

## GARAGE / BASE / PARKING SPACE APPLICATION FORM

Please complete this form in BLOCK CAPITALS and ensure that all sections are completed fully. Any sections that are not completed may delay your application.

**Proof of Identity** - To support your application you **must** provide the following:

Proof	When it is to be provided
1 utility bill (gas, electricity, water) registered at the applicant's address.	To be submitted with the application form.
1 photographic ID showing your name and date of birth. (i.e. passport or driving licence)	To be provided in person before any tenancy agreement is signed.

### **YOUR DETAILS**

Title	Mr	<input style="width: 40px;" type="text"/>	Mrs	<input style="width: 40px;" type="text"/>	Ms	<input style="width: 40px;" type="text"/>	Miss	<input style="width: 40px;" type="text"/>	Other	<input style="width: 40px;" type="text"/>
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First Name	<input style="width: 90%;" type="text"/>
Surname:	<input style="width: 90%;" type="text"/>

Address:	<input style="width: 90%;" type="text"/>	
	<input style="width: 90%;" type="text"/>	
	Postcode:	<input style="width: 60%;" type="text"/>

Date of Birth:	<input style="width: 70%;" type="text"/>
National Insurance Number:	<input style="width: 90%;" type="text"/>

### **CONTACT DETAILS**

Home telephone number:	<input style="width: 70%;" type="text"/>
Mobile telephone number:	<input style="width: 90%;" type="text"/>
Email address:	<input style="width: 90%;" type="text"/>

### **ARE YOU AN EXISTING TENANT?**

Do you have another house or garage tenancy?	Yes	<input style="width: 40px;" type="text"/>	No	<input style="width: 40px;" type="text"/>
What is the address?	<input style="width: 90%;" type="text"/>			

**Continued on reverse**

For Office Use	Person ID	<input style="width: 95%;" type="text"/>
	Application Ref	<input style="width: 95%;" type="text"/>

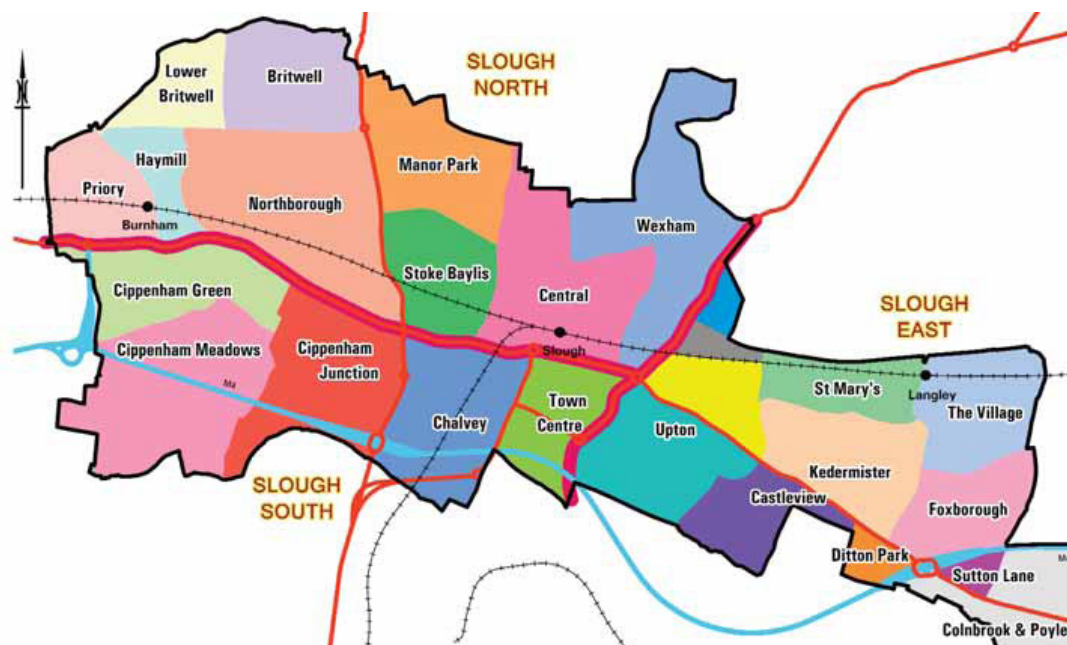
## YOUR REQUIREMENTS

What type of parking space are you looking to rent?

Garage

Garage base

Parking Space



Which Ward(s) are you interested in? We only have parking facilities in the following areas:-

Baylis & Stoke		Britwell / Northborough	
Central		Chalvey	
Cippenham Green		Cippenham Meadows	
Elliman		Farnham	
Foxborough		Haymill & Lynch Hill	
Langley & Kederminster		Langley St Mary's	
Upton		Wexham Lea	

Is there a particular garage site or road you are interested in?

1

2

3

## STATEMENT

By signing and submitting this application you declare that the information provided is true to the best of your knowledge and belief

Signed:.....

Dated:.....

## Guidance Notes for Parking Applications

(please keep these Guidance Notes – you do not need to return these notes with your application form)

### Where to send your form

Parking facilities are administered by the Estate Services Team who are based at the MyCouncil offices at Landmark Place, High Street, Slough.

