



# Fact Sheet

## Council garages - how to apply

### How do I apply for a garage?

You need to complete an application form and this will be assessed to see if you are eligible to join the garage register.

### How will I know if I am eligible?

All tenants and residents of the Doncaster Borough who are over the age of 18 years are eligible to join the garage waiting list for their area.

You will be eligible to register your interest in an unlimited number of garage sites as long as you live within a one mile radius of them. You need to list these in order of preference on your application form.

When your application is assessed, if you are not eligible, we will write to you explaining the reasons why and you will not be placed on the garage register.

### Why would a garage offer be withheld?

A garage offer may be withheld for any of the following reasons:

- You have a housing debt e.g. rent arrears, sundry debt or former tenant arrears, you will not be offered a garage until the debt is cleared.
- If you have been served a Notice of Seeking Possession (NSP) or a Notice of Possession Proceedings (NOPP) for breaching your tenancy conditions.
- If you fail to produce the appropriate documentation at the garage sign up.

### How will I know which garages are vacant?

Vacant garages will be advertised on a weekly basis, applicants will be given 14 days to place a bid.

### Where will the garages be advertised?

All available garages will be advertised weekly on the website and in a news letter which will be available in all the area housing offices.

### How will I be able to bid for available garages?

Bids can be made by telephone 0800 0276235, by text 07781 484 771, in person at your local St. Leger office, or online at [www.doncasterhomechoice.co.uk](http://www.doncasterhomechoice.co.uk).

### How do I find out if I have been allocated a garage?

If you are successful in the bidding process, St. Leger Homes will contact you to make an offer.

If you are unsuccessful, you will not be contacted. If you do not hear anything from us, you can ring your local area office for feedback on your bid.

## What priority will I get when making a bid?

Priority will be based on the following:

- If you are a tenant rather than a resident
- If your garage is included in a site for redevelopment/demolition
- If you have a substantial mobility dependency
- If the garage you are applying for is integral to the block of flats where you live

## If I'm disabled, what evidence will I need to provide in order to register my application?

If you are applying for a garage due to having a substantial mobility dependency, you must provide proof that you are in receipt of the Mobility Component of Disability Living Allowance (paid at the higher rate) or a copy of a blue badge drivers pass. If you are applying to store a mobility scooter, you must also provide proof of ownership.

## What evidence will I need to provide at the sign up?

Depending on the priority status you have been given, at the sign up you will be required to provide some of the following proof:

- Vehicle Registration document
- A valid insurance certificate
- Where a registration document is not available in the case of mobility cars a copy of the tax disc should be provided along with a valid insurance certificate.
- Proof that you are in receipt of the mobility component of the Disability Living Allowance paid at the higher rate (this will be required if you have applied for a garage due to having a substantial mobility dependency)
- Proof of owning a mobility scooter e.g a receipt or other documentation (this will be required if you have applied for a garage for the storage of a mobility scooter).
- Proof of your name and address

## What can I use a garage for?

Garages must only be used for the keeping of a private motor vehicle, motorbike or mobility scooter and not for any other purpose.

The garage must not be used for the storage of trailers, boats, furniture, bric-a-brac, flammable materials or livestock. Vehicles and motorbikes must be taxed and insured. If information is received that you are using the garage for a purpose other than the purpose it has been agreed, you will be served with a Notice to Quit and given seven days notice to terminate it.

## For further information contact:

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