



# Garage Management Policy

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## **1. Introduction**

- 1.1 Oadby & Wigston Borough Council (The Council) owns garages in the Wigston, South Wigston and Oadby areas within the Borough. The garages are let on a weekly basis and the charges are reviewed annually.
- 1.2 When a garage becomes available, it will be let to an applicant on the Council's Garage Register in accordance with this Garage Management Policy.
- 1.3 This policy sets out how the Council manage the applications to rent a garage and the priorities used when allocating.

## **2. Purpose**

- 2.1 The purpose of this policy is to:
  - Ensure garages are let in a fair, transparent and consistent way
  - Maximise income from the garages ensuring rent is collected in a timely and efficient way
  - Apply a local lettings approach to give priority to the applicants whose flat or house adjoins the available garage
  - Manage the use of garages to prevent Council tenants and the wider community from being subjected to unnecessary inconvenience
  - Ensure that garages are kept in a good state of repair, are well managed and fully occupied
  - Inform the measures that will be considered when licence terms are broken

## **3. Equalities Statement**

- 3.1 The Public Sector Equality Duty requires public bodies and others carrying out public functions to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations.
- 3.2 Our aim is to implement and maintain services which ensures that no potential or current applicant is treated less favourable on the grounds of gender, marital status, race, nationality, ethnic or national origin, colour, disability, age or sexual orientation nor is disadvantaged by the application of a rule, condition or requirement, which has a discriminatory effect which cannot be justified by law.

## **4. Data Protection**

- 4.1 Any information provided as part of the application process will be treated in the strictest confidence and in accordance with current data protection legislation. The Council's

corporate statement on data protection is available on the Council's website at [www.oadby-wigston.gov.uk/pages/data\\_protection](http://www.oadby-wigston.gov.uk/pages/data_protection).

## **5. Eligibility**

- 5.1 In order to be considered for a garage, applicants must first join the Council's Garage Register by submitting a garage application online.
- 5.2 Anyone who is aged 18 or over is entitled to apply to join the Garage Register. However, an application may be refused (and the applicant may be considered not eligible to join the Garage Register) if:
- They have a history of poor behaviour. This may include, for example, criminal or anti-social behaviour, vehicle nuisance and/or previous breaches of tenancy conditions and/or garage licence conditions
- 5.3 Applicants with outstanding debts to the Council can apply to join the Garage Register, but an offer of a Garage will not be made whilst debts remain unpaid.
- 5.4 Applications will be accepted from persons residing outside of the Borough of Oadby and Wigston.
- 5.5 If Oadby & Wigston Borough Council decides that an applicant is not eligible to join the Garage Register, it will inform them in writing, setting out its reasons.

## **6. Use of Garage**

- 6.1 The licensee shall not be permitted to use the garage or the land surrounding the garage for the following purposes including, but not limited to:
- The operation of a business or charity
  - Displays of advertising
  - Residential use (including temporary overnight/daytime accommodation)
  - Accommodation for animals
  - Repairs, servicing, modifying or re-spraying any vehicle (minor routine maintenance of the nominated motor vehicle may be carried out)
  - The use of power tools and/or any equipment requiring a flame (whether protected or not)
  - The storage of combustible or volatile substances other than those within the fuel tank or mechanisms of the motor vehicle kept in the garage
  - Any criminal, immoral or illegal purposes
- 6.2 The licensee shall not be permitted to make any structural alterations to the garage.
- 6.3 The licensee shall not do or permit to be done anything which may be, or become a nuisance or annoyance to the residents in the local area.

- 6.4 The licensee shall not be permitted to assign, sub-let or part with the possession of the garage.
- 6.5 The Council will not be held liable in respect of loss or damage to any property bought into the garage. Licensees are expected to take out adequate insurance to cover their property and belongings.

## **7. How to Apply**

- 7.1 To apply for a garage, applicants are required to complete an online application form at [www.oadby-wigston.gov.uk/pages/renting\\_a\\_garage\\_or\\_parking](http://www.oadby-wigston.gov.uk/pages/renting_a_garage_or_parking).
- 7.2 Applicants should identify the areas in which they would be willing to rent a garage, and provide the Council all of the information that it needs in order to assess their application.
- 7.3 Applicants will be required to provide proof of their identity and home address.
- 7.4 The registration of a garage application may be delayed or cancelled if the Council has not been provided with all of the information it has requested.

## **8. Registration**

- 8.1 As part of the application process applicants must state the purpose they wish to rent a garage.
- 8.2 Notification will be sent to successful applicants registering them on the waiting list to confirm their application has been accepted.
- 8.3 If an applicant is unsuccessful in their application, notification will be sent to them advising them of the reason for declining their application. For example, they have a debt to the Council.

