

## Renting a Garage

Advice and  
guidance for  
renting and  
maintaining a  
council garage



## How to get a Garage

Lancaster City Council lets garages at reasonable rents throughout the district. They are usually very popular and there are long waiting lists for some blocks. Preference is given to council housing tenants.

To apply for a garage, complete the enclosed application form and return it to the Tenancy and Estate Management Section, Council Housing Services, at 38 Cable Street, Lancaster LA1 1HH.

Garages are let only for parking private vehicles. Any other use is against the tenancy and planning regulations and would result in repossession. You will need to prove that you own a car before a garage is allocated.

Priority is given to people who have no garage, but you can still apply if you already have one and need another.

We will not accept a garage application from:

- A tenant with rent arrears for a Council property or garage
- Anyone who owes money from a former tenancy of a Council property or garage
- Anyone who has had a Council garage repossessed
- Anyone giving false information when applying for a garage

## Garage Repairs

Problems with your garage, or repair requests, should be reported to Council Housing Services.

If the problem is serious, and prevents you from using the garage, then bring your keys to the Housing Office. A repairs officer will inspect the garage. Your tenancy will be temporarily suspended if the officer decides that your garage is unusable. You will not pay rent until the garage is repaired or you have been allocated another one, but you must not use the garage at all during this time.

As a tenant you are responsible for the maintenance and replacement of padlocks on the garage doors.

If the garage is damaged by you, or anyone using it with your consent, the repair costs will be recharged to you. The Council may also consider terminating your garage tenancy.

## How to pay your Garage Rent

Rent is payable weekly in advance on the Monday of each week.

Payments can be made in the following ways:

### **Direct Debit**

Direct Debit is the most convenient method of paying your rent. For a Direct Debit form contact the Administration Section within Council Housing Services phone: 01524 582540 Monday - Friday 8:45am - 5:15pm or download a direct debit form online at [www.lancaster.gov.uk](http://www.lancaster.gov.uk).

### **By Standing Order (monthly)**

For a Standing Order form to take to your bank / building society contact the Administration Section within Council Housing Services phone: 01524 582540 Monday - Friday 8:45am - 5:15pm

### **Post Office**

Any Post Office using your Rent Payment Card (Opening hours in accordance with Post Office regulations).

### **Online Payments**

You will need a valid credit or debit card and your rent account reference number.

### **By Telephone (24 hour service)**

To make a payment via our automated telephone service you will need a valid credit or debit card and your rent account reference number (9 digit number, not including the end alphabetical character).

For example: if your account number is 000005320B you would enter 5320, no need to enter the leading zeros)

24 hour phone payment number: 0845 6017297

This call will cost you 5 pence per minute plus your phone company's access charge.

### **Please note:**

VAT must be charged to garage users who are not council tenants.

If your rent account falls into arrears, you must contact the Arrears Team immediately, to make an agreement to repay any arrears.

If you do not make an agreement, or fail to keep to an agreement, then you will be issued with a twenty eight day Notice to Quit. This gives you time to sort out any problems with your rent. If the matter is not resolved satisfactorily at the end of the 28 days, we will end the tenancy and change the locks.

For further information and help if you are in arrears phone: 01524 582929 and ask for the Arrears Team.

## **Vacating your Garage**

You must write to Council Housing Services giving 7 days' notice of the date you intend to vacate your garage, to terminate on the Monday, and you must return the correct keys.

Failure to do so will lead to additional charges on your rent. The Council will also charge you for the cost of clearing the garage if you do not leave it completely empty.

Keys should be handed in at the Council Housing Service Office at 38 Cable Street, Lancaster.

Please make sure that you pay any outstanding rent when returning your keys.

## **Garage Tenancy Conditions**

### **Termination of the Tenancy**

When wishing to end the garage tenancy, the tenant must give seven days' notice in writing, to terminate on the Monday. The garage should be cleared of any effects, and the key returned to the Council by the end of the tenancy.

Should the garage require clearing out of rubbish or effects, the Council reserves the right to recharge the outgoing tenant for this service. Any items left in the garage at the termination of a tenancy will be deemed to have no value and will be disposed of by the Council.

