



## Applying for a Council Garage

Anyone over the age of eighteen may apply to rent a garage from Oxford City Council. This leaflet outlines the terms and conditions for renting a garage.

## Contact Us

[www.oxford.gov.uk](http://www.oxford.gov.uk)  
E: [contactcityhomes@oxford.gov.uk](mailto:contactcityhomes@oxford.gov.uk)  
T: freephone 0800 227676

**Oxford City Homes**  
**Horspath Road, Cowley**  
**Oxford OX4 2RH**

**You can download a copy of this leaflet from [www.oxford.gov.uk](http://www.oxford.gov.uk)**

**If you need a translation, a larger print version or a copy of this publication in another format please contact us**

### Translations available

অনুবাদের ব্যবস্থা আছে Bengali

提供有翻譯本 Cantonese

तरजमे उपलब्ध हैं Hindi

ਤਰਜਮੇ ਮਿਲ ਸਕਦੇ ਹਨ Punjabi

ترجمہ دستیاب ہے Urdu



Editorial Team  
Approved

## Oxford City Homes

# Applying for a Council Garage

একটি কাউন্সিল গ্যারাজের জন্য দরখাস্ত করা Bengali

काउंसिल की गैरेज के लिये प्राथना-पत्र देना Hindi

ਕੌਂਸਲ ਦੀ ਗੈਰਜ ਲਈ ਅਰਜ਼ੀ ਦੇਣਾ Punjabi

کوئسل کے گیارج کے لئے درخواست دینا Urdu

前租戶拖欠賬款 Cantonese



## Introduction



Oxford City Council owns garages at various sites across the city that are available to rent. Oxford City Homes is the part of the Council that manages the garages.

Some areas are more popular than others and there can be a waiting list for a garage. You can view garages to let on our website, [www.oxford.gov.uk/garages](http://www.oxford.gov.uk/garages).

Applicants will be required to sign a Licence Agreement which outlines their responsibilities in using the garage. Oxford City Council will not issue a garage licence to Oxford City Council tenants or leaseholders who are in arrears with their rent or service charge.

## Rent



Rent has to be paid by Direct Debit or Standing Order, and one month in advance. Value Added Tax will not be charged if you are living in an Oxford City Council home. There are discounts available for Blue Badge/higher mobility drivers.

## What Happens if I Break the Garage Licence Agreement?



If the licence holder breaches any part of the agreement this will result in the Council issuing a Notice to Quit on the garage and the Council will take possession of the garage. You will also be charged for forced entry, clearance, and a lock change.

## Using Your Garage



You may only use the garage as a domestic garage to keep a private motor vehicle unless written permission is given by us to store bicycles, personal household or garden items. Large scale vehicle repairs are not permitted. Your garage will be repossessed if you misuse it.

Garage licence holders are responsible for their rented garage and for ensuring that any repairs are reported. Any noise or nuisance caused by garage users can be reported to us and may result in the issuing of a Notice to Quit.

We will carry out any necessary repairs to the garage and routine repairs are usually carried out within 28 days. Any damage caused by negligence will be repaired at a cost to the Licensee.

## Notice Period



If you wish to end your Licence Agreement, you must give us at least four full week's notice in writing to the Garage Officer that manages your garage. You are required to leave your garage clean and clear of all items and return the keys to your garage to us promptly. Failure to comply with these requests will result in charges to you.

If you wish to discuss any aspect of this leaflet, please contact your Garage Officer by telephone or visit by appointment.

## Garage Enquiries



### Click

[www.oxford.gov.uk/garages](http://www.oxford.gov.uk/garages)

**E:** [garages@oxford.gov.uk](mailto:garages@oxford.gov.uk)

### Call

**T:** 01865 335717 or **T:** 01865 335447

Our phone lines are open from Mon–Fri, 8am to 4pm

### Come in

Call us on **01865 252849** to make an appointment to visit at either of our Customer Connect Centres:

#### St Aldate's Chambers

109–113 St Aldate's, Oxford

Opening times: Mon–Thurs 9am to 5pm  
Fri 9am to 4.30pm

#### Templars Square, Cowley

2–3 Bank Court

Opening times: Mon–Thurs 9am to 5pm  
Fri 9am to 4.30pm

#### Report garages needing repair

Oxford City Homes Contact Centre

**T: 0800 22 76 76**

Our phone lines are open from Mon–Fri, 7.45am to 6pm,  
Fri 7.45am to 5.45pm.

#### Other Council numbers

Bulky Items Collection **T: 01865 252900**