



# Garage Application Form

App No.:

Date Received:

Please return to your local  
Area/Neighbourhood Housing Office:

## PRIVATE AND CONFIDENTIAL

If you want help to fill in this form please call at your local housing office or telephone or email for advice.  
Please ensure that you answer all the questions on the form.

**THIS FORM IS AVAILABLE IN OTHER FORMATS  
OR LANGUAGES ON REQUEST.**

## APPLICANT

I Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Home Tel. No.:

Surname:

Work Tel. No.:

First name(s):

Mobile Tel. No.:

Email:

Address:

Post Code:

Date of Birth:

/ /

2 Is your home council owned?

Yes ☐No ☐

If yes are you the Tenant?

Yes ☐No ☐

### Office use only

App. no:

App. date:

Reg date:

Area:

App. Cat:

Computer

Update by:

Computer

Updated date:

National Insurance Number:

### 3 OTHER TENANCIES

Do you or a member of your household already rent a Council garage?    Yes                      No

If YES please state Garage address:.....  
Vehicle details:.....

Have you previously held the tenancy of a Council house or garage?      Yes                      No

If YES please provide details of the address(es) and date(s) vacated in the spaces below:

House address.....Date(s) vacated.....

House address.....Date(s) vacated.....

Garage address.....Date(s) vacated.....

Garage address.....Date(s) vacated.....

**4. Please provide the vehicle details of the vehicle you wish to garage:**

Registration No.:.....

Make & Model:.....

Registered Owner:.....

If you are not the registered owner, please provide details of the owner above and confirm:

Reasons for applying for a garage (e.g. carer, etc.):.....

Your relationship to the vehicle owner:.....

Please note you will be required to provide a copy of the vehicle registration document before any offer can be made.

## 5. Change of circumstances

If there has been a change in your circumstances since you originally applied for a garage please confirm the changes below:

[illegible]

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, Welsh language, BSL and other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

## **Data Protection Statement – Garage Application Form**

I/We declare that the information I/we have provided on this form is correct. If false information has been given in connection with this application I/we understand that my/our name will be withdrawn from the housing waiting list. I/We hereby declare that to the best of my knowledge and belief the above is correct in all material particulars. I understand that if I/we knowingly or recklessly make a false statement which induces the Council to grant a tenancy to me the Council may recover possession of that house.

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by Caerphilly County Borough Council. The information is processed for the purpose of including you on our Housing Waiting List, and if your application is successful, for the purpose of setting up your Council tenancy. In order to assess your application and to ensure the accuracy of the information you have supplied, we may request information from and pass information to other bodies, such as: other departments within the Council: housing associations: the police and other emergency services: the probation and prison services: local health professionals and GP's: Social security agencies: the Benefits Agency: the Driver & Vehicle Licensing Agency: your former landlord(s): your solicitor(s): your mortgage provider: utility providers: the Land Registry: the Welsh Government: voluntary sector support agencies and contractors.

We have a legal responsibility to protect public funds. We may use the information you have provided to prevent and detect fraud. We may also request information from and pass information to other organisations that handle public funds. Caerphilly County Borough Council process all personal data in accordance with the Data Protection Act 1998.

If you have queries about the processing of your data please contact the Corporate Information Governance Unit, ICT Services, Corporate Services, Ty Penallta, tel: 01443 864322 or email [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk)

I/We give consent for the use of the information we have provided as outlined in the data protection statement above, I/we declare that the information provided in this form is correct.

Applicant's signature: .....

Date: .....

Joint Applicant: .....

Date: .....

All personal data held on computer is subject to the Data Protection Act 1984. (Amended 1998)

**Any change of circumstances must be reported immediately to your Local Housing Office.**

## **COUNCIL GARAGE ALLOCATION POLICY**

### **GARAGE WAITING LIST RULES**

- Applicants must be 18 years of age or over.
- Applicants will be registered on a waiting list and garages allocated in date order.
- Applicants are permitted to select any garage site within the locality of the vehicle owner's address or the vehicle's registered address.

### **GARAGE LETTINGS RULES**

- Garage tenancies are restricted to one tenancy per person but more than one tenancy per household is permitted.
- Preference will be awarded to those persons on the garage waiting list who have a substantiated mobility dependency (including their family/carer who directly transports them by car) as authorised by the Area/Neighbourhood Housing Manager.
- Garage tenants wishing to transfer to another garage may register on the waiting list immediately after their tenancy has begun.
- Applicants with a housing debt will not be offered a garage tenancy until the debt is cleared.
- Garage tenants whose garages become unusable through disrepair, which is the council's responsibility, will be offered the next available garage on the same or nearest site in preference to applicants registered on the waiting list.'
- Tenants wishing to exchange their garage with another tenant will be permitted to do so subject to the written approval of the Housing Manager.
- Transfer of the tenancy to the spouse upon the death of the tenant is permitted subject to the written approval of the Housing Manager. A new tenancy will be issued.
- Assignments of garage tenancies are not permitted in any circumstances (for example, transfer of tenancy to a friend or relative).
- Tenants of flat/maisonettes directly above a garage to be given first refusal of the garage when available for letting and where possible to be allocated with the property when the property is relet.
- The Area/Neighbourhood Housing Manager has the authority to allocate any garage outside these rules depending on the exceptional circumstances of any applicant.
- A copy of the vehicle registration document must be provided at the time of offer of any garage tenancy.
- The garage must be used only for the purpose of housing a private motor car, motorcycle or cycle.

### **GARAGE REFUSAL RULE**

- Reason for refusal of garage tenancy to be confirmed in writing by the applicant.
- Applicants who refuse a second offer of a garage tenancy or do not respond to an offer will be removed from the waiting list and will be required to make a new application to re-register.

**6 CHOICE OF SITES** – Please put a tick (✓) next to the sites you want to be considered for.

Office use only

**UPPER RHYMNEY VALLEY**

<input type="checkbox"/>	Chapel Street	<input type="checkbox"/>	Glanynant	<input type="checkbox"/>	Maerdy View
<input type="checkbox"/>	Forge Crescent	<input type="checkbox"/>	Hill Street	<input type="checkbox"/>	Rowan Place
<input type="checkbox"/>	Heol Evan Wynne	<input type="checkbox"/>	Plantation Terrace	<input type="checkbox"/>	Twyn Carno
<input type="checkbox"/>	Phillips Walk	<input type="checkbox"/>	Tre Edwards	<input type="checkbox"/>	Rockleigh Garages
<input type="checkbox"/>	Tanybryn	<input type="checkbox"/>	Duffryn View	<input type="checkbox"/>	Lan y Parc
<input type="checkbox"/>	Wellington Way	<input type="checkbox"/>	Glanyrafon	<input type="checkbox"/>	Glenview
<input type="checkbox"/>	Aberbargoed	<input type="checkbox"/>	Gwerna Crescent	<input type="checkbox"/>	Hillside View
<input type="checkbox"/>	Bryncelyn	<input type="checkbox"/>	The Crescent	<input type="checkbox"/>	
<input type="checkbox"/>	Pleasant View	<input type="checkbox"/>	Rhiwfer	<input type="checkbox"/>	

**EASTERN VALLEYS**

<input type="checkbox"/>	Addison Street	<input type="checkbox"/>	Alderman Close	<input type="checkbox"/>	Coed Cae Walk
<input type="checkbox"/>	Broadmead	<input type="checkbox"/>	Chartist Way	<input type="checkbox"/>	Dylan Avenue
<input type="checkbox"/>	Coronation Road	<input type="checkbox"/>	Croeso Square	<input type="checkbox"/>	Highland Crescent
<input type="checkbox"/>	Glan Islwyn	<input type="checkbox"/>	Manor Road	<input type="checkbox"/>	Mill Road
<input type="checkbox"/>	Lewis Lewis Avenue	<input type="checkbox"/>	Monmouth Walk	<input type="checkbox"/>	Montclair Avenue
<input type="checkbox"/>	Millbrook Road	<input type="checkbox"/>	Sirhowy View	<input type="checkbox"/>	Warren Court
<input type="checkbox"/>	Parfitt Place	<input type="checkbox"/>	Woodland Road	<input type="checkbox"/>	Conway Road
<input type="checkbox"/>	Waunllwyn Crescent	<input type="checkbox"/>	Apollo Way	<input type="checkbox"/>	Elm Drive
<input type="checkbox"/>	Almond Avenue	<input type="checkbox"/>	Aster Close	<input type="checkbox"/>	Glanshon Court
<input type="checkbox"/>	Cefn Court	<input type="checkbox"/>	Channel View	<input type="checkbox"/>	Linden Court
<input type="checkbox"/>	Edwardsville	<input type="checkbox"/>	Elm Court	<input type="checkbox"/>	Oak Tree Court
<input type="checkbox"/>	Fairview Avenue	<input type="checkbox"/>	Fernlea	<input type="checkbox"/>	Princess Crescent
<input type="checkbox"/>	Holly Road	<input type="checkbox"/>	Lime Court	<input type="checkbox"/>	Rowan Road
<input type="checkbox"/>	Manor Way	<input type="checkbox"/>	Mount Road	<input type="checkbox"/>	Thistle Way
<input type="checkbox"/>	Willow Court	<input type="checkbox"/>	Penycaeau Court	<input type="checkbox"/>	
<input type="checkbox"/>	Queens Road	<input type="checkbox"/>	Rose Court	<input type="checkbox"/>	
<input type="checkbox"/>	Sycamore Crescent	<input type="checkbox"/>	Tanybryn	<input type="checkbox"/>	
<input type="checkbox"/>	Thornleigh	<input type="checkbox"/>	Belvedere Close	<input type="checkbox"/>	

**LOWER RHYMNEY VALLEY**

<input type="checkbox"/>	Bronrhiw Avenue	<input type="checkbox"/>	Brynfedw Avenue	<input type="checkbox"/>	Dylan Drive
<input type="checkbox"/>	Davies Drive	<input type="checkbox"/>	Dyfed Drive	<input type="checkbox"/>	Herbert Drive
<input type="checkbox"/>	Gruffydd Drive	<input type="checkbox"/>	Heol Trecastell	<input type="checkbox"/>	Third Avenue
<input type="checkbox"/>	Howard Drive	<input type="checkbox"/>	Lewis Drive	<input type="checkbox"/>	The Crescent
<input type="checkbox"/>	The Bryn	<input type="checkbox"/>	West Avenue	<input type="checkbox"/>	
<input type="checkbox"/>	Second Avenue	<input type="checkbox"/>	Claude Road	<input type="checkbox"/>	

**LANSBURY PARK**

<input type="checkbox"/>	Alexander Court	<input type="checkbox"/>	Attlee Court	<input type="checkbox"/>	Buxton Court
<input type="checkbox"/>	Graham Court	<input type="checkbox"/>	Haldane Court	<input type="checkbox"/>	Hartshorn Court
<input type="checkbox"/>	Maxton Court	<input type="checkbox"/>	Trevelyan Court	<input type="checkbox"/>	Wedgewood Court

**GRAIG Y RHACCA**

<input type="checkbox"/>	Coleridge Gardens	<input type="checkbox"/>		<input type="checkbox"/>	
--------------------------	-------------------	--------------------------	--	--------------------------	--

# Office Addresses

Upper Rhymney Valley Area Housing Office,  
Gilfach House,  
William Street,  
Gilfach,  
Bargoed,  
CF81 8ND  
Tel: 01443 873535  
Email: [urvaho@caerphilly.gov.uk](mailto:urvaho@caerphilly.gov.uk)

Lansbury Park Neighbourhood Housing Office,  
45 Atlee Court,  
Lansbury Park,  
Caerphilly,  
CF83 1QU  
Tel: 02920 860917  
Email: [lansburyparknho@caerphilly.gov.uk](mailto:lansburyparknho@caerphilly.gov.uk)

Eastern Valleys Area Housing Office,  
Gilfach House,  
William Street,  
Gilfach,  
Bargoed,  
CF81 8ND  
Tel: 01495 235974  
Email: [eastvalleyaho@caerphilly.gov.uk](mailto:eastvalleyaho@caerphilly.gov.uk)

Graig Y Rhacca Neighbourhood Housing Office,  
Grays Gardens,  
Graig Y Rhacca,  
Machen,  
CF83 8TW  
Tel: 02920 853050  
Email: [Graigyrhaccanho@caerphilly.gov.uk](mailto:Graigyrhaccanho@caerphilly.gov.uk)

**Central email address:**

**[housing@caerphilly.gov.uk](mailto:housing@caerphilly.gov.uk)**

**Housing Website:**

**[www.caerphillyhousing.co.uk](http://www.caerphillyhousing.co.uk)**

**CCBC Website:**

**[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)**