
GARAGE ALLOCATION POLICY

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1. REVISION/REVIEW SHEET

Issue	Brief Description of Reason for Change	Document Owner	Date Issued
Issue 0	New Policy	Mari Pritchard	04 May 2016

2. PURPOSE

2.1 This policy details how Cartrefi Cymunedol Gwynedd (CCG) allocates its void garages.

3. SCOPE

3.1 CCG garages are defined as those garages which are within CCG's stock and are rented out on weekly tenancies.

3.2 CCG garages are located throughout Gwynedd mostly on CCG's housing estates.

3.3 This policy does not include garages leased on long term ground rent leases

4. RESPONSIBILITIES

4.1 It is the responsibility of the Director of Customer and Communities to ensure that this policy is applied effectively and that staff are trained appropriately in the procedures associated with this policy.

5. POLICY DETAIL

5.1 Garage application / Allocation process

5.1.1 Applications and allocations for the garages will be administrated by CCG's Allocations service.

5.1.2 Applications for a CCG garage will be made in writing by completing a standard 'Application form for a garage' (ALLf56).

5.1.3 A waiting list of all garage applicants will be kept by the Allocations service.

5.2 Garage Allocation Priorities

5.2.1 Applicants will be considered in the following order of priority:

- Priority 1 – current tenants of CCG (on condition that the rent account is clear and no possession proceedings commenced by CCG for breach of tenancy)
- Priority 2 – former tenants of CCG and/or Cyngor Gwynedd who have purchased through Right to Buy/Right to Acquire
- Priority 3 – private owner occupiers and/or private tenants

5.2.2 If there are two or more applicants in each priority category 1, 2 or 3, priority will be given by date order of receiving the applications.

5.2.3 Applicants requesting a second garage will only be considered when no applicants are waiting on the Garage waiting list from the priority list in 5.2.1 above.

5.3 Review of applications

5.3.1 Garage applications will be reviewed periodically to ensure that the information that CCG has is up to date and correct and that the demand for garages is also up to date.

5.4 Cancellation of Applications

5.4.1 Garage applications will only be cancelled on the express wish of the applicant or on the failure to respond to the application review communication.

5.5 Terms and Conditions

5.5.1 The CCG Garage Tenancy Agreement (ALLf63) sets out the Terms and Conditions under which CCG lets the garage to the tenant.

5.6 Paying the rent

5.6.1 R&Ipol01 Rent Arrears Policy sets out how CCG deals with garage tenancy rent arrears

5.6.2 New garage tenants are required to pay the rent by Direct Debit

6. RISK FACTOR

6.1 The risk to CCG's reputation that CCG staff fail to provide an open, clear and consistent process for allocating garages.

6.2 The risk to CCG's financial viability should garages remain void

7. EQUALITY AND DIVERSITY

7.1 CCG Cyf. recognises the needs of a diverse population and always acts within the scope of its own Equality and Diversity Policy.

8. DEFINITIONS AND ACRONYMS

9. REFERENCES

9.1 ALLf63 CCG Garage Tenancy Agreement

9.2 ALLp11 CCG Process Map for Allocating Garages

9.3 ALLf56 CCG Application form for a garage

10. RECORDS

11. REVIEW

11.1 This procedure will be reviewed every 3 years, or in response to changes in legislation, regulatory guidance, good practice or changes in other relevant CCG Cyf. Policy.