



## Allotment Tenancy Surrender Document

**Site:** \_\_\_\_\_

**Plot No:** \_\_\_\_\_

**To:** City Of Lincoln Council  
Directorate of Housing & Community Services  
Community Services Department (DHCS)  
City Hall  
Beaumont Fee  
Lincoln LN1 1DE

**Date:** \_\_\_\_\_

### Tenant Details

Mr/Miss/Mrs	First Name		Surname	
Address				
<b>Will there be any long-term crops left on the plot?</b> Yes                      No If yes, please provide details where possible: _____ _____				
<b>Will there be any structures in satisfactory condition left on the plot?</b> Yes                      No If yes, please provide details: _____ _____				
I wish to surrender the tenancy of the above plot, for which I hold the tenancy. Effective from _____ Signature of Present Tenant _____				

**USEFUL INFORMATION WHEN TERMINATING YOUR ALLOTMENT TENANCY**

- a. You can terminate your allotment tenancy at any time (advanced notification can also be given). Please complete this form and return to the Allotments Officer at the address given below.
- b. When an allotment tenancy is given up, the plot must be left in a reasonable state and tidy. All structures and personal belongings **must** be removed from the site by the date provided above.

If a plot is left in an unacceptable condition, City of Lincoln Council will carry out any work required to bring the plot back to a reasonable state (ie. remove debris and structures). Any costs incurred in doing this will be recovered from the outgoing tenant (see Allotment Agreement Clause 5 (i)).

- c. Ensure all access keys for the site are returned as soon as possible to the allotments section after your last day on the site.

<b>Office Use Only</b>	<b>Systems Changed</b>
	Tenancy Details <input type="checkbox"/> Radius <input type="checkbox"/>