

NOTICE TO TERMINATE PARKING FACILITY AGREEMENT

Please complete this form in BLOCK CAPITALS and ensure that all sections are completed fully. Any sections that are not completed may mean your Notice to terminate your agreement is not valid.

IMPORTANT – Only the agreement holder, or someone lawfully entitled to act on their behalf can complete and sign this Notice.

PERSONAL DETAILS

Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	<input type="checkbox"/>
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First Name	
Surname:	

Address:		
	Postcode:	

Contact telephone number:	Home:	Mobile:
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Account reference number:	
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Are you the....	Tenant	<input type="checkbox"/>	Next of Kin	<input type="checkbox"/>	Executor	<input type="checkbox"/>
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If you are giving up an agreement on behalf of someone who has died, a copy of the death certificate is required.

PARKING FACILITY DETAILS

What type of facility?	Base	<input type="checkbox"/>	Car port	<input type="checkbox"/>	Garage	<input type="checkbox"/>
Address of facility?						

Reason for termination?	
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I hereby give one week's Notice to end my agreement of the above parking facility. The Notice period will commence on the date this Notice is delivered to the Council and the tenancy will end on the first Sunday after one week's Notice has passed.

Signed: Date:

Guidance Notes for Terminating a Parking Facility

(please keep these Guidance Notes – you do not need to return these notes with your application form)

Where to send your form

Parking facilities are administered by Housing (People) Services who are based at the MyCouncil offices at Landmark Place, High Street, Slough.

SEND your form to: Housing (People) Services
Neighbourhood Services (Landmark Place)
St Martin's Place, 51 Bath Road, Slough, SL1 3UF

BRING your form to: MyCouncil
High Street, Slough, SL1 1JL

EMAIL your form to: garages@slough.gov.uk
Your form must be signed and attached as a pdf document.

Giving Notice

Parking facilities are normally let using Licence agreements. A Licence can be terminated by giving one week's Notice.

The date the Notice period starts is the date the Council receives your form, **not** the date you sign or send the form.

As a Licence is a weekly agreement, the end date of your agreement will be the Sunday after full week's notice has elapsed. You will be charged up to the Sunday's date.

The Notice to terminate your agreement is conditional upon:

- The garage keys being returned no later than 12.00 noon on the Monday after the week's Notice has expired.
- The garage or base is clear of all your belongings and possessions and all additional locks or security devices have been removed.

If the above conditions are not met, your agreement will continue and we will still charge rent until either the keys are returned or the garage has been cleared and is able to be relet.

If you fail to remove any possessions within a reasonable timescale, we will serve a Notice of Tort on you at your home and garage address. This will transfer

ownership of the goods to the Council upon expiry and we will dispose of your belongings. You will have no right of claim against the Council after this is done.

Handing back the keys

Keys should be returned to MyCouncil in High Street, Slough no later than 12.00 noon on the Monday after your termination date.

Keys returned after 12.00 noon will incur a further week's rent, so it is important that your keys arrive before 12.00 noon. We strongly urge you to obtain a timed and dated receipt for return of your keys.

If we do not receive your keys, or if they are lost in the post, we will continue to charge you rent until the date we change the locks and the garage is returned to us.

Clearing a parking facility

You must:

- Clear a garage of any possessions, additional locks or security devices (garages)
- Remove any additional parking bollards (bases)
- Return any security permits/passes

If the Council has to change any locks, forcibly remove any security devices, or clear any belongings left in the garage, you will be recharged the cost of this work.

Ending your agreement

Once your Notice has expired and your keys have been returned, we will end your agreement and close your rent account. **Please note you will continue to be charged until the facility is returned in a completely clear condition.**

Rent account balance

Once your account has been closed we will then arrange to cancel your Direct Debit instruction. We will not cancel any pending direct debit payments until we close your account.

Any credit balance will be refunded to you shortly after your agreement has ended.

If you owe us rent arrears after your agreement has ended, you must make arrangements to repay this debt. Failure to do so will result in recovery action being pursued by our Recovery team.