


Delegated Authority Decision Report

Decision maker	Doug Goldring Director of Housing Management Date of report: 09/05/2025	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
Report title	Housing Management Garage Licence Agreement	
Reporting officer	Daniel Lewis – Neighbourhood Resident Services Manager	
Access to information classification	Public	
Ward	All	

1. EXECUTIVE SUMMARY

- 1.1 The decision is for Director of Housing Management to authorise the changes to the Housing Management Garage Licence Agreement following consultation with residents.
- 1.2 The revision of the garage licence agreement is a key step in improving transparency, ensuring fair usage, outlining the rental of garages, and demonstrating the efficiency with which we manage our garage facilities.
- 1.3 This update aligns with our commitment to being the best council by providing clear, fair, and effective licence agreements. It aims to ensure that both residents and the council understand their respective responsibilities.

2. RECOMMENDATIONS

- 2.1 The Director of Housing Management is recommended to approve the reviewed Housing Management Garage Licence Agreement.

3. BACKGROUND AND REASONS FOR THE DECISION

- 3.1 Housing Management Garage Licence Agreement outlines what the council and residents are responsible for, reducing ambiguity and maintenance responsibilities.
- 3.2 The agreement ensures residents understand the terms and conditions for keeping garages in good condition and adhering to safety regulations. The terms and conditions of renting a garage provide clear accountability and enable the council to take enforcement action in case of any breaches.

- 3.3 The agreement recognises the use of garages by residents for limited personal storage in addition to vehicle parking

4. PROPOSAL, OPTIONS AND ANALYSIS

4.1 1. Advantages

- If this garage licence agreement is approved, it will allow Housing Management to have clear guidelines for staff on their roles and responsibilities regarding residents renting a garage.
- The council's licence agreements allow residents to have storage in the garage, as long as they keep the garages in good condition and follow safety regulations.
- The revised agreement will hold the council accountable for providing the right service to residents.

2. Disadvantage

- If this garage licence agreement is not approved, Housing Management won't have an effective way to manage garages on estates fairly in line with the council plan.
- The current agreements lacks clear guidelines, leading to ambiguity and potential disputes between residents and the council regarding responsibilities and usage
- Without the new agreement, it may be more challenging to enforce rules and act against breaches, as the current agreements might not be as robust
- Residents may be dissatisfied if they perceive that the council is not taking steps to improve the management and maintenance of the garages

5. CONSULTATION AND COMMUNITY ENGAGEMENT

- 5.1 The consultation on proposed changes to the Housing Management Garage Licence Agreement was conducted from Monday 28th October 2024 until Sunday 8th December 2024 during which a total of seven responses were received.
- 5.2 This consultation engaged garage account holders as well as Housing Management residents and non-residents who are on the waiting list for a garage.

- 5.3 An online survey was made available on the Council's Consultation Hub and promoted through direct letters to garage owners, including those who are on the Council's waiting list for a garage.
- 5.4 Two resident meetings took place to address broader parking issues and discuss the garage consultation. These meetings took place on 4th November 2024 online and on 6th November 2025 in person at Kensington Town Hall.
- 5.5 The consultation link and QR code were shared through various channels including Housing Matters, Electronic Notice Boards, Posters, and Leaflets within HM Receptions. Physical copies were also made available within HM Receptions

6. OTHER IMPLICATIONS AND RISKS

LEGAL IMPLICATIONS

Any legal implications are limited due to diligence on the process

FINANCIAL, PROPERTY AND ANY OTHER RESOURCES IMPLICATIONS

There are no financial implications

SUPPORTING AND BACKGROUND DOCUMENTS

Appendix One: Housing Management Garage Licence Agreement

Appendix Two: Garage Licence Agreement Consultation Report

Decision Maker

Doug Goldring
Director of Housing Management

Contact officer

Daniel Lewis
Neighbourhood Resident Services Manager

Mandatory clearance process

The following have been consulted in the preparation of this report and concur with the recommendation:

- Head of Finance – Housing and Social Investment
- Principal Solicitor (Housing/Litigation) - Bi-Borough Legal Services
- Director of Communications and Public Affairs - Communications

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

SEEKING A DECISION ON:

Housing Management Garage Licence Agreement

1. I now **direct** the approval of the Housing Management Garage Licence Agreement
2. I am taking the above-mentioned decision as I concur with the advice contained in the officer's report.
3. I also declare that I have no personal or prejudicial interest in respect of this decision.

Signed:



Date: 2nd June 2025

Doug Goldring
Director of Housing Management