



## Appendix 3(viii)



### NEW ROMNEY TOWN COUNCIL

## HUT AND WINCH SITES LETTING POLICY

### Background

New Romney Town Council owns and manages the Beach Hut Sites adjacent The Greens, Littlestone. The following rules are designed to be as fair and clear as possible.

### Policy for Letting of Hut & Winch Sites

**NB: Nothing in this Policy shall supersede any tenet of the Terms and Conditions of Tenancy, which is a condition of renting a hut & winch site and to which every tenant signs up.**

#### **1) Joining the Waiting List for a Hut & Winch Site:**

- Only those that live within the Folkestone & Hythe District Council area may apply for a hut & winch site.
- Applicants will be asked to provide proof of residence (eg. a utility bill).
- Priority will be given to residents of New Romney Parish Town and Coast Wards.
- Sites will be allocated in strict date order according to the date on which the first application was made, subject to prioritisation as detailed above.
- Existing tenants may not apply for a second hut & winch site. However, if an alternative site is required, they may join a concurrent waiting list in order to have the opportunity to relocate as and when a suitable site becomes available. Exchange hut & winch sites will be allocated in strict date order according to the date on which the first application was made.
- Only one Hut & Winch Site will be let per household\*
- Any person who has any outstanding payments due to the Town Council shall not be offered a hut and winch site tenancy until those payment arrears have been cleared.

\* 'Household' = Persons living as a family unit at one residence.'

## **2) Staying on the Waiting List:**

- Any person who no longer lives within the Folkestone & Hythe District Council area will be removed from the waiting list.
- Any person who refuses a hut & winch site, for any reason whatsoever, when offered, but wishes to remain on the waiting list, will be placed at its end.

## **3) Retaining Tenancy:**

- Tenants may not retain their hut & winch site if they move out of the Folkestone & Hythe District Council area (defined strictly by the District Council boundary). It is the tenant's responsibility to notify the Town Council of their move. Such tenants will be given one full year notice to quit, provided that all other Terms and Conditions of Tenancy are adhered to. However, if a tenant fails to notify the Council promptly of a move outside the area, the notice to quit will apply retrospectively (ie. at the end of the 'tenancy year' of notification, instead of the end of the year following).
- In the eventuality of the death of the tenant, first refusal in regard to the tenancy of the Hut & Winch Site will be offered to the spouse or other direct family member living at the same address as the original tenant.

## **4) Returning Tenants:**

- Any tenant who has surrendered his/her hut & winch site shall not be offered a new hut & winch site tenancy within 2 years of the date of surrender
- Any tenant whose tenancy has been terminated by the Town Council shall not be offered a new hut & winch site tenancy within 6 years of the date of termination.