**SEND** your form to: Estate Services Team  
Neighbourhood Services (Landmark Place)  
St Martin's Place, 51 Bath Road, Slough, SL1 3UF

**BRING** your form to: MyCouncil  
High Street, Slough, SL1 1JL

**EMAIL** your form to: [garages@slough.gov.uk](mailto:garages@slough.gov.uk)  
Your form must be signed and ideally attached as a pdf document.

### Eligibility

1. Applications can be received from any person living in the following areas:

Slough	Bracknell Forest
London Borough Hillingdon	London Borough Hounslow
South Buckinghamshire	Windsor & Maidenhead

2. You cannot make an application if any of the following apply to you:

- a) You owe Neighbourhood Services any money for any previous Slough Borough Council tenancy you have held.
- b) You are a Slough Borough Council with:
  - more than four weeks rent arrears.
  - a live possession order against your council tenancy.
- d) You are a leaseholder and debt recovery proceedings have been taken for outstanding service charges
- e) You have had a previous garage agreement terminated within the last twelve months for rent arrears or abandonment
- f) You have had a previous garage agreement terminated at any time for serious anti-social behaviour, illegal or immoral activity, or the storage of goods likely to cause fire or damage to yours and other garages.

3. If a), b) or c) – you can apply when all arrears and costs have been repaid, or in the case of d) after 12 months since the end of your last tenancy as long as no debt is owed.

### **What happens to your application**

4. We will write to you to acknowledge receipt of your application.
5. We will carry out checks on the information you have given us to decide whether or not we can help you.
6. We will write and tell you the outcome of your application.
7. If your application is accepted we will advise you of your reference number, effective date of application and priority.
8. If you are rejected, we will tell you why and whether you can re-apply at any point in the future.
9. If you have given us an email address we may only send you copies of letters to the email address you have given us to save on postage costs.

### **Allocating a parking facility**

10. Garages will be allocated as soon as they become available for letting.
11. Allocations will only be made from live applications held on the waiting list. A garage cannot normally be passed from an outgoing tenant to another person who has not already applied.
12. Priority for garages will be given in the following order:
  - a) Slough Borough Council tenants and leaseholders
  - b) Other applicants who reside in Slough
  - c) All other applicants

Any Blue Badge holders will automatically be placed at the top of the list in each of the above categories

13. Applications are then further prioritised by length of time on the waiting list.

### **Offer of a parking facility**

14. Any offer of a parking facility will be made either by telephone or in writing to the latest contact details we hold for you. If you move, or change your telephone number, it is your responsibility to tell us.

15. An offer will remain open for 7 days after which time it will lapse and your application will be put back onto the waiting list.
16. You do not have to accept an offer, but if you do, and you later wish to move to another garage, you will need to make a new application.
17. If you refuse multiple offers in areas of your choice, the Council will review whether it can assist you with your application. In some cases, we may remove you from the waiting list if we feel we cannot assist any further.

### **Licence agreements**

18. All parking occupancies are granted by the use of Licence Agreements.
19. You are responsible for paying the rent when due. All agreement rents must be paid for by Direct Debit. Alternative payment methods can only be agreed if you do not have a bank account that allows direct debit instructions.
20. Any garage with more than the equivalent of four weeks' rent arrears will be liable to termination unless arrangements are put in place to clear the balance owed.
21. A Licence can be terminated by either side giving one full week's notice ending on a Sunday.
22. Your agreement will only end once the garage has been returned empty to the Council along with all keys. **You will continue to be charged until the facility has been returned to us in a lettable condition.**
23. You will be recharged for the cost of clearing a garage or parking space, changing the locks or removing any additional security devices at the end of a tenancy where this has been necessary.

### **Approved use**

24. A parking / carport space can only be used for parking a roadworthy vehicle, which is taxed and insured. Parking spaces/carports are not for the long term storage of vehicles that are covered by Statutory Off Road Notification. This prevents other residents from obtaining a space for a vehicle in regular use.
25. Garages can only be used for overnight parking of a vehicle or the storage of non-hazardous and non-flammable possessions.

26. A business-type activity (such as the repairing and selling of cars, equipment and goods) cannot be carried out from any council-owned parking facility.
27. Garages are not to be used as residential units. Under no circumstances must any person live or sleep in a garage unit at any time.
28. The Council reserves the right to request an inspection of the garage with no less than 24 hours notice and you will be required to give us access when sought.

### **Moving home**

29. Parking agreements completely separate from any dwelling tenancy, lease or occupancy agreement and are not transferrable.

If you are moving home you cannot:

- Give the parking facility to any other person
- Include the parking facility in any negotiations over a sale or purchase price of a property
- Continue your agreement for the benefit of a third party

In these circumstances, you must give up the parking facility and any interested party must make an application in their own right.

### **Full contract terms and conditions**

The information provided above is a general guide to renting a parking facility from the Council and is not the full list of terms and conditions.

If and when you are offered a parking facility, the full terms and conditions will be explained to you when you sign your licence agreement.

# **Neighbourhood Services**

