

## WSH Allotment Surrender Document

Plot Holder Name	Date:	
Plot Number(s)		
Date Plot(s) to be vacated by		
Reason for leaving.		Termination Change 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

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.

<b>Date</b>	<b>Amendments</b>	
09/2023	Adopted Policy	V1