



# Parish Council Allotments – Deposit Policy

## 1. Purpose of the Deposit

The Parish Council requires a refundable deposit from all new allotment tenants. This deposit acts as a safeguard to ensure that:

- Plots are kept in good condition during the tenancy.
- The plot is returned in a reasonable state when the tenancy ends.
- Keys, equipment, or other property of the Parish Council are returned.

## 2. Amount of Deposit

- The deposit will be set by the Parish Council and reviewed periodically.
- The current deposit amount is **£75.00 per plot**.
- Deposits must be paid in full before a tenancy agreement begins.

## 3. Conditions for Refund

The deposit will be refunded in full when the tenancy ends if:

1. The plot is returned in a tidy condition, free of rubbish, structures, and unwanted materials.
2. Any shed, greenhouse, or other authorised structure is removed (unless agreed to remain for the next tenant).
3. Keys or other Parish Council property are returned.
4. There are no outstanding rents, charges, or other debts owed to the Parish Council.

## 4. Withholding of Deposit

The Parish Council reserves the right to withhold part or all of the deposit to cover:

- The cost of clearing, repairing, or reinstating a plot left in poor condition.
- The cost of replacing locks, keys, or other Parish Council property not returned.
- Any unpaid rent or charges owed by the tenant.

If costs exceed the deposit amount, the Parish Council may seek to recover the additional balance from the former tenant.

## 5. Process of Refund

- A final inspection will be carried out by a Parish Council representative after the tenant vacates the plot.
- Deposits will normally be refunded within **28 days** of the tenancy ending, subject to compliance with the conditions above.
- Refunds will be made by cheque or bank transfer to the former tenant.

This policy will be reviewed by the Parish Council every 3 years or sooner if required.