

APPLICATION FOR GARAGE TENANCY

Title	Full Christian Names	Surname	Date of Birth

Address

Post Code

Tel. No. - Inc. Dialling Code

How long have you been at this address

ALL PREVIOUS ADDRESSES - IF YOU HAVE BEEN AT THIS ADDRESS FOR LESS THAN 5 YEARS

1.

2.

3.

Are you a tenant of the council Yes/No Delete as applicable

Are you registered Disabled Yes/No Delete as applicable

Is your property a council leasehold property Yes/No Delete as applicable

PLEASE NOTE ! If there are any outstanding rent arrears for a house or garage tenancy (either currently or previously) let by the Council, no offer will be made to any member of the same household until such times as the arrears are cleared.

Have you previously rented a garage from this Council Yes/No

If so, please give garage address (if known)

Areas of Choice 1. _____

2. _____

Please indicate the furthest distance away from your current address that you would accept a garage. Tick one box only.

100 mtrs.

200 mtrs.

300 mtrs.

Further.

Every attempt will be made to place you in a garage as near as possible to your home.

IMPORTANT! PLEASE READ THE DATA PROTECTION CLAUSE AND DECLARATION ON THE REVERSE OF THE FORM AND SIGN DATE THE APPLICATION.

P.T.O.

DATA PROTECTION ACT 1998 NOTIFICATION CLAUSE:

The information you have provided on this form will be used to process your application for a council garage. It will be held securely and used in connection with your application.

All or part of the information provided may be disclosed supplied to external organisations such as Courts, Bailiffs, Department of Works and Pensions, Inland Revenue and any other charging authority that are legally entitled to the information and may also be disclosed to the Council's external auditors for the following purposes;

- . The prevention or detection of crime;
- . The apprehension or prosecution of offenders;
- . The assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- . Data matching initiatives with other statutory bodies for the purpose of fraud prevention and detection.

All or part of the information you have provided may also be used for electoral registration purposes and by any other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

The Council may check information provided by you or information about you provided by a third party against information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.

The Council may make a search (including making enquiries about principal directors) with any Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share that information with any other businesses.

DECLARATION - Please read carefully

I confirm that the particulars given in this form are true and correct and I undertake to notify the council of any change in my circumstances.

I agree that Dartford Borough Council may make any enquiries necessary in order to verify this information and agree to Dartford Borough Council disclosing any relevant information I have provided to any organisation that may need it to process my application.

I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed within the Data Protection Act 1998 and may be used for the purposes above, both internally within the Council and to external organisations/ bodies.

Signed

Date

Return to: **Housing Management Dept, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR.**