



## Appendix 3(x)



### NEW ROMNEY TOWN COUNCIL

## HUT AND WINCH SITES TENANCY INSPECTION, TERMINATION AND APPEALS PROCEDURE

1. The Town Clerk and the Inspection Team should be made aware of any special circumstances relating to a Hut and Winch Site Tenant whose site is deemed to be unacceptable (ie. Illness etc). Any information provided will be dealt with confidentially and each instance will be dealt with on a case by case basis.
2. Following an inspection which identifies an unacceptable Hut and Winch Site, or if payment in respect of rent and / or boat siting charges is overdue, a Tenancy Notice will be sent to the tenant. The Notice will detail the unacceptable criteria. The Tenant will then be given 21 days within which to rectify the situation and / or to explain satisfactorily, in writing, the reasons for the unacceptable condition of the site or for overdue payment.
3. After the rectification period, a further site inspection will be undertaken to ascertain whether significant progress has been made in improving the condition of the site. In the absence of evidence of significant progress and / or satisfactory explanation, in writing, for the lack of improvement, a Reminder will be issued, reaffirming the statements made in the initial Tenancy Notice. This Reminder will require an immediate improvement within 21 days of the date of issue of the letter and / or a satisfactory explanation as to why the initial Tenancy Notice was ignored, failing which the tenancy will be terminated.
4. In the case of overdue payment of rent and / or boat siting charges, after the initial rectification period, if payment remains overdue, a Reminder will be issued as per point 3 above, reaffirming the statements made in the initial Tenancy Notice. This reminder will require full payment within 21 days of the date of issue of the letter and / or a satisfactory explanation as to why the initial Tenancy Notice was ignored, failing which the tenancy will be terminated.
5. If there is no immediate improvement / payment made or satisfactory explanation received within 21 days, a Termination Notice will be issued to the Tenant. The Tenant must then vacate the site within 28 days of the date of issue of the Termination Notice.

6. A Hut and Winch Site Tenant may appeal against the termination – in writing – within 14 days of the date of issue of the Termination Notice, providing reasons for failing to rectify matters raised in the initial Tenancy Notice and subsequent Reminder, together with any supporting evidence and reasons as to why the Termination Notice should be withdrawn.
7. The Town Clerk will consider any appeal and reply to the Tenant within 14 days of receipt of the appeal letter. The decision of the Town Clerk is final.