



Garage Policy

Introduction

The aim of the Garage policy is to make real contribution to Irwell Valley Homes social purpose to provide good quality homes and services. Help to enhance the appearance of neighbourhoods and work to ease parking congestion and provide good quality accessible garages to our customers.

Irwell Valley manages 181 Garages that are a valuable resource to help manage parking issues within neighbourhoods and offer customers alternative parking options, applications for garages can be made by non-Irwell Valley customers/ Irwell Valley customers who are free of rent arrears.

Aims and Objectives

- To utilise the current garage stock – this will be achieved by ensuring garages are inspected and maintained to a lettable standard.
- To generate rental income- allowing IVH and non IVH customers to be able to rent a garage to use as parking or storage.
- To reduce parking issues and congestion within communities
- To minimise dis-repair/vandalism/misuse.
- To manage and maintain garage sites effectively.

Policy

Lettings and Allocations

Vacant garages to be inspected by repairs to ensure they are of sound condition and suitable for re-let.

Available garages to be advertised on IVH website, with a link to the application form, customers wishing to apply will submit their application to lettings@irwellvalley.co.uk

Irwell Valley customer to have a clear rent account, garages will not be let to IVH customer with arrears.

Applications will be received and processed by the Home Move Team, Irwell Valley customers will be prioritised on a first come first serve basis or through a waiting list.

Garages will be let on a monthly licence and payable on 1st of each month in advance. If the customer falls into arrears on their garage rent, Irwell Valley Homes may terminate the garage agreement after issuing notice and attempting to resolve the arrears through payment plans.

Customers wishing to rent a garage must be aged 18 years or over and must provide proof of permanent fixed abode.

Irwell Valley customers garage rent will be charged without VAT (standard), non-Irwell valley customer will be charged VAT (non-standard).

Irwell Valley customers are permitted to rent a maximum of 2 garages at any given time. Irwell Valley customers who rent a second garage will be charged VAT (non-standard).

If an Irwell Valley customer succeeds a tenancy where the previous tenant rents a garage, succession rights will also be given to the garage.

General use of garage

Garages must be used to store a functioning motor vehicle; garages may also be used for storage of legitimate items that are non- combustible. Items are stored at the customer's own risk and the garage must be locked at all times.

Garages must not be used to directly conduct a trade or business of any kind or be used as a workshop. They must also not be used for any criminal, immoral or illegal purpose.

Garages to be inspected/audited regularly by the Neighbourhood Officer to ensure they are being maintained and utilised and any concerns of misuse/abandonment to be investigated and actioned in a timely manner.

Customers wishing to terminate an existing garage tenancy will be required to give one month notice, complete a termination form and PTTV, customers will be responsible for the rent on the garage until it is completely clear of all items and the keys have been returned.

Abandoned garages will require the abandonment procedure to be completed.

Garages must not sub-let or part with possession of the garage.

Customers should have insurance to cover the cost of any damage or loss.

Lost keys requiring a lock change will be re charged to the customer.

If a customer is evicted from their property, the garage tenancy will be terminated.

Irwell Valley customers who become non IVH customers and continue to rent the garage will become non standard and will be charged VAT.

Repairs and maintenance

Customers are responsible for reporting and damage or maintenance issues to Irwell Valley Homes immediately and allowing access to carry out any repairs.

Structural repairs are the responsibility of Irwell Valley Homes, while minor repairs i.e. replacing a lock will be the customers responsibility.

If a rented garage is deemed beyond repair or scheduled for demolition, the customer will be required to remove all personal belongings from the premises. Irwell Valley will provide reasonable notice for the removal and all items must be cleared by the end of the notice period. Irwell Valley

will make every effort to assist the customer in locating another available garage for rent, subject to availability. The customer will be responsible for securing and arranging alternative garage rentals.

Performance Reporting

Relet times for Garages will monitored and reviewed monthly.

Roles and Responsibilities

- The Home Move Assistants are responsible for advertising, reviewing all applications and the termination process.
- Neighbourhood Officers are responsible for the sign-up process ensuring the relevant paperwork is completed and recorded accurately. Neighbourhood Officers to regularly inspect/audit garages within their patch to ensure the garage is being maintained/used as per policy. Neighbourhood Officers will follow the abandonment procedure and complete an NTQ if necessary to end the tenancy.
- Home Move Team Leader/Neighbourhoods Manager are responsible for the implementation of this policy.

Associated Documents and Good Practice

This Policy will ensure compliance with current legislation, promote good practice and has regard to:

The Equality Act 2010

The Housing Act 1985 Secure Tenancy Administration

The Human Rights Act 1998

Garage License Agreement Income Management Policy Recharge Policy

Health and Safety at Work Act 1974

Regulatory Reform (Fire Safety) Order 2005



garage-application-form.docx



Garage License.docx

Application and garage licence can be located on the intranet using the link below.

[Home Move - Documents - All Documents \(sharepoint.com\)](#)

E.g., Internal Policy, External Guidance Documents, relevant legislation. Provide links to the documents and any websites that the good practice/current legislation comes from.

Forms and Procedures: Described but formatted as hyperlinks with the full address/location where they can be found should someone have a printed version of the policy and therefore cannot access the hyperlinks.

Version Control

Approval Date:	17/10/2024
Approval Body	Leadership
Implementation Date:	17/10/2024
Policy Author:	Lisa Peck- Home Move Team Leader
Policy Owner:	Head of Customer and Communities
Frequency of Review	Every 3 years
Planned Review Date	October 2027
EIA (Equality Impact Assessment) Date and Link to EIA	Date of last EIA and a link to the document if applicable
Safeguarding Impact	This will not apply to most policies
Lead Team	Team responsible for implementing the policy

The latest version of this policy should be viewed online from The Hub area of the IVH intranet, and any printed version cannot be relied on as the most current version.