

# Garage Void and Letting Standards

---

Our Garage Service is committed to making the best use of our garage stock and providing a clear, consistent service to licence holders.

## Our aims

- Maximise income from garage rentals
- Reduce the number of empty (void) garages
- Re-let garages quickly and efficiently

## When a garage becomes empty

When a garage becomes void, we will:

- Close the previous licence account
- Inspect the garage before it is re-let

During our inspection, we check that:

- The previous licence holder has removed all belongings
- The garage is suitable for re-allocation

Where possible, we will complete any obvious minor repairs during the inspection so the garage can be re-let immediately.

## Inspection arrangements

We inspect garages when they are being allocated. We do not have the capacity to carry out routine inspections of all empty garages on an ongoing basis.

## Offers and timescales

If you are offered a garage, you have 48 hours to accept the offer.

If we do not receive a response within this timeframe, the offer will be withdrawn and may be made to the next applicant.

## Keys

We only hold one set of keys for each garage.

All available keys are issued to you at the start of your licence.

We do not keep master keys or spare sets.

If keys are lost during your tenancy, you will be responsible for arranging and paying for replacement locks.

## **What you can expect from us**

Before you move in, we will ensure:

- You receive at least two garage keys (where available)
- The garage door is in working order and can be securely locked
- The garage is dry on the day of inspection
- The garage is empty and ready for occupation
- The roof is checked for any obvious repair issues
- Brickwork is in sound condition
- The hardstanding area is free from obvious trip hazards

## **Repairs during your licence**

We are responsible for structural repairs to the garage during your licence agreement.

This includes repairs to:

- Doors
- Roof
- Brickwork
- Guttering
- Fascia

Repairs must be reported through the usual Housing Repairs service.

## **Utilities**

We do not supply water or electricity to any of our garages.

Garages must not be connected to utilities or external power sources without written permission from the council.

These standards set out what you can expect from us and help ensure garages are safe, secure and managed consistently across the city.