

## EastendHomes

### **MISCELLANEOUS LETS POLICY**

#### **1. STATEMENT OF INTENT**

- 1.1 Miscellaneous lets include garages, storehouses, parking spaces and other miscellaneous non-residential facilities managed by EastendHomes.
- 1.2 EastendHomes will seek to ensure that miscellaneous lets are allocated in a fair and timely manner, so as to make best use of its assets and provide additional facilities for residents.
- 1.3 Priority for licencing miscellaneous lets will be given to EastendHomes residents of the estate in which they are situated i.e. EastendHomes tenant, resident EastendHomes leaseholder or resident EastendHomes freeholder who are liable for payment of service charges.
- 1.4 Where any member of a household already licences a facility, EastendHomes will give priority to waiting list applicants in other households to whom a let has not already been made.
- 1.5 Where lets are made to non-EastendHomes residents (including EastendHomes staff) due to lack of demand, EastendHomes will terminate arrangements with non-residents on a 'last in, first out' basis where there is a subsequent increase in demand from EastendHomes residents.
- 1.6 On EastendHomes estates where there is a constant demand from residents for garages, parking spaces and storehouses, the following restrictions will apply:
  - A maximum of 2 parking spaces per household
  - A maximum of 1 garage per household
  - A maximum of 1 storehouses per household
- 1.7 Where a household rents a number of facilities and a waiting list exists of other residents requesting a facility, to whom a let has not already been made, EastendHomes may at its discretion take action to terminate licences and reallocate facilities.
- 1.8 Licence charges associated with miscellaneous lets will be agreed by the EastendHomes Board.
- 1.9 Residents living in a 'Car-Free' home on EastendHomes estates will not normally be able to apply for an EastendHomes garage or estate parking space, except where they have transferred from another EastendHomes

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property where they had a permit to park. If the resident who is a Blue badge holder moves into a Car-Free' home on an EastendHomes estate, they will be permitted to apply for a parking bay. However, at the discretion of the Head of Housing Operations, EastendHomes may consider allocating a maximum of 1 parking space per household to residents in Car Free homes on estates where there is a low demand for parking. However where there is a subsequent increase in demand from other EastendHomes residents, EastendHomes may take action to terminate licences and reallocate facilities.

- 1.10 Where it is discovered that a garage, storeheds, parking space has knowingly been illegally sub-let by the licence holder to another person, the licence will be terminated and the licence holder will be permanently excluded from all EastendHomes Miscellaneous Lets waiting lists.

## **2. LETTING OF GARAGES, STORESHEDS & PARKING SPACES**

- 2.1 Garages, Storeheds and Parking Bays that form an integral part of an individual dwelling will be let as part of the tenancy.
- 2.2 Garages, Storeheds and Parking Bays on EastendHomes land that are separate from individual dwellings will be let on weekly licence agreements.
- 2.3 EastendHomes will maintain separate garage, storeshed and parking spaces, waiting lists for each of its estates using a standard format across all Housing Offices.
- 2.4 Garage, Storeheds and Parking waiting lists will have 7 priority bands:

*Priority 1: Disabled residents (of the estate in which the facility is situated)*

*Priority 2: Residents aged 65 and over of the estate in which the facility is situated*

*Priority 3 EastendHomes lead tenants or leaseholder of the estate in which the facility is situated*

*Priority 4: Other EastendHomes residents of the estate in which the facility is situated (i.e family members or sub tenants of leaseholders and commercial lets )*

*Priority 5: EastendHomes residents who live on other EastendHomes estates*

*Priority 6: Other Tower Hamlets residents living on other non-EastendHomes estates.*

*Priority 7: Other applicants including EastendHomes staff*

- 2.5 Garage, Storeshed and Parking Space lettings will be offered to the earliest dated request in the highest priority group. The highest group is *Priority 1* and the lowest group is *Priority 7*. If nobody in the highest priority group accepts the facility, it will then be offered to next highest priority group in the earliest date order and so on.

