

Council garages and car parking

A guide



NORWICH
City Council

If you want to rent a council garage you must hold a full UK driving licence. If you are a Norwich City Council tenant any current or former property or garage tenancy accounts should be clear of arrears.

Garages and parking bays available to rent are advertised every other Wednesday on the council's website www.norwich.gov.uk/garages. A list is also available at City Hall.

Renting a council garage or parking bay

Anyone can rent a council garage or parking bay. If you are interested in applying for one of the garages or parking bays advertised, you can complete an application form on-line and email it to us. You can also collect a form at City Hall or telephone us on 0344 980 3333 to request one.

Garages are allocated using the following priority system.

- Blue badge holders
- Norwich City Council tenant (please note that garages and parking bays are not offered to tenants with rent arrears).

- Norwich resident
- Out of town resident

Where more than one person qualifies for a garage or parking bay, it will be allocated to the applicant who lives closest.

Different levels of rent are charged depending on the demand in an area. The rent will be shown when the garage or parking bay is advertised. Payment of the rent must be by direct debit.

The deadline by which you can apply for a garage or parking bay is shown when it is advertised. If you are the successful applicant, we will email or telephone to tell you.

Before you sign the tenancy you will need to provide proof of vehicle ownership (such as registration papers), your current driving licence and another form of identification. You will also need to complete the direct debit for paying the rent. We will not be able to give you the keys without these.

If you are a council tenant, you will not be offered a garage/parking bay if you are in arrears with your rent.

The rules for renting a garage

You will be asked to sign a garage tenancy agreement, which says you will:

- pay the rent when it is due by Direct Debit
- use the garage only for a vehicle for which you are responsible.

This means that you cannot use a council garage for storage purposes or as a work space.

- keep the inside of the garage clean and in good repair

- allow the council's authorised officers to enter and inspect the garage during reasonable hours, after giving you notice.

It also says that you will NOT:

- carry out any business from the garage, or store commercial goods in it
- store inflammable or other dangerous materials in the garage
- make any structural alterations to the garage
- sub-let or part with possession of the garage.

Under the agreement, the council is responsible for the repair and maintenance of the outside of the garage. You should report any repairs needed to us via the customer contact team (CCT) on 0344 980 3333.

Paying the rent

The rent is calculated weekly but payable monthly by direct debit. If you are not a council tenant, you will have to pay a higher rent level, plus VAT on the rent. Payment must be by direct debit.

Rent arrears

If you are having difficulty paying your rent, contact the customer contact team as soon as possible.

Ending a garage tenancy

- You must give one week's notice in writing, expiring on a Sunday. You must return the keys to the customer contact team at City Hall no later than 24 hours after the tenancy expires. If they are not returned on time you will continue to be charged full weekly rent until the keys are returned.
- The council can also give you one week's notice in writing, expiring on a Sunday.
- The garage must be left clear of contents and rubbish. If any items are left, you will be charged for the cost of removal.
- You cannot pass your tenancy on to anyone else. A new application will have to be made.
- We can repossess the garage by sending a seven-day Notice to Quit if you break the terms of the tenancy agreement or fail to keep

your rent payments up to date. When the notice expires we can end the tenancy and change the locks. Any possessions in the garage will be stored for collection for a limited time. We can take further legal action to recover any debt and we may charge for the cost of changing the locks.

Parking in gardens

If you are a council tenant you may be able to park in the garden of your home if there is enough space and proper access. Any work needed to provide a parking space in your garden must be done at your own expense, although you may qualify for a council grant to help with the cost.

If you want to make a parking space in your garden you need to meet the following conditions:

- You must get written permission from the council before starting any work. We will tell you if you also need to apply for planning permission.
- You must provide an approved dropped kerb and pavement crossing for access.

- You must provide double gates and hard standing.
- You must agree to reinstate the original fence or wall at the end of your tenancy, if the council asks you to do so.

Designated parking areas

In some areas, designated parking areas or street bays are available. These spaces are provided on a first come, first served basis and you cannot reserve one. If a parking space is allocated to your council house or flat, you will be told this when your tenancy starts.

Lockable barriers control some designated parking areas and tenants pay a returnable deposit for a key. Others have a lockable post in each space and there is a rental charge for these.

Some spaces are designated for disabled people only – please do not block access to these.

Permit parking schemes

Permit parking schemes operate in many designated council parking areas, mainly in the city centre. These are patrolled regularly and owners of cars parked without a permit on display can be fined. They are not the same as the council's controlled parking zones on some city streets.

Council tenants and leaseholders entitled to use these sites must apply for resident and visitor permits – for more information, contact customer contact team at City Hall.

If you rent a council garage in an area covered by a permit parking scheme, you could be fined if you park outside the garage without displaying a permit.

Street parking

Normal traffic laws apply on all highways and problems should be reported to the police or customer contact team on 0344 980 3333.

Please consider access for the emergency services and the needs of other road users and pedestrians when you park.

Towing away

Vehicles which block an access or have been abandoned will have a notice attached for 24 hours and will then be towed away.

Vehicle repairs

Please be considerate when doing repairs to your own vehicle. The council provides facilities for disposing of engine oil – please ask the customer contact team at City Hall for information. If you want to run a vehicle repair business at home, you must get permission from the council before you start. We will take the views of your neighbours and the type of home you have into account before giving permission.

Building a garage

You may be able to build a garage in your garden at your own expense, if there is enough room.

If you want to build a garage, you must:

- get written permission from the council through the customer contact team before starting work.

(We will tell you if you also need to apply for planning permission and building regulations approval)

- provide an approved dropped kerb and pavement crossing for access
- agree to remove the garage and reinstate the land and boundaries of the property at the end of your tenancy, if the council asks you to do so.

Further information

For further information please contact the customer contact team:

t: 0344 980 3333

e: info@norwich.gov.uk

Visit: City Hall

Norwich

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If you require this leaflet in another language or format eg large print, CD or audio cassette or Braille please contact Norwich City Council.

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