

Birmingham City Council

GARAGE ALLOCATION & SHORTLISTING POLICY SUITE

PART A – GARAGE ALLOCATIONS POLICY

Document Control

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1. Purpose

This document sets out Birmingham City Council’s approach to the allocation and shortlisting of Council-owned garages.

The objectives are to:

- Ensure fair and transparent allocation;
 - Maximise occupation and income;
 - Minimise void turnaround times;
 - Provide clear governance and audit trails.
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2. Scope

This policy applies to all Council-owned garages managed through NEC Housing.

3. Eligibility

Applicants must:

- Be aged 18 or over;
- Have a local connection to Birmingham;
- Not owe outstanding housing-related debt at the point of offer.

No individual may normally hold more than three garages unless authorised by a Manager.

4. Allocation Principles

Garages will normally be allocated in accordance with the Shortlisting Criteria set out in Part B of this document.

The Council will prioritise speed of letting to reduce void loss and maximise asset use.

5. Management Discretion and Direct Offers

The Council reserves the right, in exceptional circumstances, to make a direct offer of a garage and bypass applicants on the waiting list.

Such discretion may be exercised where necessary to:

- Protect health and safety;
- Respond to urgent operational or safeguarding concerns;
- Resolve estate management or anti-social behaviour issues;
- Mitigate prolonged void periods or financial loss;
- Address other exceptional circumstances in the Council's reasonable judgment.

Any such decision must:

- Be proportionate and objectively justified;
- Have due regard to equality considerations;
- Be authorised by the relevant Manager.

The use of discretion does not create a precedent.

6. Equality Impact Considerations

The Council will have due regard to its obligations under the Equality Act 2010 when operating this policy. Decisions, including direct offers or bypasses, must consider potential impact on individuals with protected characteristics and be objectively justified.

7. Monitoring and Review

Performance will be monitored through occupancy levels, void turnaround times, offer outcomes, and use of discretionary powers.

This policy will be reviewed annually.

PART B – GARAGE SHORTLISTING CRITERIA

1. Purpose

This section sets out the priority framework for shortlisting applicants.

2. Priority Categories

Applicants will be prioritised as follows:

Category 1 – Disabled Council Tenants

Council tenants with a recognised disability or mobility need.

Category 2 – Disabled Applicants (Non-Council Tenants)

Applicants with a recognised disability who are not Council tenants.

Category 3 – Council Tenants

Council tenants without disability-related priority.

Category 4 – Other Applicants

All other eligible applicants.

3. Order of Allocation

Within each category, applicants will normally be ordered by application date.

Where applicants share the same priority and date, local proximity to the garage site may be considered.

4. Bypassing Applicants

Applicants may be bypassed where:

- Rent arrears or housing-related debt exists;
- Application details are inaccurate or incomplete;
- Eligibility criteria are no longer met.
- The applicant fails to respond to an offer of a garage within 48 hours of attempted communication by the Garage Officer;
- In exceptional circumstances

All bypass decisions must be objectively justified and recorded.

5. Record Keeping

All shortlist decisions must be recorded and capable of audit review.

End of Policy Suite