



# Lock-up / Garage Site Application Form

East Renfrewshire Council  
Housing Services  
211 Main Street  
Barrhead  
East Renfrewshire  
G78 1SY  
0141 577 3001

## OFFICIAL USE ONLY

Date Form Received \_\_\_\_\_

Date Acknowledgement Letter Sent \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Vehicle Registration Documents Provided      Yes       No

Council Tax Account Checked      Yes       No

Arrangement in place for 13weeks      Yes       No

**Guidance Notes:** We hope the following notes will help you complete your Lock-up/Garage site application Form. However, if you require further assistance, please do not hesitate to contact us at the offices below.

**Guidance Note:**

If you wish to submit a joint application form (where 2 people are applying) you should provide both applicant details under applicant 1 and 2.

**Confirmation of Address:**

You are required to provide confirmation of your current address (and your partners if applicable).

This for example can be a council tax bill, utility bill such as gas or electricity, an award of benefit notification or a current bank statement.

You are only required to provide a copy of **one** such document. You may either provide us with a photocopy of a document or you can bring an original document to our office and we will copy this for you.

**Please do not post original documents to us, as these will not be returned.**

**Applicant (1)**

Mr/Mrs/Miss/Ms \_\_\_\_\_

Surname \_\_\_\_\_

Forenames (1st names) \_\_\_\_\_

Date of Birth \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Applicant (2)**

Mr/Mrs/Miss/Ms \_\_\_\_\_

Surname \_\_\_\_\_

Forenames (1<sup>st</sup> names) \_\_\_\_\_

Date of Birth \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Post Code ----- Telephone No -----

**Question 1. Your Circumstances** (please tick appropriate box)  
(Please note at offer stage your council tax and rent account, if applicable, will be checked for arrears. See summary of Allocation Policy)

- Council Tenant
- Owner/Occupier
- Housing Assoc Tenant
- Private Tenant
- Lodger at this address

**Question 2. Do you wish to be considered for** (please tick appropriate box)

- Lock-up
- Garage Site

Please give details of the location of the Lock-up/Garage site that you wish to be considered for.  
(Please refer to summary of Allocation Policy enclosed for letting areas)

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**Question 3. Details of Vehicle intending to store**

Make/Model \_\_\_\_\_

Registration No. \_\_\_\_\_

Registered Owner \_\_\_\_\_

(Please note at offer stage, you will be required to produce vehicle registration documents. See summary of Allocation Policy)

**Question 4. If you currently rent a Lock-up/Garage Site, please provide the address below**

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**Question 5. Are you or are you related to a councillor or employee of East Renfrewshire Council**

Yes  No

If yes please provide details \_\_\_\_\_

Once you have completed your application form, please ensure you have signed the declaration at the end of the form, and return the application form to the address given on page 1.

**DECLARATION**

**TO BE COMPLETED BY ALL APPLICANTS**

I/We confirm that the details on this application are correct and understand that any false or misleading information or withholding relevant information may result in any lock-up/garage site subsequently offered and accepted being recovered.

I/We also confirm that East Renfrewshire Council are authorised to make necessary enquiries connected with the information in this application, including personal details protected by the terms of the Data Protection Act 1998

Signed (Applicant 1) \_\_\_\_\_

Signed (Applicant 2) \_\_\_\_\_

Date \_\_\_\_\_