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| **REGISTER 6 - EMPLOYEES’ INTERESTS** AUTHORISATION TO USE COUNCIL EQUIPMENT AND RESOURCESFOR PERSONAL USE OR BENEFIT OF VOLUNTARY ORGANISATIONS |
| Employee’s Name: |
| Service Unit: |
| Identity of equipment, transport or consumables to be used |
|  |
|  |
| Describe Intended use of resource |
|  |
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| --- | --- | --- | --- | --- |
| Start date: |  |  | Finish date: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For whose benefit resource will be used** (**✓**relevant boxes below) | | | | | | |
|  | | | | | | |
| For employee personally |  |  | For a Voluntary Organisation | |  |  |
|  | | | | | | |
| Name of Voluntary Organisation: | | | | | | |
| Address: | | | | | | |
| Purposes/Activities: | | | | | | |
| Reason(s) why council resource is required: | | | | | | |
|  | | | | | | |
| Employee’s Signature: | | | | Date: | | |

|  |  |
| --- | --- |
| **AUTHORITY TO USE RESOURCE** | |
| Any conditions to apply to use including any charge to be made | |
|  | |
|  | |
| Cost of resource (if consumable): | £ |
| Charge payable by employee (if any): | £ |
| Reason for retention of fee/commission: |  |

|  |  |
| --- | --- |
| Line Manager’s Name (please PRINT): | |
| Designation: | |
| Line Manager’s Signature: | Date: |

***Examples of when the form should be used:***

*An employee requests to use lawn feed equipment (not consumables) on behalf of the bowling club of which they are a member. An employee requests to borrow a Council Vehicle to use during their house move.*Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>