|  |  |  |
| --- | --- | --- |
| Plot Holder Name | Date: |  |
| Plot Number(s) |  |  |
| Date Plot(s) to be vacated by |  |  |
| Reason for leaving. |  | TerminationChange of circumstances |
| Are there any long-term structures left in good condition on the plot? YES/NO |  | Yes - add comments |
| Has all rubbish been removed from the Allotments?YES/NO\*\* |  | If no, date when it will be removed by |
| Have all crops and personal equipment been removed?YES/NO |  | No – add comments |
| Has the plot been strimmed and left tidy?YES/NO |  | No – add comments  |
| Any further actions & date to be completed by. |  |  |
| Gate Key Returned? YES/NO |  | Yes, gate deposit refunded. |
| Does the Allotment plot comply with all the above YES/NO |  | Yes, plot deposit refunded |

**WSH Allotment Surrender Document**

Plot Holder(s) Signature

Signed on behalf of Witham St Hughs Allotment Committee

Date.

\*\* Rubbish is defined as whatever isn’t permitted on the plots as per the Terms & Conditions.

|  |  |  |
| --- | --- | --- |
| **Date** | **Amendments** |  |
| 09/2023 | Adopted Policy | V1 |
|  |  |  |
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