

Garage Allocation and Management

1.0 Introduction

This policy outlines our approach for the letting and ongoing management of garages in One Manchester's ownership and sets out the criteria for the prioritisation of applicants for the allocation of garages.

One Manchester (OM) owns approximately 150 garages, located across our neighbourhoods. They are all let at a rent that is periodically reviewed.

2.0 Purpose

This policy will set out a transparent process for the allocation of garages managed by OM which will be carried out in a reasonable and fair manner following the criteria set out in this policy. The policy also aims to ensure the garage stock is maintained effectively through day to day management ensuring optimisation of letting and income while having in place an effective asset review approach.

3.0 Scope

The scope of this policy covers the management of garages owned by One Manchester on a day to day basis. This includes ensuring the safety of all residents through the enforcement of the safe use of garages.

4.0 The Policy

Garage Allocations

Garages will be allocated utilising the following priorities and in date order of an applicant's registration;

1. To a current One Manchester tenant;
2. To a current One Manchester resident living in our Places;
3. To any other applicant taking in to account their current proximity to a vacant garage.

Applications will only be accepted where an individual can show the following:

4. They have a permanent fixed abode and provide appropriate proof;
5. They do not owe any debt to One Manchester;
6. They do not already rent a garage with One Manchester. However if no demand exists in an area for garages, applicants may be allowed to rent more than one garage.

We will review the waiting list on an annual basis with a requirement for applicants to reapply to maintain their place on the waiting list.

Garage Management

A review of garages and garage sites will be carried out on a regular basis to ensure they continue to be viable assets. This review will consider alternative uses for the garages and garage sites ensuring any legislation and health and safety requirements are adhered to.

New garage tenants will have to:

1. Pay one quarters rent in advance;
2. Set up a direct debit for payment of the rent;

If applicants refuse to agree to any of the above the offer of the garage may be withdrawn.

All void garages will be inspected and will meet an agreed lettable standard before being allocated.

5.0 Method and approach

This policy should be read in conjunction with associated procedures, guidance notes and any complementary policies to meet its aims.

6.0 Responsibility

The Executive Director of Place is responsible for ensuring this policy complies with legislative requirements.

Managers and staff who deal with the allocation of properties, starting and maintaining tenancies are responsible for implementing this policy.

7.0 Equality and Diversity

An Equality Impact Assessment has been carried out and it has been assessed that this policy will have a neutral impact on the nine protected characteristics.

8.0 Monitoring, review and evaluation

This policy will be updated as required with changes in legislation or working practices and a full review will be completed every three years.

9.0 Legislation and Link to other Documents

This policy and any subsequent procedures have been written in accordance with relevant guidance, legislation and associated definitions, which includes but isn't prescribed to:

- Asset Performance Evaluation;
- ASB and Hate Crime Policies;
- Health and Safety Policy and legislation;
- Place Strategy;
- Neighbourhood Management Policy.