

Mobile Unit

Arrangements for Collection and Return of the Mobile Unit

We have 2 mobile units that are part of a corporate resource for use by services across the Council and in partnership with our community partners.



The units are based at West Hartford Fire Station.

The mobile units can only be driven by Northumberland County Council employees who have completed the Fleet Driver Assessment and been approved by the Fleet team to drive the vehicles.

A list of assessed drivers can be found here: [Mobile Unit List of Assessed Drivers.xlsx](#)



On the day of the booking, the mobile unit can be collected from 8.30am from West Hartford Fire Station. If you require access to the mobile unit earlier than this time, please provide details of your requirements on the booking form.

The keys for the mobile unit are available from West Hartford Fire Station Reception, please provide the registration number of the mobile unit you have been allocated. Both sets of keys are being left at the reception of the fire station. They both have door access cards attached to the keys which allow access through the station and the entry gates to the secure yard of the Fire Station. The reception of the Fire Station is open till **5 PM Monday to Thursday, 4:30 PM on Friday.** The reception is accessible through the main doors to the Fire Station Both sets of keys are in separate plastic cases with the below information inside:

The mobile units are in the West Hartford Fire Station service yard. Entry (during normal hours) is via the fire exit on the left-hand side of the cafe area as you face the service yard.

Use your training to carry out a vehicle check before leaving the service yard.

Leave the service yard via the main gate (to the left of where the fire service appliances are parked), there is an exit button on the right-hand side of the gate which will open the gate for you.

Unless otherwise agreed, please return the mobile unit to West Hartford Fire Station.

The key fob has a pass attached to it which will allow entry back into the service yard upon return. Or, if it is before 5pm, you will be able to ask the reception team to open access to the service yard and park the mobile unit in one of the locations, generally this will be where the van was parked when picked up.

Please make sure the mobile unit is clear of any materials used as part of the event, so it is ready for the next user.

Regarding parking of the vehicles, one of the vehicles is generally parked in the charging bay area. The other is parked outside the parade area in the rear secure yard marked by a red line. This is the training area for the fire service and needs to remain clear. Once parked, return the keys to reception.

If the return of the mobile unit is after 5pm, the mobile unit should be parked in the service yard, using the pass to gain entry. Where the Van is returned after close of work or on weekend, we return the vans after it is closed the keys are left in their case on the reception desk to the left-hand side.

The keys should be posted through the letter box to the left of the main reception entrance. An email must be sent to phone.westhartrecep@northumberland.gov.uk confirming the mobile unit registration plate and that the keys have been deposited in the letter box.

If access to the service yard is not possible, as a last resort, the mobile unit should be parked in the main car park to the rear of the fire station.

If you have any queries or need to report any issues or updates, please contact Wole by email oluwole.ayodele-fash@northumberland.gov.uk

If you have any urgent issues outside of office hours, please email NCT@northumberland.gov.uk and a member of the team will respond as quickly as possible.