

# GARAGE ALLOCATIONS POLICY

December 2025



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# 1 Introduction

- 1.1 This policy applies to garages owned and managed by Haringey Council and to all current, existing, and new garage licensees.
- 1.2 This policy should be read in conjunction with the relevant garage licence agreement.
- 1.3 When we use the terms 'we', 'our', and 'us' in this policy we mean Haringey Council.
- 1.4 We manage garages in Haringey and many of these are let to our council tenants and leaseholders living in our council housing, private residents and businesses.
- 1.5 Management of the forecourt areas outside the garage is our responsibility. Any repairs required to these areas should be reported to us online by using 'My account' on our website and by phone. If criminal damage has been caused, we will seek compensation for any repair costs and will seek this through taking legal action if evidence is obtained.

## 2 Aim of the policy

- 2.1 The aim of this policy is to support the provision of excellent garage services that ensure the widest possible opportunity for everyone who wishes to have a garage. The policy outlines how Haringey Council, and/or its nominated agent(s) will allocate garages and manage applications for garages.
- 2.2 This policy sets out how we will:
  - Manage our garage stock effectively by maximising the number of garages in use and preventing garages from falling into disrepair or being misused.
  - Ensure garages are allocated fairly and efficiently to maximise rental income.
  - Operate a garage letting system that is easy to understand and transparent.

## 3 Garage lettings

- 3.1 Anyone over the age of 18 can apply to join the Garage waiting list and joint applications will be accepted. Applications can be made [on our website](#).
- 3.2 Applicants are required to let us know every 24 months if they want to be removed from the waiting list if they no longer want to be considered for a garage. Our aspiration is to send notifications to these people to remind them.
- 3.3 Those on the waiting list should keep us informed of any changes to their communication details e.g. email, telephone and address. We will take no responsibility where an offer is made using the communication details we have on our system. but the applicant has not received this.
- 3.4 Applicants may only have one active application on the waiting list at any given time. This will be for one let only.
- 3.5 When a garage becomes available and more than one person on the waiting list has indicated a preference for that garage, we will prioritise allocations based on the length of time an applicant has been on the waiting list, on a first come first served basis.

3.6 Our garage lettings system allocates garages based on the following priorities:

- Priority 1** Any current Haringey Council garage licensee required to move garages as a result of disrepair, demolition, disposal or regeneration.
- Priority 2** Any Haringey Council tenant or leaseholder living on the estate where the garage has become available.
- Priority 3** Any Haringey Council tenant or leaseholder not living on the estate where the garage has become available.
- Priority 4** Any other non - Haringey Council tenants or leaseholders including businesses.

3.7 When a garage becomes available, the highest applicant on the waiting list will be contacted and offered the garage. They are required to accept the offer immediately or lose the offer and we will re-let the garage to the next person on the waiting list.

3.8 Unpaid rent or other housing debts will impact on a Tenant's/licensee's ability to rent a garage or until they clear any debts they owe to the Council.

3.9 When a garage licensee falls into arrears and does not agree a plan with the Council to clear the arrears, we will terminate the licence and repossess the garage. In this case, they would be served with a notice to quit, which will give them 7 days to remove their belongings.

3.10 Our tenants may be eligible for a rent reduction if they are also a pensioner or have a disability and receive Mobility Allowance, Disability Living Allowance/ or Personal Independence Payments. If tenants are in receipt of Employment and Support allowance this would not qualify for a rent reduction.

3.11 We will inspect void garages prior to letting. We may also request to inspect let garages with reasonable notice to check for defects, health, safety and maintenance requirements.

## 4 Conditions for renting a garage

4.1 Garages are let in accordance with the Council's garage licence agreement, this includes but is not limited to the following conditions:

- Keeping the garage's fixtures and fittings (including the garage door) in good repair and condition.
- Licensees store goods in garages at their own risk. We will insure the structure of the garage. The tenant is responsible for insuring their own vehicle and personal possessions together with any property stored in the garage.
- Only use the garage for storage in compliance with the garage licence agreement and any relevant environmental, health and safety regulations and/or applicable planning controls. If we find any issues that would breach the garage licence agreement, we will enforce and look to recover our costs.

