



Shed & Cycle Storage Management Policy (2026 Update)

1. Introduction

Sheds are secure storage units located on the estate. There are four categories:

- **Standard Sheds** – full storage capacity
- **Service-Pipe Sheds** – reduced capacity due to service access
- **Bike Sheds** – external units intended specifically for bike storage
- **CycleHoop Spaces** – secure individual cycle locking points

Some sheds are reserved for caretakers or community groups and are **not available** for resident allocation

2. Pricing (Updated Jan 2023)

- Standard Shed: £2/week
- Shed with Service Pipes: £1/week
- Bike Shed: £2/week
- CycleHoop Space: £1/week

Future Price Adjustments:

- CCRMO may apply CPI-based price increases (effective from Jan 2023).
- Any increase requires **Board approval**.
- New prices apply when the resident's next rental period renews.
- Residents who prepaid will not be charged the new price until their credit is fully used.

3. Payment Requirements

- Minimum required credit: 12 weeks.
- Reminder sent when credit falls below 12 weeks and notice placed on shed.
- When account reaches £0, the shed is repossessed and contents removed/disposed of. Items suitable for charity may be donated.

4. Repossession

- A **single notice** will be issued:
 - One letter sent to the shed holder's registered address (*if available*), and
 - One physical notice placed on the shed door.
- When the account balance reaches **£0**, the shed will normally be **immediately repossessed**.
- **Fair-notice safeguard:**
If CCRMO did **not** provide notice **at least 6 weeks before** the resident's credit was due to run out, repossession will take place **6 weeks after** the notice is served.
- Residents are fully responsible for ensuring their shed account remains in credit at all times

5. Allocation of Sheds

- Sheds are assigned in waiting list order.
- When sheds are surrendered or forfeited, the list moves up accordingly.

6. One Address – One Shed Rule

- Each household may hold **one shed or one bike shed space**.
- CycleHoop spaces may be granted **in addition**, depending on availability.

7. Storage and Usage Rules

- All belongings must be kept inside the shed.
- Storing items outside sheds, along walls, or in shared areas is not allowed.
- Residents with oversized bikes may request written permission for an exception, provided the item does not obstruct access or create fire-safety issues.
- Any unauthorized items stored outside may be **removed without notice**.
- List of Prohibited items available in section [8.1 Prohibited Items](#)
- Sheds shall only be used for the purpose of storing the tenant's light goods and no repair or DIY work of any kind shall be carried out therein or on any adjoining land of the Council and use for any other purpose, including use as a shop, workshop or the exposing therein of any goods or materials for sale, hire or exchange is prohibited.
- The tenant shall repay to CCRMO the cost of repairing any damage done to the shed or to the fixtures or fittings thereof by whomsoever caused and also the cost of replacing keys. If, on the tenant vacating the shed it shall be found to be in a dirty condition requiring special cleansing (whether or not this involves to removal of rubbish) the tenant shall pay the cost of such cleansing.
- The tenant shall not fix to the shed or any part thereof notices, wires, lamps, shelving, cupboards, benches, tools or other attachments of whatever kind and shall

not make any alterations to the shed or carry out or permit to be carried out therein any work for providing in the shed any form of heat, light, power or energy except in such manner as CCRMO may approve and any work so carried out shall be maintained by the tenant to the satisfaction of CCRMO

- Residents with sheds containing service pipes must provide a working key to the CCRMO office.
- CCRMO may at any time summarily determine the tenancy if a tenant shall neglect to observe any of these conditions.
- The tenant shall insure the shed contents against fire, flooding, theft and vandalism. CCRMO accepts no responsibility for loss or damage to goods stored in the shed

8. Shed Inspections & Prohibited Items

- To ensure safety and compliance with UK fire regulations and estate rules, CCRMO will carry out **periodic inspections** of all sheds and bike storage units. Residents must allow access when reasonable notice is given.
- If prohibited items are found, the resident will receive a single written Notice and must remove them immediately.
- In serious cases (e.g., petrol, gas bottles), CCRMO may **remove the items immediately** without notice to protect resident safety.
- Repeated violations may result in shed forfeiture.

8.1 Prohibited Items

The following items **must NOT be stored** in any shed, bike shed, or CycleHoop unit, based on UK Fire & Safety guidance:

Highly Flammable or Combustible Materials

- Petrol, diesel, paraffin, or any fuel (petrol is specifically identified as dangerous and should not be stored in domestic outbuildings except in strict limited quantities, and only in approved containers)
- Gas canisters (butane, propane, camping gas)
- Paint thinner, solvents, adhesives, or other volatile chemicals
- Any item producing flammable vapour (HSE identifies petrol as especially hazardous; the principle applies to similar substances)

Pressurised or Explosive Items

- Fireworks or pyrotechnics
- Oxygen cylinders or compressed air tanks

Food or Perishable Items

- No food, perishables, or organic waste (these attract pests and cause hygiene and infestation issues)

Illegal or Restricted Items

- Firearms or ammunition (UK firearms guidance prohibits firearm storage in outbuildings/garages)
- Controlled or hazardous substances not permitted by law

Electrical or Heat-Producing Equipment

- Heaters, freezers, fridges, chargers, or any electrical appliance
- Lithium battery charging is strictly forbidden

8.2 Inspection and Enforcement

A **single written Notice** will be issued for prohibited items. This includes item stored in the shed area outside of the closed shed (bikes, white good,...)

High-risk items (petrol, gas, explosives) may be removed **immediately** without warning. Repeated or serious breaches may result in repossession of the shed.

9. Governance & Review

- Updated: February 2026
- Next Review: February 2029

A handwritten signature in black ink, appearing to read 'JKR' or similar, is positioned above the approval text.

Approved by board on 4th of March 2026