use, or if the equipment is damaged.

5. Transportation

All transport costs (collection and return), including insurance, shall be paid by the user. The user is responsible for loss and damage to the equipment whilst in transport as well as during the loan period.

6. Health and Safety

Watton Town Council strongly advises that all operators of borrowed equipment are trained in the use of the equipment. On signing the Use of Equipment Form, the user agrees to take on the responsibility for carrying out any relevant Risk Assessment(s) for the safe use of the equipment. All equipment used is entirely at the user's own risk.

Use of Equipment Form

The equipment listed is to be borrowed from Watton Town Council on the understanding that the user has accepted the Terms and Conditions set out in the Use of Town Council Equipment Policy and has signed this agreement accordingly.

General Data Protection Regulations Privacy Notice

Consent to Hold Contact Information

I agree that I have read and understand Watton Town Council's Privacy Policy on the Town Council's Website www.wattontowncouncil.gov.uk

I agree by signing below that Watton Town Council may process my personal information for providing information and corresponding with me.

I agree that Watton Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

CUSTOMER NAME:

ORGANISATION ADDRESS:

PHONE:

EMAIL:

Equipment to be borrowed:

ITEM	No.	DETAILS

Dates of Use:

START DATE	
END DATE	
DATE & TIME SIGNED OUT	
DATE & TIME RETURNED	

On signing this Use of Equipment Agreement, I understand and agree to abide by the terms and conditions.

Name of User

.....

Signature

Date.....

Name of Officer

.....

Signature

Date