



# **SMALL EQUIPMENT LOAN POLICY**

Date Adopted:	9 December 2025
Meeting:	Finance and General Purpose Committee
Next review date:	December 2028

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## 1. BACKGROUND

The objective of this policy from Thornbury Town Council (Town Council) is to allow local community groups, Town Council volunteers, and residents to borrow small items of equipment valued up to £250.

## 2. LOAN CONDITIONS

Equipment will be loaned to local community groups, Town Council volunteers, and residents. The decision to loan equipment will be at the discretion of the Clerk, who may delegate to an officer, and will be made on a first-come, first-served basis.

- Bookings must be made in advance by contacting Town Council offices to ensure equipment availability.
- Borrowers will be required to sign a Small Equipment Loan Form (Appendix A) or Bat Detector Loan Request form (Appendix B) to record the loan and accept responsibility for the items borrowed. The borrower must be aged 18 or over and provide proof of identity and address such as driving licence, passport, bank statement, or utility bill, for the Town Council's records.
- By completing and signing the Small Equipment Loan Form, borrowers agree to indemnify the Town Council against any claims arising from the use or misuse of the loaned equipment. While the Council will ensure the equipment is fit for purpose before lending, it accepts no liability for any factors beyond its control. From the moment the equipment leaves Council premises, borrowers are fully responsible for its use. They must consider the environment in which it will be used and any potential impact on others. For example, when borrowing Bat detectors for night use, borrowers should take into account weather conditions and the terrain they will navigate. If the equipment is used at an event, borrowers are responsible for the safety and welfare of attendees, considering factors such as age, ability, and environmental conditions.
- Equipment loans will be for agreed durations as recorded on the Small Equipment Loan/Bat Detector Loan Request Form. Loan duration will be determined by the Clerk or delegated officer and will depend on demand.
- Extensions to the loan duration must be approved by the Clerk or delegated officer.
- Setting up the equipment is the responsibility of the borrower unless prior arrangements have been made.
- Equipment must only be used for its intended purpose.
- Equipment is for personal, non-commercial use only.
- If equipment is lost or damaged, the borrower will be expected to replace, repair, or pay for damages up to a limit of £250.
- If damage occurs, it will be assessed upon return. The Town Council will arrange for repairs, and the borrower will be invoiced for the cost.

## 3. RETURN AND RECOVERY OF EQUIPMENT

- Equipment must be collected from and returned to the Town Council office (Thornbury Town Hall).
- All loaned equipment will be inspected by officers prior to loaning.

- All loaned equipment will be inspected by officers upon return to ensure it is returned in full and in acceptable condition.

## Appendix A- Small Equipment Loan Form and Declaration

**Equipment loaned** :   
(Quantity, description/model)

**Condition at check out** :

**Purpose** :

**Duration of loan** :

I agree to use the equipment issued to me in accordance with the Small Equipment Loan Policy:

**Full Name** :

**Signature** :

**Contact number** :

**Date** :

**Email** :

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To be filled in when returning the equipment:

**Equipment returned** :

**Damages recorded and agreed** :   
(if any)

**Signature** :

**Date** :



## Bat Detector Loan Request



### Name

First Name

Last Name

### E-mail

example@example.com

### Phone Number

Area Code

Phone Number

### Address

Street Address

Street Address Line 2

Town/City

Postcode

1

**Number of Bat Detectors Required (Maximum 5 subject to availability)**

**Are you a member of the Community Nature Reserve?**

- ☒ Yes
- ☒ No
- ☒ Don't know

**Requested Date of Collection (Please note: a minimum of 3 working days notice is required)**

Day    Month    Year

Once this form has been received, we will contact you to advise when the Bat Detector(s) will be available to borrow. When you come to collect your bat detector you will need to bring proof of your name and address before we can release the bat detector(s). If you do not collect your bat detector(s) within 2 working days of the agreed collection date, they will be made available to the next hirer.

**Duration of Loan Required in Days (Maximum 2 weeks)**

The period of loan shall commence and cease on the dates agreed on receipt of this form. The hirer will be responsible for the equipment from the date of collection until it is returned to Thornbury Town Council, Town Hall, High Street, Thornbury, BS35 2AR.

The hirer will ensure that:

The bat detector(s) are always kept safe and secure.

The bat detector(s) is only used for the purpose it was intended.

The bat detector(s) are returned to Thornbury Town Council on the agreed date.

The bat detector boxes include the detector and batteries.

**LOSS OR DAMAGE TO THE EQUIPMENT** The hirer is responsible for any cost(s) incurred as a result of loss or damage to the equipment during the whole loan period. These costs shall not exceed a total of £150 per detector lost or damaged.

I consent to the terms and conditions of loan outlined above and contained in the Small Equipment Loan Policy and to my data being collected, stored and used in line with GDPR and the Town Council's Information and Data Protection Policy, which can be accessed at [www.thornburytowncouncil.gov.uk/policies-and-procedures/](http://www.thornburytowncouncil.gov.uk/policies-and-procedures/) \*

Office Use Only

**ID No. of Bat Detector(s) Issued**

**ID Type Provided**

2



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**Date Collected**

Day    Month    Year

**Agreed Date of Return**

Day    Month    Year

**Date Returned**

Day    Month    Year

**Return Condition**

- Working Condition/Not Damaged
- Damaged but working
- Damaged and not working
- Lost/Not Returned

I confirm that I have returned the bat detector(s) in the condition specified above