



## Privacy Notice for Garage applications

Uttlesford District Council is a local Authority with their main offices located on London Road, Saffron Walden. We provide a wide range of services for the Residents and Businesses within Uttlesford and we can be contacted by telephone:

- a. Customer Service Desk 01799 510510 or;
- b. by email e.g. [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk) or;
- c. by registering on our U-connect portal

Uttlesford District Council will use the information you submit, or have submitted in all correspondence to provide the service you have required.

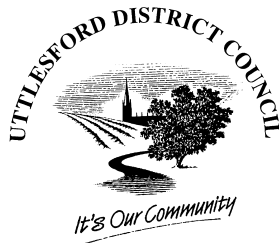
### Information we may collect for all applicants

- Personal details such as name, address and contact details.

### Who we may share your information with

- Other departments within the Council

Further information about your Data Protection rights that are in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018 for example, how long your information is held, how we process your personal information or how to contact the Data Protection Officer can be found on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) alternatively, printed copies are available on request.



## GARAGE APPLICATION

1 Title..... First Name ..... Surname .....

2 Address .....

..... Post Code .....

Home Telephone No: ..... Mobile: .....

3 Are you the sole or joint tenant of a Council dwelling? YES/NO

4 Give locations where you wish to rent a garage Max 3.  
(List of garage locations shown on attached list)

1st Selection: .....

2nd Alternative: .....

3rd Alternative: .....

5. Will the garage be used for sole purpose to accommodate a vehicle owned by you or your family? YES/NO

6. Will the garage be used for any other purposes? YES/NO

Please refer to current terms and conditions of hire of council garages (enclosed)

7. If the answer to question 6 is yes, what will the garage be used for?

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8(a) If you are at present a tenant of a Council garage - give garage location

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8(b) Do you wish to exchange this garage with a new garage location YES/NO

9 Have you previously rented any other garages from this Council?  
If so, give last location of garage

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10. I declare that the above information is correct and complete.

Signed: ..... Dated: .....

## GARAGE SITES

PARISH	SITE LOCATION	SITE REFERENCE
ANYWHERE	ANYWHERE IN DISTRICT	50
ASHDON	CARTERS CROFT	60
BARNSTON	WATTS CLOSE	61
DUNMOW	CHURCH GARDENS	62
DUNMOW	ROSEMARY GARDENS	63
DUNMOW	ST EDMUNDS FIELDS	64
DUNMOW	WALDGROOMS	65
GREAT CHESTERFORD	JACKSON SQUARE	66
HATFIELD HEATH	WAGON MEAD	68
LITTLE HALLINGBURY	BARKERS MEAD	69
MANUDEN	STEWARTS WAY	70
RADWINTER	EAST VIEW CLOSE	71
SAFFRON WALDEN	BIRDBUSH AVENUE	75
SAFFRON WALDEN	BROOKE AVENUE	76
SAFFRON WALDEN	FOUR ACRES - SOUTH ROAD	77
SAFFRON WALDEN	GODDARD WAY	78
SAFFRON WALDEN	HUNTERS WAY	79
SAFFRON WALDEN	LOOMPITS WAY	80
SAFFRON WALDEN	NEWCROFT - FAIRYCROFT ROAD	81
SAFFRON WALDEN	PEASLANDS ROAD	82
SAFFRON WALDEN	RADWINTER ROAD	83
SAFFRON WALDEN	ROWNTREE WAY	84
SAFFRON WALDEN	WHITESHOT WAY	86
WALDEN, LITTLE	PETLANDS	92
SEWARDS END	THE DREYS	93
STEBBING	PULFORD PLACE	94
TAKELEY	BEECH CLOSE	95
TAKELEY	NORTH ROAD	96
TAKELEY	PRIORS WOOD ROAD	97
WENDENS AMBO	STATION ROAD	98
WIMBISH	TYE GREEN	99

# TERMS AND CONDITIONS OF HIRE OF COUNCIL GARAGE

The garage is let to the Tenant subject to compliance with the following conditions:-

1. The tenancy shall be a WEEKLY one and may be terminated by TWO WEEKS NOTICE IN WRITING by the Tenant to expire before 12 o'clock noon on a Monday.
2. The rent is charged on Monday of each week and the current weekly amount is £10.28 , however if you are not a current named Tenant of a Council dwelling you will be liable to pay Value Added Tax (at the current rate) and the current weekly amount will be £12.34.
3. Payment is required by monthly Direct Debit due on 1st, 8th, 15th or 23rd of the month.
4. Should the Tenant cause damage to the garage or footpaths, fences, fixtures, fittings or any other part of the premises or allow such damage through negligence, repairs will be carried out by the Council and the cost charged to the Tenant. The Tenant shall take all reasonable precautions for the prevention of damage by fire.
5. The Tenant shall give access to the Council's employees, agents and contractors at all reasonable times to enter upon the premises to examine the condition thereof or to carry out necessary repairs and maintenance.
6. The Tenant shall use the premises as a personal garage only and not for trade, business or any other commercial purpose whatsoever without the Councils previous consent in writing.
7. Tenants are not permitted to carry out in the garage, repairs, adjustments, alterations or any work on any motor vehicle other than their own vehicle.
8. The Council does not recommend that the premises are used for storage other than motor vehicles, however, items can be stored at the Tenants own risk but the Council will not be held liable for any damage, loss or theft from the garage and will not consider any claims for compensation.
9. No alterations or additions to the garage or fittings or the like shall be carried out by the Tenant unless the written consent by the Council has been obtained.
10. No petrol or inflammable spirit shall be stored or kept upon the premises other than that contained in the fixed fuel tank of the vehicle(s).
11. The Tenant is liable to be given Notice To Quit if he/she fails to observe any of these conditions or mis uses or improperly occupies the garage or if he/she causes any nuisance, annoyance or inconvenience to other Tenants or used the garage for human habitation or activities normally associated with human habitation.
12. The Tenant shall not assign or sub-let the garage or any part of it.
13. If you are a current Council Tenant of a dwelling or garage that is currently in arrears, you will not be considered for a new garage tenancy until such time that any current arrears are cleared.
14. The entry into possession of a garage by a Tenant shall be conclusive evidence against such Tenant of concurrence in and acceptance of all the foregoing conditions and on his or her agreement to be bound thereby.
15. The decision of the Council upon any question, matter or dispute arising out of these conditions shall be final and binding to the Tenant.

As these conditions are made for the benefit of all Tenants, they are earnestly requested to see that they are complied with in all aspects.

All enquiries or correspondence regarding garage tenancies should be made to:

Uttlesford District Council  
Housing and Environmental Services  
Council Offices  
London Road  
SAFFRON WALDEN  
Essex CB11 4ER

Telephone: 01799 510510

Email: [homeownership@uttlesford.gov.uk](mailto:homeownership@uttlesford.gov.uk)