If the terms of the tenancy are broken the Council has the legal right to end the tenancy by issuing a twenty eight day legal Notice to Quit. After the expiry of the Notice the Council can regain possession of the garage.

### **Council's Responsibilities**

The Council will maintain the roof, doors, main walls, guttering and main timbers of the garage in a reasonable state of repair.

The Council will regularly inspect the garage site to ensure it is in a clean and tidy condition.

The Council will maintain the service roads to the garage site and to the individual garages.

### **Insurance**

The Council will insure the structure of the dwelling, including the landlord's fixtures and fittings, but garage tenants are reminded that they are responsible for their own vehicles and personal possessions, together with any property stored in the garage. They must also insure themselves against claims from a third party. Tenants may also wish to consider arranging their own insurance for glass and lock repairs.

### **Water Rates**

The Water Authority may choose to charge water rates for the disposal of surface or drained water.

### **Garage Tenants' Responsibilities**

Garage tenants are required: -

1. The garage tenancy is weekly and runs from Monday, 12 noon to Monday, 12 noon. Rent is due weekly in advance on the Monday of each week.
2. To help to keep all gullies, gutter, wastes and drains well cleansed and clear of litter and leaves.
3. To keep the garage including the doors and other fixtures and fittings in a reasonable condition.
4. To repair and maintain door locks, glass and any window catches. A tenant may wish to arrange his/her own insurance cover on such items. In the case of an integral door lock, the Council may carry out the repair on a recharge basis to the tenant. In the event of a replacement door and integrated lock becoming necessary through vandalism or repair of the door itself, then the Council will take responsibility for renewal of the lock.
5. To use the premises for the garaging of private vehicles.
6. Not to run the engines of vehicles whilst in the garage, except when entering or leaving.
7. Not to permit or carry out any act which will cause nuisance or annoyance to neighbours or the Council. For example panel beating, spray painting, and excessive revving of the vehicle's engine.
8. For safety reasons, not to allow more than two gallons of petrol to be stored in an approved container, (except for what is contained in the vehicle's fuel tank) and not more than 5 gallons of lubricating oil to be stored in the garage.
9. To take all reasonable precautions against the outbreak of fire.
10. Not to re-let all or part of the garage and accept any form of rent from another party for the re-letting of the garage.

- 11.** Not to make any structural alterations to the garage without the prior consent of the Council.
- 12.** Not to use the garage for advertising either by the tenant or anyone else, unless permission has been obtained in writing from the Council.
- 13.** To permit Council employees or contractors working for them to enter the garage at all reasonable times to carry out the following, a) to view the state and condition of the garage, and to effect any repairs for which the Council is liable, b) to carry out any repair to the neighbouring and adjoining garages and dwellings belonging to the Council.
- 14.** If the garage tenant is an owner-occupier of a house, bungalow, flat or maisonette, the garage is not to be included in any advertisement to sell their property. The garage tenancy cannot be transferred to the new owner of the property. When the property is sold, vacant possession of the garage shall be returned to the Council, unless the existing tenant of the garage still intends to use it in accordance with the garage tenancy conditions.
- 15.** A garage door key will be provided at the commencement of the tenancy, and this key must be returned to the Council on termination of the tenancy.

# Council Housing

## Contact Information

### Postal Address:

PO Box 4, Town Hall, Lancaster, LA1 1QR

### Office:

Customer Services Reception, Lancaster Town Hall, LA1 1PJ

### Telephone:

01524 582929

### Email:

[councilhousing@lancaster.gov.uk](mailto:councilhousing@lancaster.gov.uk)

### Website:

[www.lancaster.gov.uk](http://www.lancaster.gov.uk)

Our office hours are 9.00 am to 5.00 pm weekdays.  
(10.00 am to 5.00 pm Wednesdays)

### Emergency Call Centre:

When the office is closed, if there is an emergency ring the Council's  
Emergency Call Centre – open 24 hours a day, 365 days a year.

Tel: 01524 67099

Calls may be recorded to help improve our standard of service and accuracy  
of information.

This document can be made available in large print, audio, Braille, and other  
languages.