

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: Estate Management Section
Housing Services
Tendring District Council
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE**

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

Harwich/Dovercourt

Churchill Court
Clarkes Road
Cliff Road
Elmhurst Road
Laurel Avenue
Pound Farm Drive

Old 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
Old Road
Wargrave Road

Lawford

Merivale Road
Merivale Close
Waldegrave Close

St Osyth

Johnson Road

Thorpe le Soken

Byng Crescent

Many of these areas, such as Harwich, 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

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:

Rent	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.
Repairs	<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>
Security	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.
Use of the garage	<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>
Alterations	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.

Nuisance	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.
Ending your tenancy	<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>

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