



Electricity Supply on The Views Policy

RLA Approved: July 2014
Reviewed: October 2025
Due for next Review: October 2028

1. Introduction

The Views Park, situated off Harlington Way, Fleet, is owned and managed by Fleet Town Council.

Hire of the Park by external organisations is subject to the Council's **Open Air Civic Events Policy** and associated booking procedures.

2. Electricity Supply

A secured electricity supply is available within The Views and is managed by Fleet Town Council.

This supply may be made available, at a charge, to approved hirers including community groups, voluntary bodies, and commercial organisations.

3. Application and Approval

Hirers wishing to use the electricity supply must:

- Complete and submit an **Application for the Use of the Premises** form;
- Request the provision of electricity as part of their application; and
- Provide billing details for the recovery of electricity costs plus an administration charge and VAT where applicable.

Formal written approval must be granted by Fleet Town Council prior to use.

4. Inspection and Compliance

Fleet Town Council will ensure that:

- The electricity supply is inspected annually by a qualified contractor (currently Southern Electric);
- All installations meet the requirements of current **UK Health and Safety legislation**, including the **Electricity at Work Regulations 1989**; and
- Any remedial works identified are completed before further use.

5. Access and Operation

Prior to the event:

- The Council will liaise with the hirer to ensure timely access to the supply and provide any necessary equipment to make it operational;
- A meter reading will be taken within 24 hours before the event (or as agreed with the hirer).

Following the event:

- A meter reading will be taken within 24 hours after the event (or as agreed with the hirer);
- The Council will re-secure the electricity supply.

6. Charging and Invoicing

Within 28 days of the event, Fleet Town Council will invoice the hirer for:

- The cost of electricity used, calculated from meter readings;
- VAT at the prevailing rate; and
- An administration fee to cover processing and management costs.

Note: Under HMRC Notice 749 (Local Authorities and Similar Bodies, April 2002), the supply of water, gas, electricity, and steam is subject to VAT unless the authority carries out such supplies on a negligible scale.

7. Hirer Responsibilities

The hirer must:

- Ensure that all electrical equipment connected to the supply has a valid **Portable Appliance Test (PAT)** certificate, a copy of which must accompany the application;
- Nominate a responsible person to monitor connections and power draw to prevent overloading;
- Hold valid **Public Liability Insurance (PLI)**, with evidence submitted alongside the application;
- Ensure that all wiring and cabling between the supply point and equipment is safe, secured, and compliant with the **Electricity at Work Regulations 1989 (Regulations 3–6)**, to prevent risk of injury or damage; and
- Comply with all health and safety instructions issued by Fleet Town Council or its representatives.

8. Breach and Enforcement

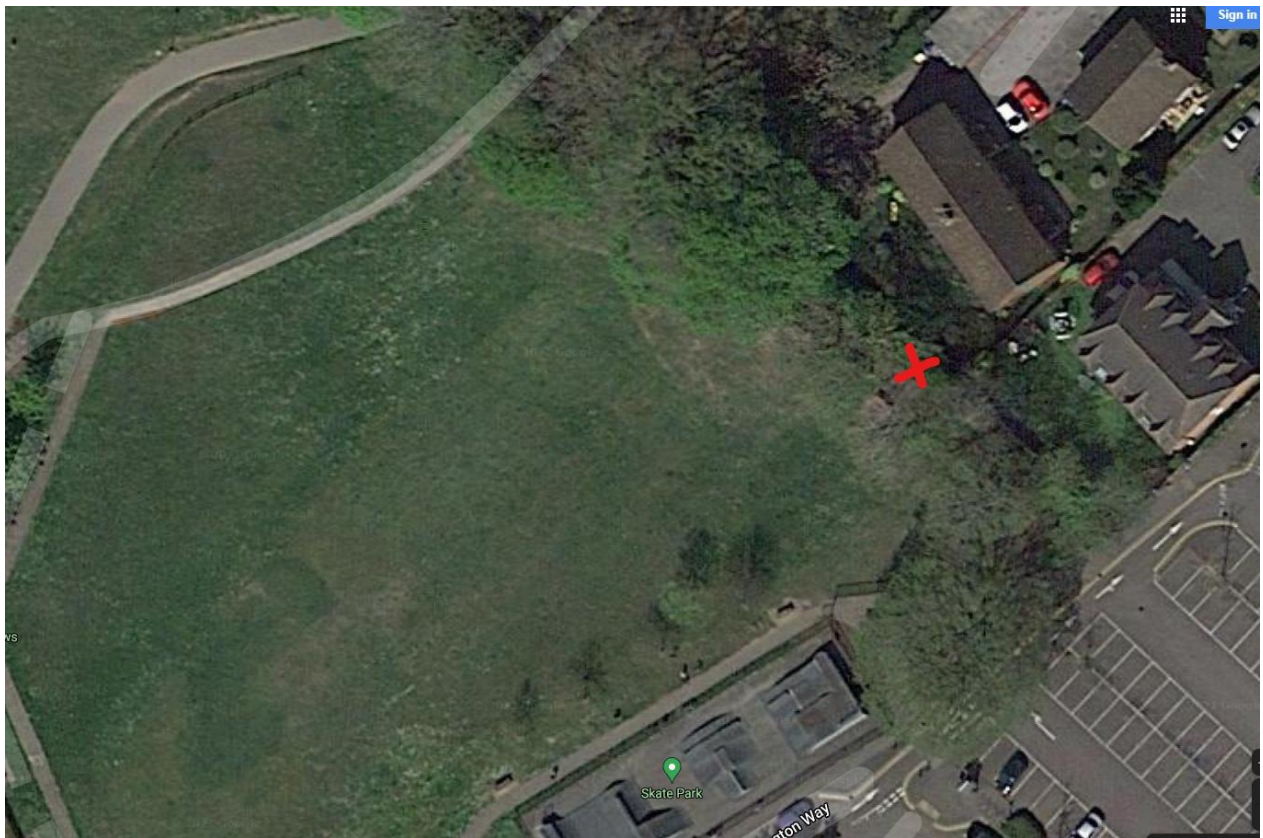
Failure to comply with this policy or with safety requirements may result in:

- Immediate withdrawal of access to the electricity supply;
- Termination of hire; and/or
- Refusal of future bookings.

9. Review

This policy will be reviewed every three years or sooner if required by changes in legislation, operational needs, or safety guidance.

The Views Park site map showing location of power point box



Example: The Power point facility

