

Commercial & Development – Property & Asset Management

Garage/ Parking Space Application Form

Title:	Mr		Mrs		Ms		Miss		Other	
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First Name:	
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Surname:	
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Current Address:		
	Postcode:	

Future Address: <i>(if applicable)</i>		
	Postcode:	

Landline telephone number:	
Mobile telephone number:	
Email address:	

Car park location:	
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Vehicle Registration:	
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Vehicle Make:	
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Vehicle Model:	
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Terms and Conditions

- We will write/email to you to acknowledge receipt of your application.
- Any offer of a parking facility will be made either by email or in writing to the latest contact detail we hold for you. If you move, or change your telephone number / email address, it is your responsibility to tell us.
- An offer will remain open for 14 days after which time it will lapse, and the parking facility will be offered to the next person on the waiting list.
- You are required to give three months written notice if you wish to terminate your Agreement.
- The use of the garage is only permitted for the storage of a motor vehicle. You are not permitted to use the garage storage purposes or as a work space.
- You are not permitted to store flammable or other dangerous materials in the garage.
- At the end of the tenancy the garage must be left clean and clear in a suitable condition for use by an incoming tenant and return all keys/permits to St Albans District Council. Failure to do so will result in the Council recharging you to clear the contents of the garage.
- The tenant must be the registered keeper and in possession of the private motor vehicle whilst kept at the garage/parking space. When offered a tenancy, the applicant must produce a copy of the Vehicle Registration Document (V5) and this must be in the name of the person applying for the garage/parking space.
- Neither the garages/parking space nor the compound must be used for the repair of vehicles other than the tenant's own. Any tenant who appears to be contravening this condition and repairing cars or carrying on other business from the garage compound will be served with a Notice to Quit.
- The licensee must relinquish the parking space or garage if they change address. The licence is not transferable.

Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice on our website located <https://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/General%20Data%20Protection%20Regulation.aspx>. Please read the privacy notice for more details.

I agree to the conditions set out above

Signed.....

Print name.....

Date.....

Please return completed forms to:

Email: estates@stalbans.gov.uk

Postal: Property and Asset Management
Commercial and Development
St Albans District Council
District Council Offices
Civic Centre
St Peters Street
St Albans
AL1 3JE