

Application for a garage or garage transfer

Please read the enclosed leaflet carefully before you fill in this form. All parts must be filled in by the person named on the registration document of the vehicle which is to be kept in the garage.

This application will not be accepted if the applicant owes any money to the Housing Directorate.

If you change address, while you are still registered on the garage waiting list, you should advise Housing Options in writing. Otherwise your application may be cancelled.

Your details: Title Mr/Mrs/Miss _____ Date of birth _____

First name _____ Surname _____

Address _____

(Your vehicle registration document must show your current address before an offer can be made)

Daytime telephone number _____

Type of vehicle _____

Are you a: council tenant housing association tenant private tenant
owner occupier or, living with relatives

Do you, or any members of your household, currently rent a council garage? Yes No

If Yes, please give address _____

Will this tenancy be kept if another is offered? Yes No

Please tell us which site you would prefer and give us the garage numbers

Site _____ Numbers _____

Have you, or any members of your household, rented a council garage in the last 3 years? Yes No

If Yes, please give the address _____

I confirm I have read the conditions of tenancy over the page and I agree to keep to them.

Signed _____ Date _____

Data Protection Act

Epping Forest District Council is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification made to the Information Commissioner.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits, to: ● check accuracy of information ● prevent or detect crime ● protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as government departments and agencies. We will not give information about you to anyone outside Epping Forest District Council unless the law permits us to do so.

Please contact the Council's Data Protection Officer if you require further information.

Garage Tenancy Conditions

1. The rent, inclusive of rates and water rates, must be paid fortnightly in advance. Garage tenancies are weekly. In the event of any rent arrears the Council may terminate the tenancy.
2. To end the tenancy, a minimum of one week's notice must be given by the tenant or the Council, in writing. A notice week must end on a Monday. The tenant is required to give the garage keys to the Housing Directorate at the end of the notice period. The garage must be in such condition that it may be relet immediately to the next person on the Garage Waiting List. The Council will continue to charge rent if the keys are not returned by the last day of the notice period.
3. The applicant or tenant must inform the Council immediately of any change in address, or change of name by marriage. Failure could result in the tenancy being ended.
4. The garage can only be used for storing a motor vehicle and cannot be used for residential, industrial or other purposes. Repairs can only be carried out in the garage, or its forecourt, on vehicles belonging to the tenant's family. Repair work must not obstruct or cause a nuisance to other site users.
5. Any damage to the garage (or block) must be reported in writing immediately by the tenant, whatever the cause. The garage and its surrounds must be kept clean and tidy at all times. The tenant is liable for any act, or failure to act, which causes loss or damage to the garage. The tenant is responsible for the keys and the security of the garage. Agents or employees of the Council must be allowed to enter, at any reasonable time, to inspect the state of repair and cleanliness of the garage. Oil must not be poured into gullies or drains. The tenant will repay the Council the cost of making good any loss or damage referred to above.
6. Petrol containers, petrol (other than in the car's fuel tank), petroleum mixtures and other inflammable substances must not be stored in the garage at any time. The tenant must take all reasonable care to prevent the risk of fire.
7. The tenant must not do anything that causes, or could cause, an obstruction, nuisance or annoyance to the Council or local residents.
8. The Council does not accept any liability for the loss of, or damage to any vehicle, accessory or other property or injury to persons.
9. The tenant must not assign, sub-let or give the garage (or any part of it) to any other person without written approval from the Council. Unauthorised subletting could lead to a Notice to Quit being served. In this event the tenant will never be allowed another garage tenancy.
10. In accepting a garage tenancy, the tenant is bound by the Council's Garage Tenancy Conditions. The garage must be left empty and clean at the end of the tenancy. The tenant must pay any costs incurred if the Council has to empty the garage. The Council may dispose of any property left in the garage, at any time after termination of the tenancy, with no liability to the tenant.