



NORWICH
City Council

Notice of ending a garage/lockable parking bay tenancy

Name _____

Address _____

_____ Postcode _____

Garage/lockable parking bay

Number: _____ Site: _____

Reason for giving up tenancy (optional)

I give notice that I want to end my tenancy of the above garage/lockable parking bay on:

Sunday _____ of _____ 20 _____

I agree to hand in the keys to Norwich City Council (either at City Hall or any local area office) by the Monday following this date.

I understand it is my responsibility to leave the garage empty and clear of rubbish and that if I do not, I will be charged the cost of clearing it by Norwich City Council.

I understand it is my responsibility to leave the parking post locked in an upright position.

Please turn over for full conditions and to sign and date this form.

Terms and conditions of ending your tenancy

- Please be aware that the notice to quit document is a legally binding document.
- You are required to give one full rent weeks (Monday to Sunday) notice to end tenancy of the garage, and are liable for rent to be charged to the end of that period.
- The tenancy will end one week from the Sunday following service of the notice.
- Keys to the garage must be handed in by the end date of your tenancy. Failure to do so will result in your tenancy **not** being ended and we will continue to charge your rent.
- Please sign and date in the space below to agree that you have read and understood this information.

Signature* _____

Name _____ Date _____

** If filling this form in electronically, please type your name here.*

**Please return this form to your
neighbourhood office, or City Hall,
or post to:**

Norwich City Council
Customer contact team
City Hall
Norwich NR2 1NH

If you require this form in another language or format
eg large print, audio cassette or Braille, please call
0344 980 3333 or email info@norwich.gov.uk

www.norwich.gov.uk

DPP8970

