

## STORAGE SHED POLICY

### Responsible Officer

Director of Customer Services

### Aim of the Policy

The aim of this policy is to set out a transparent way of allocating storage sheds which is fair and meets the needs of our residents.

We recognise that there is a shortage of storage facilities within our area and this means that demand will exceed supply. We also recognise that the storage shed sites can be used not simply for storage facilities but for the benefit of the community.

The charges collected for these storage sheds will assist in maximising income for the organisation.

### The Policy

#### Eligibility

You can apply for a storage shed provided you are not breaching your tenancy or lease agreements. You can still apply if you are in arrears for rent, service charges, garage charges, or former tenant rent/charges if you have an agreed payment schedule where payments are being made.

#### Waiting List

Storage sheds will be allocated according to a waiting list using the following priorities:

- You are a leaseholder and a clause in your lease provides for use of a storage shed
- You are a resident with a previous licence for use of a storage shed (if you had one previously and had to vacate due to demolition or refurbishment)
- You are a resident with a disability and would benefit from the use of a storage shed
- Your length of time on the waiting list

Only one storage shed will be allocated for each household, unless a storage shed cannot be let, after being marketed as available.

#### Charges

Charges for storage sheds are set at a flat rate regardless of location or size. They will be reviewed annually in accordance with our Rent Setting and Service Charges Policy, which is approved every year by the Board. We will give you at least one week's notice for any change in the charges.

#### Conditions of Use

The conditions for using the storage shed will be set in the licence and explained to you before you sign the licence.

#### Security

It is your responsibility to keep your allocated storage shed secured/locked at all times. We will not take responsibility for any items that may be damaged or stolen.

### Performance and Monitoring

We will aim to let all empty storage sheds within seven calendar days of notice being received. Vacant sheds will be reported to managers once a month.

## **Monitoring and review**

We will review this policy every three years or sooner whenever there are changes to legislation, good practice or other learning.

## **Legislation**

Including

- Landlord and Tenant Act 1954 Part II
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Equality Act 2010
- Data Protection Act 2018
- Coronavirus Act 2020
- Fire Safety Act 2021

## **Reference to other documents and associated policies and procedures**

- ASB Strategy
- Asset Management Strategy
- Complaints Policy
- Data Protection Policy
- Development Strategy
- Disposal of Assets Policy
- Equality and Diversity Charter
- Eviction Policy
- Garage Policy
- Group Fire Safety Policy
- Phoenix Standards
- Recharges to Residents Policy
- Rent Setting and Service Charges Policy
- Rent Arrears Policy and Procedure
- Repairs Policy
- Supporting Residents 'At Risk' Policy
- Application for Storage Shed
- Notice to Quit
- Licence
- Tenancy/Lease Agreement
- TORT notice
- Vacation Notice

## Definitions

Term	Description
Residents	Tenants and leaseholders.
We/Our	Phoenix Community Housing.
You/Your	Phoenix Community Housing tenants and leaseholders.

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