

**Allotments – Notice to surrender a plot**

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In performing this service, the Council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

Further information about the council’s handling of your personal data is available in our [privacy policy](http://www.southampton.gov.uk/contact-us/privacy-cookies/privacy-policy.aspx).

Name……………………………………………………………. Address………………………………………………………….

Plot no……………….at………………………….Allotments

I wish to give up my tenancy of the above plot as from: Date……………………………………………………...

Tenant’s signature………………………………………..

Date…………………………………………………………….

Signed…………………………………. Date……………………….

Yes/No

Deposit returned

Yes/No

For office use only:

Key returned

**Once completed, please email this to us at** **allotments@southampton.gov.uk**