- It is the tenant's responsibility to ensure the garage is secure and notify the council of any issues with locks.
- Garages cannot be sub-let and must not be used for any criminal or illegal purpose.
- Not make any alterations or additions to the garage, or the compound area in which the garage is situated, without the prior written consent of the Council.
- Notify us immediately of any defect or repair needed to the garage, compound area, drains and other services.
- Not use the garage for any trade, business or antisocial activities from the garage or within the garage area.

## 5 Paying rent

- 5.1 Licensees are responsible for paying the garage licence fee one month in advance by Direct Debit on the next available Direct Debit date, as set out in their garage licence agreement.
- 5.2 We will take a zero-tolerance approach to arrears.
- 5.3 If payment in advance is not made then the let cannot be agreed e.g. a manual payment would be required at time of let.
- 5.4 Internal licence arrangements are required to pay the garage licence fee one year in advance by the end of the financial year in March.
- 5.5 The rent levels for each garage will be set in April annually by us and may be higher for non-tenants or leaseholders of Haringey Council
- 5.6 If the licensee falls into arrears, we expect immediate clearance of the arrears or we will terminate the licence and repossess the garage. In this case, they would be served with a Notice to Quit, which will give them 7 days to remove their belongings. We will seek to recover our costs for the clearance and disposal of items, along with any rent arrears.
- 5.7 When the notice expires, we will change the locks and re-let the garage to the next person on the waiting list. If we find goods or personal possessions in the garage, we will dispose of them if they are not collected within 28 days as outlined in 5.6. We will seek to recover our costs for the clearance and disposal of items, along with any rent arrears.

## 6 Ending a garage tenancy

- 6.1 We may terminate a garage license by giving one weeks' notice, in writing, to end on a Sunday, or with immediate notice if the Licensee is in breach of their licence.
- 6.2 The licensee may terminate a garage tenancy by giving one weeks' notice, in writing, to end on a Sunday.
- 6.3 The garage must be returned clean and tidy, failure to clear the property of personal belongings or rubbish may result in a charge to the Licensee.
- 6.4 In the event of the Licensee's death, their next of kin/ estate trustee (if known) will be given a mutually agreed reasonable period of time to terminate the garage license and return the keys. The weekly Licence Fee will still be payable until the keys are returned.

## 7 Links to other policies and strategies

- 7.1 This policy links to and should be read together with the following Haringey Council policies:

[Housing Arrears Policy](#)

Hoarding policy

[Housing Income Collection Policy](#)

[Responsive Repairs Policy](#)

## 8 Resident co-design and engagement

- 8.1 **When did you discuss development of this policy with residents?**

At a meeting of the Resident Voice Board in January 2025.

- 8.2 **What did they tell you?**

They told us that the policy should also mention Personal Independence Payment (PIP) in addition to the Disability Living Allowance as a way of qualifying for rent reductions. They also asked how often the garages are inspected by us.

- 8.3 **How has what residents told us informed development of this policy?**

Section 3.10 of the policy has been updated to note that tenants may be eligible for a rent reduction if they are also a pensioner or have a disability and receive Mobility Allowance, Disability Living Allowance/ or Personal Independence Payments.

Section 3.11 of the policy confirms that we will inspect void garages prior to letting. We may also request to inspect let garages with reasonable notice to check for defects, health, safety and maintenance requirements.

## 9 Equalities

- 9.1 The Council has a Public Sector Equality Duty (PSED) under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act.
  - Advance equality of opportunity between people who share protected characteristics and people who do not.
  - Foster good relations between people who share those characteristics and people who do not.

9.2 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex, and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

9.3 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

9.4 This policy makes no changes to operational practices. It is being updated to reflect the insourcing of the council housing function. There are no known equality issues with current provision, and it is not anticipated that there will be disproportionate impacts on any protected characteristics, disadvantaged communities or vulnerable residents.

## **10 Reviewing the policy**

10.1 We will review this policy every three years unless earlier events or legislation require an earlier update to this policy.

## **11 Legislation**

11.1 Section 24 of the Housing Act 1985, which governs Local Authorities power to determine rent for the tenancy or occupation of properties, does not apply to garages.

11.2 We can therefore fix what we consider to be a reasonable rent in respect to the letting of our garages.

11.3 Other relevant legislation includes but is not limited to:

- Local Government (Miscellaneous Provisions) Act 1982 – Section 41
- Torts (Interference with Goods) Act 1977