

Garage Team  
Oxford City Council  
PO Box 10  
Oxford  
OX1 1EN

**Re: Request for permission to store household goods in a Council garage.**

To whom it may concern,

I (name)\_\_\_\_\_ would like to ask for permission to use Oxford City Council garage (no. and name)\_\_\_\_\_ for storage of household items and other goods such as (please list main items below):

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**Please Note:**

Garages are not designed to be totally free from moist air or pests, you are advised to take suitable precautions to protect your possessions. Household items left in a garage for an extended period of time will deteriorate and you are advised to check your possessions regularly. Oxford City Council takes no responsibility for any damage caused to household goods.

**Recommendations**

- ❖ **Store soft furnishings / clothes in sealed polythene bags**
- ❖ **Wrap wood / ply board items in bubble wrap and seal with suitable tape**
- ❖ **Store boxes on used pallets**
- ❖ **Allow for a reasonable of air flow between storage cases**

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I understand that permission is granted in accordance with compliance to abide by the terms and conditions of the garage licence, which I have read and agreed to and as stated in point 11 of the licence "I agree not to store flammable liquids (including petrol, paraffin, or liquid petroleum gas) in the garage, or do anything which constitutes a fire hazard".

Yours Sincerely,

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**Signature**

**Print name**

**Date**