

COUNCIL GARAGES AND CAR PARKING A GUIDE



NORWICH
City Council

If you want to rent a council garage or parking post 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 posts in some areas of the city are very popular and the waiting time could be considerable.

Renting a council garage

Anyone can apply to rent a council garage. You don't have to be a Norwich City Council tenant, or live in the city. However, council tenants are usually given priority. There are waiting lists for most garages and you may not receive an offer for some time.

Demand is highest in the central area of the city and priority for these garages is normally given to council tenants who live within one mile of the garage being let.

Different levels of rent are charged, depending on the demand for garages in an area.

If you would like to rent a council garage, please ask for an application form from the customer contact team at City Hall.

We will let you know when your application has been registered and we will send you an offer letter when a garage becomes available. Before you can sign for the garage tenancy you will need to provide proof of vehicle ownership (such as registration papers), your driving licence and another form of identification. You will not be allocated a garage if there are outstanding arrears on a council property or garage of which you are, or have been, a tenant.

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
- 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 at City Hall.

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 Monday at midday. Return the keys to the customer contact team at City Hall or a neighbourhood office, no later than 24 hours after the tenancy expires. If not handed in on time you will be charged until the keys are returned.
- The council can also give you one week's notice in writing, expiring on a Monday at midday.
- If you are a council tenant with a garage in the central area of the city, you may be asked to accept an alternative garage if you move more than a mile away from the one you are renting.
- 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 **Towing away**

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 0844 980 3333.

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

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: 0844 980 3333

e: info@norwich.gov.uk

Visit: City Hall
Norwich
NR2 1NH

**IF YOU REQUIRE THIS LEAFLET IN ANOTHER
FORMAT OR LANGUAGE PLEASE CONTACT
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