

## ***Housing Services Application to rent a Council-owned garage***

Please answer all the following questions

### **Information about you**

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

Date of birth \_\_\_\_\_

### **Current or previous Council tenancies**

Are you currently a tenant of Tendring District Council? Yes

No

Do you currently rent any other garage owned by Tendring District Council? Yes

No

Have you ever been a tenant of a Tendring District Council property or garage in the past? Yes

No

If 'Yes' to either of the last 2 questions, please give the address (es) in the box below

**Note: you will not be eligible to rent a Council-owned garage if you have rent arrears on a current or previous property or garage rent account with us.**

**We will give priority to applicants who live nearest to the garage sites they are applying for.**

**Your choice of garage**

Please list – in order of preference – the site or sites at which you would like to rent a garage from us. If you are not sure of the sites, please give the general area, such as Clacton or Harwich.

First choice

Second choice

Third choice

There is a high demand for some sites and a long waiting list may exist.

**Use of garage**

Our garages are only to be used for storing motor vehicles. Garden and household items can be stored but only in addition to a motor vehicle. Please use the box below to tell us what you intend to use our garage for.

**Your signature**

The information you provide on this form will be held in accordance with the Data Protection Act 1998. We must protect the public funds we handle so we use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

**I confirm that the above details are correct to the best of my knowledge. I accept that giving incorrect information or failing to inform the Council of any changes may result in my application being cancelled.**

**Signature:** ..... **Date:** .....

**Please return this form to: Tenancy Management Section  
Tendring District Council  
88-90 Pier Avenue  
Clacton on Sea  
Essex CO15 1TN**

**We will place your application on the waiting list and contact you when a vacancy arises.**

## **Housing Services** **Information about renting a Council-owned garage**

We have garages for rent at competitive rates throughout the district; a list of the garage sites is listed below. Council tenants and other people may apply to rent them.

### **Ardleigh**

Mary Warner Road

### **Frinton on Sea**

Wittonwood Road

### **Gt Holland**

The Close

### **Kirby Cross**

Bemerton Gardens

### **Lt Oakley**

Bayview Crescent

### **Mistley**

Rigby Avenue  
Stourview Avenue

### **Walton on the Naze**

Grove Avenue  
Saville Street  
Mead House  
Spendells Close

### **Alesford**

De Staunton Close

### **Gt Bentley**

De Vere Estate

### **Dovercourt**

Clarkes Road  
Cliff Road

### **Elmhurst Road**

Laurel Avenue  
Pound Farm Drive

### **Harwich**

Angel Gate  
West Street (George Street access)  
Kings Quay Street  
St Austins Lane

### **Weeley**

Hilltop Rise  
Hilltop Crescent

### **Clacton on Sea**

Berkeley Road  
Cotswold Road  
Croft Road  
Flatford Drive  
Groom Park  
North Road

### **Lawford**

Merivale Road  
Merivale Close  
Waldegrave Close

### **St Osyth**

Johnson Road

### **Thorpe le Soken**

Byng Crescent

Many of these areas, such as Harwich & Clacton, are very popular and have a long waiting list.

We will give priority to applicants who live nearest to the garage sites they are applying for.

### **There are a number of conditions that apply to anyone renting a council garage.**

If you are offered the use of a Council-owned garage, you will be asked to sign a rental agreement. By signing this, you are entering into a legal agreement with us and will be agreeing to keep to the conditions of the rental agreement. If you break any of the conditions of this agreement, we will take action to end your rental agreement and take possession of the garage.

We will give you a copy of these conditions when we offer you the rental of a garage. These are also available on request.

## **Contacting us**

If you would like more information about renting a Council-owned garage, please contact our Estate Management Section by telephoning 01255 68 6488 or emailing [housing.services@tendringdc.gov.uk](mailto:housing.services@tendringdc.gov.uk)

## **Housing Services**

### **Our conditions of rental**

If you are offered a Council-owned garage to rent, you will be asked to sign a rental agreement. By signing this you are entering into a legal agreement with us and you agree to keep to the conditions of this agreement. If you break any of the conditions of this agreement we will take legal action to gain possession of the garage.

The main conditions of our garage rental agreement are summarised below:

<b>Rent</b>	<p>You are responsible for paying the rent for your garage. Rent is normally payable on a fortnightly basis although you can pay at a different frequency if you agree it with us first.</p>
<b>Repairs</b>	<p>We are responsible for maintaining and repairing the structure of your garage and will carry out repairs within set timescales.</p> <p>You are responsible for repairing any damage you cause through misuse or neglect.</p> <p>You must allow our employees and contractors access to your garage to inspect it or carry out repair, maintenance or improvement work. Except in an emergency, we will always give you prior notice of this.</p>
<b>Security</b>	<p>We cannot guarantee the security of our garages, so all vehicles and any other items are stored at your own risk. You should make sure that you insure any valuable items.</p>
<b>Use of the garage</b>	<p>You must only use the garage for storing motor vehicles and household or garden items.</p> <p>You must only use the garage forecourt area to gain access to your garage. You must not park or obstruct the garage forecourt at any time.</p> <p>You must not pour oil, petrol or other chemical substances down any drains, gullies or manholes.</p> <p>You must not use or allow anyone to use the garage for any trade or business purposes.</p> <p>You must not use the garage to store more than 9 litres of petrol (except in the tank of the vehicle stored).</p> <p>You must not transfer (assign) your rental agreement or sub let the garage to anyone else.</p> <p>If your garage is destroyed or damaged by fire and you are unable to use it, we will not charge you rent until it has been repaired and you are able to use it again.</p>
<b>Alterations</b>	<p>You must not make any structural alterations to the garage, or drive any nails or screws into or attach any fixtures to its walls or doors.</p>

<b>Nuisance</b>	You must not cause, or allow anyone else to cause, any nuisance or annoyance to the owners or occupiers of adjoining garages and houses. This includes, but is not restricted to, the use of any vehicles or electrical equipment in such a way or at such a volume that they interfere with radio or television receivers in the area.
<b>Ending your tenancy</b>	<p>If you decide that you want to end your rental agreement, you must give us two weeks' written notice ending at noon on a Monday or pay us two weeks' rent instead</p> <p>At the end of this notice period, you must return to us the keys to the garage, having left it clean and clear of your possessions and in a good state of repair (except for fair wear and tear).</p> <p>We have the right to end your rental agreement at any time provided that we give you two weeks' notice in writing.</p>

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