## **9. Garage Register**

- 9.1 Garage licenses will be offered to applicants on the Garage Register in order of the date of their application.
- 9.2 Applicants who hold 2 garages licences will not be selected for additional garages unless there are unlet garages available.
- 9.3 For garages that are adjoining properties, we will apply a local lettings approach to give priority to the applicants whose flat or house adjoins the available garage.
- 9.4 Prior to an offer of a garage being made, a check to ensure that the applicant has no outstanding debts with the Council will be made. If an applicant has a debt, they will be given

the opportunity to clear the debt and if this is done within 7 days a formal offer of the garage will be made. If the debt is not cleared then the next applicant on the list will be considered for an offer.

## **10. Garage Allocations**

- 10.1 All vacant garages will be advertised for applicants to register their interest. If there is no interest, the Council will reserve the right to make a direct offer to the applicant at the top of the register and work down the list until the offer is accepted.
- 10.2 The Council will contact the applicant with an offer of a licence and will invite a response within 7 days. If there is no response within this time the offer will be withdrawn.
- 10.3 Applicants who accept an offer of a garage will be asked to sign a Garage Licence Agreement within 7 days of accepting the offer.
- 10.4 Once Garage Licence Agreement is agreed the licensee will be asked to pay the first 4 weeks charges in advance.
- 10.5 Once the Garage Licence Agreement has been signed and the first 4 weeks payment received, the keys to the garage will be issued.

## **11. Repairs and Maintenance**

- 11.1 It is the licensee's responsibility to:
  - Keep the garage in a clean and tidy condition, and to make good any damage that can be attributed to them
  - Notify the Council immediately of any defect or repair needed to the garage or compound area, including the drains and other services
  - Permit the Council and its contractors upon giving reasonable notice of 7 working days (except in an emergency) to enter the garage and inspect the state of repair, cleanliness and/or use of the garage, and do any repairs that are required to the garage and/or adjoining garages
- 11.2 It is the Council's responsibility to:
  - Undertake urgent repairs when these are needed for health and safety reasons or to protect the integrity of a garage's structure
  - Complete planned maintenance to garages on a cyclical basis
- 11.3 If a garage requires substantial repairs, the Council will endeavour to offer the licensee a suitable alternative garage.

## **12. Licence Management**

- 12.1 It is the licensee's responsibility to keep the garage closed and locked when not in use, and keep the gate to the garage compound (where one exists) closed and locked, and not provide anyone with the keys or copies of keys.
- 12.2 It is the Council's responsibility to manage those who may fall into arrears with their rent proportionately and in line with the Council's Rent Arrears Procedure.
- 12.3 If there is a breach of the licence agreement the Council act proportionately in order to resolves the breach.
- 12.4 It may be necessary for the Council to serve a 7 day Notice To Quit to terminate the garage licence for a breach that cannot be resolved.
- 12.5 Notices to terminate garage licences will be delivered to the address given to the Council by the licensee and where practicably possible will be attached to the garage or parking space.

## **13. Rent Charges**

- 13.1 All garage rents are charged weekly, but must be paid in advance. Unless otherwise agreed with the Council, the licensee must pay their garage rent by direct debit.
- 13.2 Garage rents will increase in April each year subject to 4 weeks' notice being given.
- 13.3 The Council will pursue the recovery of any garage rent arrears, this may involve the repossession of the garage.

## **14. Ending a Garage Licence**

- 14.1 Licensees who wish to end the licence of a garage should do so by giving the Council 7 days written notice.
- 14.2 If the licensee does not return the garage keys by 12 noon on the last day of notice, a further weeks' rent may be charged to the rent account.
- 14.3 If the garage keys are not been returned by the end of the week in which they were due to be returned recovery action will commence if the licensee has not contacted the Council.
- 14.4 The licensee must leave the garage in a clean and tidy condition and, when it is handed back, any rubbish and/or items that are no longer required must have been removed from the garage. Failure to clear the garage may result in the licensee being charged for the clearance of items.
- 14.5 The Council may serve notice on a garage licensee if major works are required to the garage site, or it is decided to redevelop, dispose of, or change its use of the site. In such instances,

the Council will serve at least 4 weeks' notice and offer an alternative garage if there is one available.

## **15. Complaints**

15.1 The Council welcomes feedback that enables it to improve services. The Council has a corporate Compliment, Comment and Complaints procedure for dealing with complaints.

15.2 If any applicant is dissatisfied with a decision made concerning their garage application, or any other aspect of the service provided by the Council, they may appeal via the Council's Compliment, Comment or Complaint procedure. Applicants can make a complaint in the following ways:

- Online:  
[www.oadby-wigston.gov.uk/pages/compliments\\_comments\\_and\\_complaints](http://www.oadby-wigston.gov.uk/pages/compliments_comments_and_complaints)
- Telephone: 0116 288 8961
- Email: [csc@oadby-wigston.gov.uk](mailto:csc@oadby-wigston.gov.uk)
- Letter: Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR