Date completed application form delivered to Hull City Council

**Method of delivery**

A  By hand to customer service centre

B  To information point

C  Posted to . . . . . . . . . . . . . . . . . . . . .

D  Hand delivered to neighbourhood housing officer
   Name of officer . . . . . . . . . . . . . . . . . . .


Council garages

How do I apply?
Complete and return a garage application form to your local information point or customer service centre. In areas where garages are in short supply, there is a waiting list.

What happens next?
We will place your details onto a garage waiting list. Garage applications from council tenants are allocated on a first-come, first served basis. Applications from non-council tenants are treated slightly differently. Council tenants will always be given preference over and above non-tenants on the garage waiting list. In practice, non-council applicants will only be offered a garage when there is no demand from council tenants.

When a garage becomes available and you are the applicant at the top of the waiting list, we will contact you to arrange a time and date when you can view the garage. You will be given seven working days in which to decide whether or not to accept our offer and to respond to us.

If you would like to accept the garage, you should contact your local information point or customer service centre to arrange an appointment to sign the garage tenancy agreement.

If you are a council tenant, you will need to bring your rent card with you.
If you are not a council tenant, you will need to bring proof of identity and a utility bill with you.

When you sign the garage tenancy agreement, it is important that you read all the conditions and your listed responsibilities carefully.

You will receive a rent card for your garage through the post.

**What about repairs?**

Please ring 300 300 to report a repair.

**Will I qualify?**

If you are a council tenant you should have a clear rent account. In general, garages will not be given to tenants who are behind with their rent.

If you are not a council tenant and you owe the council money from a previous tenancy, you will not be added to the waiting list until the debt is cleared in full.

No council tenant will be offered a second garage if there are other tenants still waiting for a first garage.

**What if I want to move?**

You must let us know you are moving and let us know your new address. If you are moving to another home within the same area you can still keep the garage. If you are moving to a house outside the area please check with your local customer service centre or information point what to do.

*Fill in, and pull out the centre*  
*‘Application Form’ section*
Application Form
(Complete this pull out section using block capitals)

**Please Note:** You will not be offered a garage if you have any rent arrears outstanding.

Full name  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
Home address  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Telephone . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
Date of Birth . . . . . . . . . . . .

* please tick as appropriate
Council tenant*  [ ]  Private*  [ ]

National Insurance number . . . . . . . . . . . . .

Are you registered disabled?  Yes  [ ]  No  [ ]

Is this a request for an additional garage or a transfer?
Additional garage*  [ ]  Transfer*  [ ]

Any other garages rented  . . . . . . . . . . . . .
(please give garage address)

Area requested  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Other areas considered  . . . . . . . . . . . . . . . . . . . . . . . . .

Signed  . . . . . . . . . . . . . . . . . . . .  Date  . . . . . . . . . .

Please return this form to your local information point or customer service centre.
Equal opportunities monitoring

The Council is committed to ensuring that all of its services are delivered fairly. We are therefore asking you the following questions so that we can make sure services are delivered equally to everyone. The information you provide will be kept confidential and may be used by the Council to check the fairness of any of the services that you receive.

You do not have to answer these questions and it will make no difference to the way the council treats you whether you answer them or not, although it will help us understand more about the people who have completed the questionnaire. Everything you tell us will be treated in the strictest confidence and will be stored securely. This information is being gathered for the following reasons:

- we need to understand more about the customers who use our service(s)
- we want to ensure that our customers are treated fairly and appropriately
- this helps us to better understand if different customer groups have different views

1. **What is your postcode?**
   This will help us to understand if people who live in your area have different views to people who live in other areas of the city.

2. **What is your gender? Please tick ✔ one box**

   - Male
   - Female
   - Other

2b) Please provide any further information about your gender identity if you wish

3. **What is your date of birth?**
   Please write in the space provided (dd/mm/yy)
4. Are your day-to-day activities limited because of a health problem or impairment which has lasted, or is expected to last at least 12 months? (Please include conditions such as mental health issues or problems related to ageing). Please tick ✔ one box

- Yes limited a lot
- Yes limited a little
- No

5. Which of the following best describes your ethnic background?

Please choose one section and then tick ✔ one box

**Asian or Asian British**
- Bangladeshi
- Chinese
- Indian
- Pakistani

Any other Asian background (please specify below)

**Mixed/Multiple Ethnic groups**
- White and Asian
- White and Black African
- White and Black Caribbean

Any other Mixed / Multiple Ethnic background (please specify below)

**White**
- English
- Welsh
- Scottish
- Northern Irish
- British
- Irish

Gypsy or Irish Traveller

Any other White background (please specify below)

**Black/Black British**
- African
- Caribbean

Any other Black background (please specify below)

**Arab or other ethnic group**
- Arab

Any other ethnic group (please specify below)
6. What is your main language?
   Please tick ✔ one box
   - English
   - BSL (British Sign Language)
   - Other, including sign languages (please specify below)

7. How would you describe your national identity?
   Please tick ✔ all that apply
   - English
   - Scottish
   - Welsh
   - Northern Irish
   - British
   - Other (please specify below)

8. What is your sexual orientation?
   Please tick ✔ one box
   - Heterosexual/Straight
   - Bisexual
   - Homosexual/Gay/Lesbian
   - Other

8b) Please provide any further information about your sexual orientation if you wish

9. What is your religion?
   Please tick ✔ one box
   - Buddhist
   - Christian
   - Hindu
   - Jewish
   - Muslim
   - Sikh
   - None
   - Other (please specify below)

10. Which of the following impairment groups do you identify with?
    Please tick ✔ whichever apply.
    - Mobility impairment
    - Mobility impairment (wheelchair user)
    - Personal assistance user
    - Learning difficulty (inc. Dyslexia)
    - Blind or partially sighted
    - Deaf or hard of hearing
    - Mental health
    - Living with HIV/AIDS
    - Living with cancer
    - Living with MS
    - Hidden impairment (e.g. epilepsy)
    - Autistic Spectrum Disorder
    - Other
    - If other, please tell us here
What if I am disabled?
If you are registered disabled and have a blue badge we
will award you a priority for a garage.
If you get Mobility Allowance, this may be enough to get
you priority. If in doubt, please contact us.

What happens if I fall behind with the rent?
If you do have difficulties with your rent payments, you
should either contact your neighbourhood housing officer,
your local information point or customer service centre
and we will offer you help and advice.
However, if you do not contact us or the situation does
not improve, we reserve the right to give one week's
notice to end your garage tenancy and we will write to
you informing you of this.
If you do not hand in the garage keys by the date shown
on the letter, the garage lock may be changed and you
may be charged for this.