****

**Medway Council Housing Services**

**Garage Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title :** |  | **Full Name:** |  |
| **Home Address:** |
| **Date of Birth:** |  | **Contact Number:** |  |
| **Email Address:** |  |
| **Ethnic Origin:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you currently a Council Tenant?** | **Yes** |  | **No** |  |
| **If no did you buy your present home from the council?** | **Yes** |  | **No** |  |
| **Are you registered disabled?**  | **Yes** |  | **No** |  |
| **If yes please enter your registered disabled number.**  |  |
| **Do you have a disabled badge for your car?**  | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **Type of Vehicle: (For example, car, van, motorbike . . . )**  |  |
| **Make of Vehicle:** |  | **Vehicle Model:** |  |
| **Registration Number:** |  |
| **State whether vehicle is for private or business use:** |  |
| **Will the garage be used for a vehicle or storage of items?** | **Vehicle:** |  | **Storage:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you currently renting a garage from Medway Council?** | **Yes** |  | **No** |  |
| **If Yes, what is the number and location of the garage?** |  |
| **Are you making an application for an additional garage or exchange?** | **Additional Garage** |  | **Exchange** |  |

|  |
| --- |
| **I have read and understand the attached terms and conditions and I confirm that the information in my application is accurate.** |
| **Signed:** |  |
| **Date:** |  |

**Preference is given in the allocation of garages to the following (in priority order)**

1. **Disabled council tenants (subject to having a clear rent account)**
2. **Disabled non council tenants**
3. **Council tenants (subject to having a clear rent account)**
4. **Existing garage tenants wishing to exchange**
5. **Former council tenants (sold council houses)**
6. **Non council tenants**

**PLEASE NOTE:** If you accept a garage a £50.00 deposit is due plus 1 month rent in advance. Should you at any time in the future wish to give up the tenancy, the deposit is only refundable if the rent account is clear and there has been no damage caused to the garage. If the council repossesses the garage, the £50.00 will be used towards the cost of changing the lock and also the removal of any effects from the garage.

GARAGE LOCATIONS

Which area(s) would you like to be considered for?

 Please tick the appropriate boxes:

**RAINHAM AREA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area code** | **GARAGE NUMBER** | **LOCATION** |  |
| GRAA | 21-38 | Kendal Way |  |
| GRAB | 871-882 | Nursery Way |  |
| GRAC | 1018-1029 | Skene Close |  |
| GRAD | 1011-1017 | Pearman Close |  |
| GRAE | 735-761 | Taswell Road |  |
| GRAF | 7-12 | Wakeley Road |  |
| GRAG | 543-565 | Winchester Way |  |
| GRAH | 1415-1434 |  |
| GRAI | 1-6 | High Dewar Road |  |
| GRAJ | 13-20 | Henry Street |  |
| GRAK | 715-734 | Norfolk Close |  |
| GRA% | **ANY RAINHAM AREA CONSIDERED** |  |

TWYDALL AREA

|  |  |  |  |
| --- | --- | --- | --- |
| **Area code** | **GARAGE NUMBERS** | **LOCATION** |  |
| GRBA | 352-357 | Eastcourt Lane |  |
| GRBB | 358-375 | Allington Road |  |
| GRBC | 376-390 | Chilham Road |  |
| GRBD | 289-308 | Twydall Green |  |
| GRBE | 883-899 | Waltham Road |  |
| GRBF | 141-142 | Lyminge Close |  |
| GRBG | 608-616 & 642-656 | Northbourne Road |  |
| GRBH | 193-200 | Headcorn Road |  |
| GRBI | 187-192 | Boughton Close |  |
| GRBK | 762-788 | Brabourne Avenue |  |
| GRBL | 309-323 | Staplehurst Road |  |
| GRB% | **ANY TWYDALL AREA CONSIDERED** |  |

**GILLINGHAM AREA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area code** | **GARAGE NUMBERS** | **LOCATION** |  |
| GRCA | Car Port | Vidal Manor |  |
| GRCB | 952-968 | Arden Street |  |
| GRCC | 806-810 | Lock Street |  |
| GRCD | 458-461 | Bridge Road |  |
| GRCE | 456-457 | Wharf Road |  |
| GRCF | 1045-1059 | Davenport Avenue |  |
| GRCG | 1441-1452 | St Albans Close |  |
| GRCH | 452-455 | Parr Avenue |  |
| GRCI | 425-436 | Church Street |  |
| GRCJ | 437-451 | Baron Close |  |
| GRCK | 409-424 | Holly Close |  |
| GRCL | 1310-1316 & 1331-1337 | Buttermere Close |  |
| GRCMGRCNGRCO | 992-10081120-11341135-1155 | Beatty Avenue 1Beatty Avenue 2Beatty Avenue 3 |  |
| GRC% | **ANY GILLINGHAM AREA CONSIDERED** |