- 2.6 If an offer is not responded to within 10 working days the offer will be withdrawn and the person removed from the appropriate waiting list. The person can immediately reapply to be put back on the list if they wish.
- 2.7 If a reasonable offer (i.e. in the applicant's chosen location) is refused, the person will normally be removed from the list. The person can immediately reapply to be put on the list if they wish.
- 2.8 Anyone in *Priority 1* refusing an offer because the facility is too far from their home will not be removed from the list but will be offered the next available facility.
- 2.9 No tenant, leaseholder or freeholder who has an outstanding debt with EastendHomes will be offered a facility. A debt owed by the head tenant(s) or leaseholder will not be considered in relation to lets to sub-tenants or family members
- 2.10 If an EastendHomes resident provides evidence that they are a Blue Badge holder they will be eligible for a 50% discount on the weekly garage rental charge or a space in a secured access car park or a free allocated parking space. Where there is a named resident or non-resident carer who is receiving a Carers Allowance in respect of the EastendHomes resident, the unsecured allocated parking bay will be let at no charge to them. Any arrangement causing a reduction in the weekly charge will only apply to the first let.
- 2.11 A Notice to Quit will be served on any facility let, where a licensee has licence fee arrears of 4 or more weeks and action will be taken to repossess the facility.
- 2.12 Anyone who has had action taken by EastendHomes to repossess a garage, storeshed or parking space will only be eligible to go on the waiting list after 6 months, provided they have reimbursed EastendHomes costs incurred for the previous repossession action. Costs may include gaining access, lock changing, non return of controlled access fobs or keys and other associated costs.
- 2.13 The garage, storeshed and parking waiting lists will be reviewed annually when letters will be sent to all applicants, requesting they confirm whether they wish to remain on the waiting list. If no response is received, it will be assumed that the applicant is no longer interesting in renting a facility and their application will be removed from the waiting list.
- 2.14 Garages are provided for the purpose of storing motor vehicles only, and EastendHomes will take action against a licensee to terminate the licence where it is identified that a garage is being used for the purpose of storing other goods. EastendHomes will carry out periodic checks of garages to ensure that the conditions of the Licence are being observed.

### **3 USE OF ESTATE PARKING FACILITIES**

- 3.1 The applicant will be allocated a designated bay for their exclusive use. As EastendHomes currently operates a 'Virtual Permit' system, they will be required to provide details to EastendHomes of all 'authorised' vehicles ( i.e. specify which are their personal vehicles and which are their visitors'). All vehicles that will be parked in that space must be taxed, insured and in a roadworthy condition.
- 3.2 Where the parking bay is in a controlled access car park, the resident will be required to pay a refundable deposit for any security keys/fobs that are issued.
- 3.3 Failure to register the details of a vehicle using the space may result in the issue of a parking ticket.
- 3.4 Vehicles will only be included on EastendHomes Parking Database upon production of current Ministry of Transport test certificate (MOT), insurance and registration documents and in the case of a company vehicle, written confirmation from the resident's employer that they have permission to use the vehicle for their personal use.
- 3.5 Where a licence holder changes their 'personal vehicle' during the period of the permit or wishes to change their 'personal' bay, an administration charge will be payable.
- 3.6 'Virtual Permits' will be issued to all persons who rent a parking bay. The licence ends when the licence holder is no longer in residency at the address stated on their licence agreement. Where a 'permission' to park is revoked or ends for any reason, its validity will be terminated and enforcement action will be progressed should the former licence holder continue to use the parking bay.
- 3.7 Where a leaseholder or freeholder sub-lets their property and is no longer resident on the estate, the parking licence ends. The parking space cannot be 'sub let ' to their sub tenant', for financial gain. The sub tenant should apply for a parking space in their own right where their application would be processed ,in accordance with EastendHomes priority bands.
- 3.8 Wherever possible EastendHomes will provide 'free of charge' estate motorcycle parking facilities, these will be on a 'first come, first served' basis. A resident can licence a garage or parking space for their motorcycle,

scooter, moped etc. Where the motorcycle parking is in a controlled access car park, the resident will be required to pay a refundable deposit for any security keys/fobs that are. EastendHomes will not permit any such vehicle to be kept in an EastendHomes storeroom. Any motorcycle parked in a non – designated area will receive a parking ticket.

- 3.9 Wherever possible EastendHomes will provide ‘free of charge’ bicycle storage facilities. Where there is controlled access to an EastendHomes bicycle store, the resident will be required to pay a refundable deposit for any security keys/fobs that are issued. EastendHomes has also entered into an arrangement with Tower Hamlets Council who have provided a number of secure bicycle lockers on several EastendHomes estates, the hire charges are paid direct to Tower Hamlets Council, or their managing agent, who manage the facility.
- 3.10 Wherever possible EastendHomes will include provision for visitor and contractor parking within estate parking arrangements and charges may apply.
- 3.11 EastendHomes will, on request, issue a maximum of 3 books of 10 EastendHomes Visitors Scratchcards, to each household where the EastendHomes tenant or resident leaseholder is either a Blue Badge holder or is aged 65 years and over, free of charge, in a rolling 12 month period.