

GARAGE USE AND ARREARS POLICY

1 STATEMENT ON POLICY

- 1.1 Cambridge City Council owns a number of garage sites and parking spaces across the city which provides a rental income.
- 1.2 The letting of garages and parking spaces is administered by City Homes who also have responsibility for collecting the rent, chasing debts and repossessing garages and parking spaces where necessary.
- 1.3 There are variable rent charges for both garages and parking spaces depending on the location, use (in regard to garages) and user.

2 KEY ISSUES FOR POLICY IMPLEMENTATION

- 2.1 Garages and parking spaces are allocated in the following priority order:

Disabled applicants with restricted mobility	1st priority
City Council tenants	2nd priority
Non-tenants	3rd priority
- 2.2 Non-tenants are required to pay a deposit. VAT is payable on any garage or parking space let to anyone other than a council housing tenant who rents the garage in connection with the occupation of their home, and is payable by a council housing tenant if they use the garage solely for storage.
- 2.3 Garage and parking space rents must be paid by Direct Debit (for new lettings with effect from April 2017) and any council tenant in rent arrears on their property will be refused a garage or parking space on these grounds.
- 2.4 Council housing tenants who also rent a garage and are in arrears at the property will have the garage repossessed even if there are no arrears on it unless they are able to fully clear the arrears on the property.

- 2.5 Garages are let in accordance with the Council's garage tenancy conditions.
- 2.6 Garages may be used for storage in accordance with the Council's garage tenancy conditions.
- 2.7 The deposit will be used, at the end of the tenancy, to offset any rent arrears and any rechargeable repairs, including a lock change if necessary.
- 2.8 If the rent is not paid then warning letters will be sent and if not cleared then a Notice to Quit the garage will be served. If the rent has still not been cleared on expiry of the notice a lock change letter will be sent to the tenant, and a lock change ordered / carried out.
- 2.9 If there are goods in the garage when the locks are changed the former tenant will be served with a s.41 Notice giving 28 days for them to clear the items. If, on expiry of the notice, the items have not been cleared the Council will dispose of them.
- 2.10 Should the tenant make contact and wish to continue renting the garage after the locks have been changed there will be an additional charge for the lock change that must be paid along with the arrears before the request is granted.
- 2.11 Granting the reallocation of the garage after possession has taken place will be dependent on demand on the garage waiting list and will be at the discretion of the Housing Officer. Re-allocation of the garage to the previous tenant may be refused.

Policy written: October 2018

To be reviewed by: September 2020