



Odiham
Parish Council

Keys to the allotment site at Hook Road, North Warnborough

Plot number: Key No:

I confirm that I have today received a key to this site and have paid the deposit of £10.

I agree to use the key as follows:

- To gain entry to the allotment site
- To ensure that each gate is secured behind me
- To ensure that each gate is secured when leaving the site
- Not to give or lend it to anyone for any reason
- To pay a charge for any lost key

I also understand that if I need to ask for a replacement key I will write / email the Deputy Clerk and explain the circumstances leading to the loss.

OPC's General Privacy Notice can be viewed on our website <http://www.odiham.org.uk/wp-content/uploads/2018/05/Privacy-notice-General.pdf>.

On signing this key form you are also consenting to OPC holding your personal details.

Signed Dated ---/---/-----

Name

.....

Odiham Parish Council use only

Received key back from Dated ---/---/-----

Deposit of £10 refunded by cheque no. Dated ---/---/-----

Or letter / email explaining why not, sent ---/---/----- to

Or letter /email explaining loss of the above key received on ---/---/----- (see attached)

Explanation accepted/rejected on ---/---/----- see (attached)

Signed Dated ---/---/----- Position