

Garage Allocations Policy



Introduction

This is the garage allocations policy for Cannock Chase Council through which the Council makes garages available to its local residents. The Garages are allocated via the Northgate Housing system.

Key Aims & Objectives

The overall aim of this policy is to ensure that Cannock Chase Councils' garages are allocated fairly and efficiently to maximise rental income.

This policy has been developed with a view to meeting the following principles and key objectives;

- To operate a garage allocations system that offers informed choice for all;
- To ensure that every application is dealt with fairly and consistently irrespective of a persons, disability, gender, sexual orientation, religion, belief or age;
- To operate a garage lettings system that is simple, easy to understand, transparent, open and fair;
- To assist those customers who are vulnerable in accessing the scheme



Equality and Fairness

Cannock Chase Council will ensure its policies and practises are non-discriminatory and will promote equal opportunity by preventing and eliminating discrimination on the grounds of race, disability, gender, sexual orientation, religion, belief or age. The scheme will be accessible, responsive and sensitive to the diverse needs of individuals.

Eligibility

We operate a garage register, subject to eligibility, which means that anyone aged 18 years and over can apply to be placed on the garage register.

Tenants of the Council will not be eligible to apply or retain a garage licence if they have any outstanding with Cannock Chase Council that are legally recoverable.

- Applications will not be accepted from persons residing outside of the Cannock Chase District.
- Applications will not be accepted by commercial/business applicants.

All applicants must provide the following documentation to support their application:

- Proof of National Insurance Number for i.e. National Insurance Card, Wage slip, Benefit letter, Tax letter
- Proof of address i.e. Utility or Council Tax bill
- Provide a Valid photograph identification (Identity) e.g. driving licence/passport.
- Car ownership V5 document/SORN
- Valid car insurance policy

Applicants with a disability must produce their disabled persons blue badge permit.



Use of Garage

A garage must only be used for the garaging of a taxed, insured and roadworthy domestic motor vehicle (unless SORN documentation is provided) (a motor vehicle can include a car, motorised scooter, motorbike, off road bikes, trailers and boats), owned by person/s living at the applicant's address or where the applicant is disabled, their nominated driver.

The Licensee shall not be permitted to assign, sub-let or part with the possession of the garage.

The Licensee shall not be permitted to carry on a trade or business of any kind or use the garage as a workshop.

Garages must not be used for any criminal, immoral or illegal purpose, including selling or using illegal drugs, or storing or handling stolen goods.

The Licensee will not undertake repairs, maintenance or servicing. The Licensee shall not fix or use any gas engine or other power driving machinery in the garage.

The Licensee will not keep, whether permanently or temporarily, any explosive, flammable or combustible materials like petrol, diesel, Benzol, or other motor spirit or any other explosive, inflammatory oils, or substances in the garage. Further, not keep, permanently or temporarily, any empty containers for substances mentioned above, in the garage.

No applicant will be permitted to rent more that two garages at any one time.

The Council will not be held liable in respect of loss of or damage to any property brought onto any garage premises or for personal injury caused to users or visitors to the garage.

If the licensee changes address and it is no longer feasible for them to continue to use the garage for motor vehicle storage, they will be required to relinquish their Licence by giving one weeks written notice to the Council.

Full terms and conditions are contained within the garage licence agreement.



How to apply

An application can be made by completing a garage application form and providing the information requested. The registration of an application may be delayed or cancelled if the information requested is not provided in full.

The purpose of the application form is to correctly identify the correct garage site for each customer. Once an application has been registered customers will be notified of;

- Application reference
- Details of the terms and conditions of holding a garage tenancy

Short Listing & Allocating Garages

Garage licenses are allocated to applicants on the waiting list in order of priority and date of application. **Council tenants are given priority over private residents on the waiting list.** Private residents i.e. private sector tenants and owner occupiers can only be granted a garage licence if there are no council housing tenants on the list. Priority on medical grounds will only be given in exceptional circumstances or if you are a registered disabled applicant.

Garages adjoining properties:

For garages that are adjoining properties, a common sense approach will be used to give priority to the applicants whose flat or house adjoins the available garage. The date that an application was placed will also be used to prioritise the applicants on the shortlist.

Once the shortlist is confirmed, the available garage will be offered to the person that comes to the top of the category.

If this offer is refused the garage will be offered to the person next on the shortlist.

Prior to an offer of a garage being made a check will be undertaken to ascertain if the prospective licensee has incurred any current or former housing rent or garage rent arrears debts with Cannock Chase Council that is legally recoverable. If this is the case the available garage will be allocated to the next eligible applicant on the waiting list.

Applicants will not be offered a second garage if there are other applicants still waiting for a first garage.



Viewing a Garage

An applicant who is offered a garage will be given 48 hours to view the garage and accept the offer.

If the applicant refuses the offer, there is no limit to the number of further offers that can be made.

Accepting a Garage

If the applicant chooses to accept the offer, they must sign a garage License Agreement which sets out the terms and conditions under which the garage License will be held.

When signing the garage license agreement the licensee will be required to pay at least one weeks rent in advance. Licensees may pay their rent by the following methods: Direct Debit, Standing Orders, Post Office, Online (self service), and Pay Zone outlets or via telephone. Payments by Direct Debit or Standing Order must be paid monthly in advance.

Licence Fee Arrangements

The License Fee payable will vary depending on whether the applicant is a current tenant of Cannock Chase Council Non- Council tenants will pay a commercial fee, which is subject to VAT, whereas Council tenants are not obliged to pay VAT.

The Council has the right to change the Licence fee at any time, but generally we review our charges once a year. If we are going to change the fee we will give Licensees at least one weeks written prior notice.

The Council will pursue arrears recovery and this may involve repossession of the garage and termination of the Licence Agreement if the Licensee falls into arrears



Dealing with Termination

Licensees who wish to end their garage licence agreement must do so by giving the Cannock Chase Council 7 day's written notice or completing a termination of Licence form.

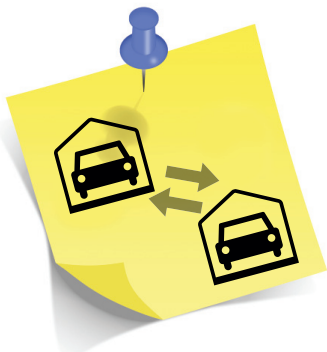
The garage must be left in a clean and tidy condition. All rubbish must be removed from the garage. Failure to clear the property of personal belongings or rubbish will result in the licensee being responsible for the cost of removals.

Where the Licensee fails to return the keys by 12 noon on the Monday following the termination of the licence then a further week's licence fee shall be payable and charged to the licensee account. The Council reserves the right to undertake a lock change if the keys are not received at the end of a notice period. A letter shall be sent to the licenser advising that a lock change has been ordered and the cost will be recharged to them.

In the event of the Licensee's death, their next of kin (if known) will be given a reasonable period of time to return the keys. The weekly Licence Fee will still be payable until the keys are returned. The next of kin will also be asked to supply a copy of the Death Certificate. The Licence will then be terminated by the Council serving a Notice to Quit on the first Monday following the return of the keys.

Licensee's can lease a garage without interference from Cannock Chase Council as long as they, their friends and relatives and any other person visiting the garage (including children) do not break any of the conditions in the Garage Licence Agreement including conditions in relation to licence fee arrears. If any of the conditions are broken, the Council may serve the Licensee with a Notice to Quit and take possession of the garage. No prior court order is required and any subsequent re-charges or associated costs will be charged to the Licensee.





Garage Exchange

The Licensee of a Cannock Chase Council Garage can not exchange their garage with another garage licensee.

Transfers

Existing Licensee's of garages can join the register so that they can be considered for a garage in a more convenient area or to apply for a second garage.

Tenants of the Council will not be eligible to apply for a garage transfer if they have any outstanding debts, or if they have licence fee arrears on their current garage.

Appeals

If you are dissatisfied with the Council's decision you have a right to request a review of that decision. Such a request must be made in writing by you (or your appointed representative) and submitted to the Council within 21 days of the date you receive this decision letter.

This time period may be extended at the Council's discretion if there are exceptional circumstances. Once a request for a review is received you will be notified of the review procedure and what additional information/documents (if any) you should provide to the Council.



For further information contact

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