



# Notice of ending a garage/lockable parking bay tenancy

Please return this form to:  
**garages@norwich.gov.uk**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

## Terms and conditions of ending your tenancy

- Please read all of these terms carefully and sign below to confirm that you understand and agree with them.
- This notice to quit document is a legally binding document that will end your garage / parking post tenancy.
- You are required to give one full week's notice ending on a Sunday to end your garage tenancy. Eg: if you hand in the notice on a Wednesday, then your tenancy will end 11 days later, one week on Sunday.
- The notice period starts from the date this form is received by the council, not the date it is signed.
- If the garage keys are not returned to City Hall by the day after the expected end date (Monday) at the latest, your tenancy will not be ended and you will continue to pay rent until the Sunday after they are returned or the lock is changed (see below).
- If the lock needs to be changed or any items left inside a garage need to be cleared following the end of your tenancy, you will repay our costs for this (minimum charges £150 plus tonnage / controlled waste per clearance, £110 per lock change).

## Garage/lockable parking bay

Number: \_\_\_\_\_ Site: \_\_\_\_\_

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

Sunday \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

Signature\* \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

If you would like this information in another language or format such as large print, CD or Braille please visit [www.norwich.gov.uk/Intran](http://www.norwich.gov.uk/Intran) or call 0344 980 3333

