



Garages Policy

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Trawden Forest Parish Clerk and RFO

Adopted by all Councillors at the meeting on : June 2017

Review Date : As required

Purpose

This Policy is to determine how the Parish Council allocates garages at both sites; Ash Villas, Colne Road and Cotton Tree.

The Parish Council took ownership of the garage's sites at Cotton Tree and Ash Villa's in 2016, from Liberata. With the transfer, was a waiting list and a full list of tenants at the time.

In the terms and conditions, it states that garages must be used for the storage of a vehicle.

If a property owner, with a garage tenancy sells their property, one plot is permitted to be transferred to the new owner of the property. This must be dealt with by the solicitor who is handling the sale of the property.

The solicitor must contact the Parish Council Clerk, who will send a copy of the terms and conditions to the solicitor, to be signed by the new tenant and the solicitor. The sales of the actual structure of the garage are to be dealt with by the old owner and new one. The Council owns the land; the structure is owned by the tenant.

If a tenant decides that they no longer require their garage, they must advise the Parish Council Clerk, who will offer it to the next person on the waiting list. If this person agrees to the offer, the Clerk will give the contact details of the current structure owner to the proposed new one, and they will have to agree a price. If no agreement can be made, the structure will have to be removed from the site, and the plot restored to the satisfaction of the Chairman of the Council. The new tenant of the site will then need to erect a new garage within an agreed time frame.

No person has the right to jump the waiting list, or to demand the garage direct to the rear of their property.

The waiting list will only be updated when a plot is offered and rejected or no response received. The Parish Council Clerk will not initiate an update by writing to those on the waiting list. Any new additions to the list will be added to the bottom with the date that they were added.

If a plot is to be offered out, it will be offered in sequence of the waiting list only. No member of the public has the right to view the waiting list due to GDPR ruling; although they can request to be advised how many people are in front of them on the list.