

Meopham Parish Council

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SOUTHDOWN SHAW ALLOTMENTS FINAL NOTICE TO TENANT

Plot Number(s): _____

Date of Notice: _____

Despite the Council's previous notice and the identity verification sessions held on **12 and 13 September 2026**, the Council's records indicate that the tenant of the above plot has not yet provided the required Tenant Information Form and/or completed the identity and address verification process.

This relates to the verification exercise described in the Tenant Information Notice, which was displayed on the allotment noticeboards and sent by email where email contact details had been provided to the Council.

ACTION REQUIRED

The tenant must contact Meopham Parish Council and arrange an appointment to attend the Parish Office and provide the required information and verification documents.

This must be completed **no later than Monday 28 September 2026**.

DOCUMENTS REQUIRED

Please bring:

One proof of identity, such as:

- Passport;
- Photocard Driving Licence; or
- PASS-accredited Identity Card.

One proof of current residential address, such as:

- Council Tax Bill;
- Utility Bill;
- Bank or Building Society Statement;
- HMRC correspondence;
- Department for Work and Pensions correspondence; or
- Electoral Registration confirmation.

FAILURE TO COMPLY

If the required information and verification evidence are not provided by **Monday 28 September 2026**, the Council may consider whether further action is appropriate in accordance with the existing tenancy agreement and applicable allotment legislation, including tenancy enforcement action and, where appropriate, termination of the tenancy. The Council's previous notice explained that tenancy action may be considered where the Council is unable to verify the identity of a tenant or establish compliance with applicable residency requirements.

CONTACT DETAILS

As above in the header

THIS NOTICE HAS BEEN ATTACHED TO THE PLOT BECAUSE THE COUNCIL HAS BEEN UNABLE TO COMPLETE THE REQUIRED TENANT VERIFICATION PROCESS. IMMEDIATE ACTION IS REQUIRED.