

## Appendix 2

Policy Section	Suggested Change	Reason for Change
Whole Policy	Terminology changed from 'tenants' to 'licensees' and 'tenancies' / 'agreements' to 'licences'	To provide clarity that garage licences are not tenancies, and for consistency throughout the Policy.
Whole Policy	Change 'garage waiting list' to 'garage register'.	Change of terminology – waiting list is no longer used.
4.0 Regulatory Code and Legal Framework	Inserted other relevant legislation: Regulatory Reform (Fire Safety) Order 2005 Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 Dangerous Substances and Explosive Atmosphere Regulations 2002	
5.3 Low Demand Garages	Change '...the garage has been empty for a period of 6 months' to 3 months	To reduce the amount of time a garage needs to be empty before we consider business use.
5.3 Low Demand Garages	Change from 'Housing Services & Strategy Manager' to 'Homeownership Manager'	Change of role for decision making.
5.3 Low Demand Garages	Change from 'Head of Housing' to 'Assistant Director of Housing'	Change of job title.
5.3 Low Demand Garages	Remove 'arrange for the applicable rent to be paid if required'	Decision was made not to charge other teams for use of a garage.
5.4 Reviews of the Garage Register	Insert '12 months'	Clarifying the frequency of garage register reviews.
5.4 Reviews of the Garage Register	Insert '28 days'	Clarifying the length of time given to respond in line with the Housing Register.
5.6 Rent	Replace 'Garage arrears will be dealt with in line with the Rent Arrears Policy' to 'Garage Arrears will be dealt with in line with the Garage Rent Arrears Procedure'	There is no obligation under a licence to handle non-payment of rent under the same procedure as Housing rents.

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5.6 Rent	Insert 'or leaseholders'	For clarity - Council housing leaseholders do not pay VAT on garages.
5.6 Rent		To clarify the number of days' notice we require to terminate a garage licence.
5.7 Terminations	Insert new paragraph: As provided for under Section 41 of the Local Government (Miscellaneous Provisions Act) 1982, where the Council considers that the licence has come to an end, for example following eviction or abandonment, the Council will serve an appropriate Notice. Once the Notice expires, the Council can dispose of the items.	To ensure compliance with relevant legislation regarding the disposal of items inside the garage.
5.7 Terminations	Change '7 days' notice' to '14 days' notice'	To reduce the likelihood of overcharges.
5.7 Terminations	Insert 'rent' in 'A garage rent account'	For clarity.
5.8 Repairs and Maintenance	Insert 'Housing Repairs team at the'	To clarify that repairs will be carried out by the Council's Housing Repairs team.
5.8 Repairs and Maintenance	Insert 'These will be recharged in line with the Recharge Policy.' Into first paragraph.	For clarity.
5.8 Repairs and Maintenance	Remove 'The Housing Repairs team will manage the repairs to Council garages.'	Added into the first paragraph.
5.8 Repairs and Maintenance	Remove 'tenanted' and add in 'that are licenced'	For consistency.
5.8 Repairs and Maintenance	Insert new paragraph: 'In the event of serious damage, the Council will decide whether or not the garage should be repaired'	To provide flexibility to decide whether it would be cost effective to repair the garage, or to be considered for modernisation or redevelopment.

Policy Section	Suggested Change	Reason for Change
5.9 Decanting	Added new section for 'Decanting':  The Decant Policy outlines when it may be necessary to facilitate a permanent or temporary move. Where possible, a garage in the same vicinity will be offered but cannot be guaranteed. If a transfer is arranged, there will be a grace period of one week to enable the licensee to move their items from one garage to another.	For clarity.
5.10 Voids	Insert 'empty garages'	To clarify what voids are.
5.10 Voids	Remove 'and Housing Property'	This team does not exist.
5.10 Voids	Insert new paragraph: The garage address will be checked to see if there is a valid asbestos survey. If so, the garage can be offered and the survey report provided with the offer. Otherwise, the Council will instruct an asbestos survey to complete a survey.	To comply with asbestos regulations.
5.10 Voids	Insert 'If the offer is not accepted within 14 working days, the garage offer will be withdrawn'	To clarify the number of days.
5.10 Voids	Remove 'master' from 'The Council will keep a key for the garage'.	Not required.
5.10 Voids	Remove 'Void garages are only inspected prior to allocation'.	Garages can be inspected at any point, not necessary just prior to allocation.

Policy Section	Suggested Change	Reason for Change
5.11 Garage Sale Requests	Remove 'The Council will not sell any of the garage stock to garage licensees' and amend to '...will consider any sales of garage stock on a case-by-case basis, in exceptional circumstances. Cabinet approval will be sought as required.'	To clarify that garage sales will be sometimes be considered.
5.12 Death of a Licensee	Amend 4 weeks' notice to 14 days'	To link to 5.7 Terminations.
5.12 Death of a Licensee	Insert 'Once the outcome of any wills/probate is known, the...'	To clarify that the Council will not accept an application for the garage to be transferred unless the outcome of any will/probate is known.
5.12 Death of a Licensee	Insert 'The Council will provide proof that the new licensee is entitled to the contents of the garage.'	To provide clarify of what is required in order for the new licensee to have access to the items in the garage when there has been a death of the licensee.
5.12 Death of a Licensee	Remove '28 days' and amend to 'three months'	Time increased to acknowledge that it may take family members longer to sort this matter
5.13 Transfers	Insert 'unless prior agreement has been given by the Council.'	For clarity.
5.13 Transfers	Remove 'Mutual exchanges will not be granted' and insert 'Mutual exchanges do not apply to garages.'	For clarity.

Policy Section	Suggested Change	Reason for Change
5.14 Insurance	<p>Insert:</p> <p>Garages are not guaranteed to be 100% wind and weather tight, therefore it is the responsibility of the garage licensee to take out adequate insurance to cover their belongings.</p> <p>The Council will not take responsibility for stolen or damaged items.</p> <p>The garage licensee must take full responsibility for any loss or damage caused to property, persons or animals whilst the licence is held.</p>	To manage the licensee's expectations and provide clarity on the Council's responsibility.
6.0 Related Policies, Procedures and Guidelines	<p>Insert:</p> <p>Decant Policy Repairs Policy Asset Management Strategy</p>	Other associated policies and strategies needed to be included.