



Garage Allocations policy

1. Introduction

- 1.1 Medway Council owns a number of garages that are available to rent. This policy sets out how garages are allocated, and the Terms and Conditions associated with letting a garage.

2. Purpose

- 2.1 The purpose of this policy is to:
- To maximise income through efficient allocation and letting of garages
 - To allocate garages in a fair, consistent and transparent way.

3. Scope

- 3.1 This policy applies to everyone either applying for, or renting a garage from Medway Council and all Medway Council staff involved in the Garage Allocations process.
- 3.2 For the purposes of this Policy, the term 'garage' will include garages and parking bays.

4. Legislation and Guidance

4.1 External

- 4.1.1. N/A

4.2 Internal

- 4.2.1. Recovery of Garage Arrears procedure
4.2.2. Repairs & Maintenance procedures
4.2.3. Asset Management Strategy

5. Policy

5.1 Applications and Waiting List

- 5.2 All applicants will be required to complete a standard Application Form.

- 5.3 Applicants must be 18 years old or older.

- 5.4 Applications will not be accepted from persons with any debt to Medway Council, including rent arrears, council tax arrears, parking fines or other 'corporate' debts.
- 5.5 The waiting list will be reviewed every 2 years, and applicants will be required to confirm they wish to remain on the waiting list.
- 5.6 **Allocations Criteria**
- 5.7 Garages will be let to applicants in the following order of priority;
- **Priority 1** – Medway residents with a 'Blue Badge' disabled driver parking permit.
 - **Priority 2** - All other Medway Residents, in order of the date the application was made.
 - **Priority3** – Non - Medway residents with a 'Blue Badge' disabled driver parking permit.
 - **Priority 4** - All other Non - Medway Residents, in order of the date the application was made.
- 5.8 **Terms and Conditions**
- 5.9 Detailed terms and conditions are set out in the License Agreement, and include the main terms below.
- 5.10 Garages will be let on a weekly License.
- 5.11 Payments must be made in advance.
- 5.12 Garages are primarily for parking/storage of a vehicle, and applicants will be required to provide details of their vehicle. In low demand areas, and with the authority of the Tenancy Services Manager, a garage may be let for storage of non-hazardous items.
- 5.13 Other than the fuel in a vehicle tank, no flammable liquids or explosives may be stored in a garage.
- 5.14 The use of a garage as a workshop or for repairing vehicles other than the tenants own is not permitted.
- 5.15 Garages cannot be sub-let.
- 5.16 Medway Council will not accept liability for any loss or damage to vehicles or items in a garage.

5.17 **Charges**

5.18 Charges will be at a rate set annually as part of the Housing Revenue Account budget setting process.

5.19 Charges will normally be reviewed every year in April.

5.20 A £25 deposit is payable. This will be refunded at the end of the License period, provided all terms and conditions have been met.

5.21 **Areas of Low Demand**

5.22 Where there is no waiting list for garages in a particular area, consideration will be given to promotion, via such methods as mailshot to tenants or block notices.

6. Role, Responsibilities and Authority

6.1 The Assistant Director of Physical and Cultural Regeneration retains the overall responsibility for the implementation of this policy.

6.2 The Head of Housing Management is responsible for the operational delivery of this policy and the associated procedures prior to referrals to the Audit & Counter Fraud Team.

6.3 All employees involved in Tenancy Management are responsible for implementing this policy.

7. Monitoring, Review and Evaluation

7.1 This policy was correct at the date of issue.. Any subsequent changes in legislation or best practice will be adhered to and included in future updates.

7.2 Senior management will monitor the effectiveness of this policy in addition to forums and focus groups that consult our residents.

7.3 This policy will be reviewed every two years or in line with legislative or regulatory changes.

Policy Version Control Sheet
Policy Title: Garage Allocations policy Policy Author(s): Business and Partnership Officer, Housing Manager This Version: April 2018 Projected Date of Review: April 2020 Cross References: Recovery of Garage Arrears procedure; Repairs & Maintenance procedures