

GARAGE LETTINGS POLICY

1.0 INTRODUCTION

- 1.1 This policy describes our arrangements for the letting of our garages.
- 1.2 We will aim to let garages in a reasonable and fair manner by following the principles of this policy.
- 1.3 This policy complies with Performance Standard AS1.1 and is supported by detailed procedures.

2.0 ELIGIBILITY

- 2.1 The following will be eligible to apply for a garage:
 - a) Anyone who lives in Livingston.
 - b) A local community organisation, which will have a choice of two options:
 - to pay rent for a garage of their choice, **OR**
 - be allocated the free use of a garage in an area with no demand.
 - c) In areas where there is no active waiting list, anyone not included in the above categories.
- 2.2 Any current tenant with rent arrears will not be allocated a garage.

3.0 WAITING LIST

- 3.1 Applicants will be listed by the date of their application.
- 3.2 Applicants may be listed for more than one street.
- 3.3 Once an offer has been made and accepted the applicant will normally be removed from the waiting list, **except that**, where an applicant has accepted an offer in a 2nd or 3rd choice area, they will remain on the waiting list for their 1st choice area.

4.0 OFFERS

- 4.1 If an applicant does not respond at all to an offer they will be advised in writing that they will be removed from the list, unless they subsequently confirm in writing that they wish to stay on.
- 4.2 If an applicant refuses two offers they will be advised in writing that they will be removed from the list, unless they subsequently confirm in writing that they wish to stay on.
- 4.3 Only one garage will be offered per household, though this may be varied depending upon the demand in a particular area.
- 4.4 No exchanges or transfers of garages between tenants will take place without our prior approval.
- 4.5 All offers will be subject to payment by Direct Debit.

5.0 MONITORING AND REVIEW

- 5.1 The Head of Housing Management is responsible for ensuring that this policy and the supporting procedures are implemented by the appropriate staff.
- 5.2 The Head of Housing Management will ensure that this policy is reviewed at least every five years.

FIRST APPROVED IN	MARCH 1997
VERSION No. 3.1	FEBRUARY 2008
NEXT REVIEW DUE BY	FEBRUARY 2013
COMPLIES WITH	Performance Standard AS1.1