West Lindsey
DISTRICT COUNCIL

AED

Community Defibrillator Service

Creating Heart Safe Communities

Membership Registration Form

Maintaining your Defibrillator

Maintenance for £100* per year

- Online reporting tool
- Quarterly maintenance checks
- Same day replacement or loan defibrillator
- Replacement battery and pads when expired or used
- Additional CPR & Defibrillator training

*Prices valid until 31 March 2024.

New Community Defibrillator

Get a new defibrillator for £400*

- Brand new Automatic External Defibrillator
- First responder kit included
- Secure external cabinet
- Installation and connection to power
- CPR & Defibrillator training

Further Information and Contact Details

You can find more information about this service including eligibility on our website.
Visit: www.west-lindsey.gov.uk/defib

Submit completed forms by e-mail to: defib@west-lindsey.gov.uk
Or return by post to: Community Services, Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

1. Your Organisation

You will find useful guidance in this side bar throughout this form.

The name of your organisation should be the full name as stated on your constitution or similar governing document.

Include a registration or VAT number if you have one.

Please include your full address including postcode.

Name of Organisation:

Registration Number:

VAT Number:

Type of organisation:

Postal Address including postcode:

Address where your organisation is based (if different to above):

Website address or social media page:

Please provide full contact details for yourself and another person we can contact in your organisation.

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Alternative contact name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

2. Defibrillator Location

Please select are you registering for maintenance on an existing defibrillator or applying for a defibrillator in a new location.

Are you registering with our service for?

☐ Maintenance of an existing defibrillator
(£100 per year)

☐ A new defibrillator with maintenance
(£400 per device then £100 per year)

Maintenance of an existing defibrillator

Please provide the location and access codes for the existing defibrillator(s).

Include the postal address and describe where it is installed at that location.

Number of existing defibrillators: ☐

Please tell us the location of the existing defibrillator(s):

Please enter the access codes for the existing defibrillator(s)

A new defibrillator with maintenance

Please provide the full postal address of the building you would like the new defibrillator to be installed.

A final decision on location will be agreed by West Lindsey District Council with advice from LIVES and EMAS.

Postal address of preferred location for installation:
Please include the name of the building and the postcode

Describe where on the building you would like it installed:
Remember that the unit will require connection to a power supply

3. Terms and Conditions

These are the standard Terms and Conditions for the Community Defibrillator Service Membership provided by West Lindsey District Council.

1. Invoices will be issued for 12 months in advance of service, in April of each year. If you join the service part way through the year, you will receive a pro-rata invoice for the period until 31 March. All invoices are to be paid within 28 days of the date of invoice.

2. Invoices for payment of new defibrillator installations will be issued prior to installation. Upon completion of a new defibrillator installation your organisation becomes the owner of this device including the cabinet and fittings.

3. In the event of failure to pay in accordance with these terms and conditions, the Council reserves the right to terminate the service. In the event of recommencement of service, we will levy a recommencement charge.

4. The Council shall provide the following as part of the membership service:

   4.1 Replacement battery and electrode pads following expiration

   4.2 Replacement battery and electrode pads as required following device deployment

   4.3 A loan device, (within 24 hours of deployment) until the original device is located and checked

   4.4 Quarterly maintenance check

   4.5 Access to online status reporting tool

   4.6 Cabinet heater and lock repair or replacement

5. As part of this service, West Lindsey District Council does not take on any responsibility for the provision of electricity to a defibrillator cabinet. Where required we can provide qualified electricians to complete cabinet moving, removal or replacement at an additional cost.

6. Any defibrillator related services additional to the above can be procured by West Lindsey District Council but will incur additional charges. This will be reviewed on a case by case basis.

7. The Council shall not be obliged to replace or repair equipment that has been damaged or stolen. Additional charges may apply for the repair or replacement of damaged or stolen equipment.

8. The cabinet, defibrillator and any contents remain the property of the owning organisation, unless ownership is transferred to West Lindsey District Council by mutual agreement.

9. The Council accepts no liability for any incidents in which the defibrillator was deployed.

10. In the event of a defibrillator deployment, you and the Council shall follow the agreed escalation procedure.

11. If West Lindsey District Council discontinues this service, we will provide 6 months' notice.

Escalation Procedure

The following is the agreed escalation procedure we shall follow when a defibrillator is deployed.

- **In the event of a deployment which you are aware of**
  E-mail defib@west-lindsey.gov.uk to inform us of the incident and status of the device. We will then attend to check the device and get it operational, providing a loan device if required.

- **In the event of a deployment where we receive notification**
  We will attend to check the device and get it operational, providing a loan device if required. We will notify the named contacts within your organisation.

- **In the event of the defibrillator needing replacement parts**
  Depending on the status and timing of incident, we will arrange for a loan device or replacement parts within 24 hours where possible and confirm the time scales.

4. Terms and Conditions Acceptance

Please sign below to accept these Terms and Conditions:

Signature or E-mail: _____ Date: _____

Full Name: _____

Position within organisation: _____