



GARAGE MANAGEMENT POLICY

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1.0 Scope

The Garage Management Policy covers all aspects of the management of Council garages, including the letting and management of garages.

The Policy applies to garages that are owned and let by Broxtowe Borough Council but does not include garages that may have been erected by tenants on Council land.

2.0 Purpose

The Garage Management Policy outlines:

- The rights and responsibilities of garage tenants
- How garage allocations will be managed
- How garage tenancies will be administered.

3.0 Aims and Objectives

The aims of this policy are to:

- Set out a transparent process for the allocation of Council garages
- Provide guidance on how garages can be used by tenants
- Provide guidance as to how garages will be managed and maintained

4.0 Regulatory Code and Legal Framework

The Housing Act 1985
The Equalities Act 2010

5.0 Policy Outline

5.1 Garage Waiting List and Lettings

Broxtowe Borough Council operates an open waiting list for garages and as a result, all residents aged over 18, irrespective of their place of residency can join the garage waiting list. There is no preference given to Broxtowe Borough Council tenants or leaseholders when applying to join the waiting list.

When a garage is allocated, a shortlist will be created from the garage waiting list. If there is more than one applicant wishing to be allocated a garage then preference will be given to applicants who are resident in Broxtowe Borough). Priority will be given to those who have been on the waiting list for longer, unless the applicant already has a garage, in which case the next applicant will be offered the garage

If the applicant is a current or former tenant of Broxtowe Borough Council, a check of the rent account will be carried out. If the applicant has arrears then they will be given the opportunity to clear their outstanding debt. If they do not do so, they will not be allocated a garage.

Garage Tenants requiring a transfer from an existing garage due to major works being undertaken will be considered for a vacant garage within the surrounding area. There is an expectation that they will return to their original garage on completion of repairs. However, should they not wish to do so, the former garage will be offered to another applicant.

When a garage waiting list has been exhausted, the Council will allocate the garage to an applicant who is not resident in Broxtowe Borough or an applicant who wishes to use the garage for business purposes.

Garage tenancies can be allocated to sole and joint applicants and Broxtowe Borough Council will ensure that garages are let in a fair and consistent way. Information will be available about the processes surrounding the garage application and lettings process.

5.2 Acceptable Garage Use

Broxtowe Borough Council garages can be used for the following:

- Storage of motor vehicle, mobility scooter, small caravan, trailer, tent, boat, bicycle or any transportation method used for water sports
- Storage of excess household or garden items including tools.

Broxtowe Borough Council garages cannot be used for the following:

- Storage of any flammable gases, chemicals or liquids
- As a workshop.
- Any criminal, illegal or immoral purposes.

Garage Tenants are not permitted to assign, sub-let or part with possession of the garage. Any breach in the garage tenancy agreement may result in the tenancy being terminated by the Council.

The Council will not be held responsible for any loss or damage to any property or vehicle stored within the garage.

5.3 Termination

The Council will terminate a garage tenancy under the following circumstances;

- When the tenant agrees and wishes to terminate
- When there is a breach of tenancy conditions
- When the Council requires possession for demolition
- Where a tenant has died and the surviving family member declines the offer of the garage or fails to make contact with the Council for 28 days following notification of death

A garage tenancy is not a dwelling and so the tenant has no security of tenure. The garage tenancy can be ended by the Council serving a 28 day Notice to Quit

A tenant may terminate their tenancy with one month's written notice. If the keys are not returned or they have been lost, the Council will recharge the tenant for the replacement of any locks or keys.

On termination of a garage by the tenant, any items will be removed, disposed of and the tenant recharged. If the tenant has been terminated by the Council, due to eviction for instance, the items that remain will be stored in accordance with the Storage and Clearance of Goods Procedure.

If there are any outstanding rent or recharges when the garage tenancy is terminated then the former tenant should make arrangements to pay the outstanding debts.

5.4 Rent

The Garage Tenancy allows the rent to be varied by giving the tenant 1 month's written notice before any changes take place. Garage rent is charged monthly over a 12 month period.

Garage rents will be reviewed on an annual basis and it is proposed to increase garage rents by CPI (Consumer Price Index) +1% per year. Periodic benchmarking reviews will take place to ensure that garage rents are competitive.

VAT is charged as part of garage rents unless the tenant of the garage is a housing tenant or leaseholder.

Any rent increase is done so with the approval of Cabinet or the relevant Committee.

5.5 Repairs and Improvements

The Council will ensure that the garage stock remains in a safe condition.

The Housing Repairs Team will manage the repairs to Council garages. Garages are refurbished or replaced in accordance with a programme of works and the overall condition of the garage.

5.6 Low Demand Garages

In areas where garages are in low demand, the Council will consider allowing a garage to be rented by a business for storage purposes only.

Any application to for business storage will only be considered if the garage waiting list is exhausted and the garage has been empty for a period of 6 months. Any business storage letting will be approved by the Housing Operations Manager. The standard garage rental agreement will apply.

If a garage has been empty for a period of 6 months and there is no domestic or business interest, the garage may be offered to a charitable or community interest group at zero charge. This letting will be approved by the Head of Service. The standard garage rental agreement will apply and the arrangement is reviewable on an annual basis.

5.7 Insurance

The Council insures the structure of the garages. The garage tenant is responsible for insuring their own vehicle and personal possessions together with any property stored in the garage.

5.8 Demolition of plots and development

The Council may redevelop a garage site in order to change its use or in areas where there is low demand.

In these eventualities, garage tenancies will be terminated and existing tenants will be provided with an alternative garage to rent where possible.

6.0 Related Policies, Procedures and Guidelines

This policy should be read in conjunction with the:

- Rent Arrears Policy
- Rent Arrears Procedure
- Garage Management Procedure
- Storage of Clearance of Goods Procedure

7.0 Review

This Policy should be reviewed every 3 years unless tenancy agreements require to be changed, tenancy types change or because of significant changes in legislation.

8.0 Document History and Approval

Date	Version	Committee Name
09/06/2018	1.0	Housing Committee
09/02/2022	2.0	Housing Committee