**Please return your completed forms to Medway Council, HRA Tenancy Services (Level 2), Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR**

**REGULATIONS AND CONDITIONS OF LICENCE FOR LOCK UP GARAGES, CAR PARKING SPACES AND CAR PORTS**

|  |  |
| --- | --- |
| **1** | **Charges** |
|  |  |
| 1.1 | At the time of sign-up for the letting of the garage, 1 month’s rent in advance is payable plus a £50 deposit. This deposit is refundable at the end of the License, provided all the Regulations and Conditions of the License have been met. |
|  |  |
| 1.2 | The total charge payable as shown on the Licence Agreement is due every week in advance. Payment to be made by Direct Debit on a weekly or calendar monthly basis in advance. Medway Council reserve the right to amend the charge on the garage at any time.  |
|  |  |
| 1.3 | Rent arrears are not allowed and will result in the immediate termination of the Licence. |
|  |  |
| **2** | **The License** |
|  |  |
| 2.1 | The licence is a weekly licence determinable by either party upon one week’s notice to expire on a Monday of any week.  |
|  |  |
| 2.2 | The Licensee shall not assign possession of the premises, and must be responsible for the use of the premises during the Licence. |
|  |  |
| 2.3 | Sub-letting of the premises is strictly prohibited. |
|  |  |
| **3** | **Care of the Premises** |
|  |  |
| 3.1 | The Licensee will not cause or permit, or suffer any damage or injury to the premises or to any fixtures or fittings therein, and in the event of any such damage being caused, the Licensee will, at his/her own expense, make good all such damage and losses incurred and the tenant will indemnify the Council against all costs, damage and charges in respect thereof. |
|  |  |
| 3.2 | All garage properties will be inspected annually and the Council will carry out such repairs as deemed necessary and also as required by the foregoing paragraph 3.1 on a rechargeable basis. |
|  |  |
| **4** | **General Conditions** |
|  |  |
| 4.1 | The premises must only be used for the parking of a private vehicle, intended for domestic use only. |
|  |  |
| 4.1 | The Licensee shall not use the premises for any purpose other than the parking of a vehicle, unless express permission has been given by the Council for an alternative use. |
|  |  |
| 4.2 | The Licensee shall not use the premises as a workshop or for the purpose of repairing any vehicle other than the Licensee’s own. |
|  |  |
| 4.3 | Paint spraying of any vehicle or any other item is not permitted. |
|  |  |
| 4.4 | The Licensee will not use, or suffer to be used upon the premises, any inflammable material, other than the contents of the petrol tank of the said vehicle. |
|  |  |
| 4.5 | The Licensee shall not cause, upon the premises, anything, which shall cause a nuisance, inconvenience or disturbance to the Council or to the occupiers of neighbouring premises and in particular, will not deposit, or suffer to be deposited on the premises, or the garage site, any paper, rubbish or untidy vehicle. |
|  |  |
| 4.6 | The vehicle that is parked in the garage/space must be roadworthy and be taxed or subject to an up to date SORN. |
|  |  |
| 4.7 | The Council shall be under no liability to the Licensee, his servants or agents for accidental injury or damage suffered upon the premises and the Licensee shall indemnify the Council against all claims, actions and proceedings in respect of such accident, damage or injury. |
|  |  |
| 4.8 | The Licensee shall have the right of access over the service road to the said garage, car parking space or car port, but shall not obstruct this access or deposit any vehicle or item thereon. |
|  |  |
| 4.9 | On termination the £50 deposit (where paid) and any rents owed will be refunded once the garage has been inspected and provided that the garage is left in a satisfactory condition and empty and that the rent account is up to date. |
|  |  |
| 4.10 | The Licensee shall forfeit any and all belongings left in a garage that is repossessed, provided that the Council has made reasonable efforts to contact the former Licensee to request that the belongings are removed, and the former Licensee has failed to do so.  |
|  |  |
| 4.11 | It is a condition of the Licence so granted that the Licensee is required to inform the Council of any change of contact details. |