



Northway Parish Council Storage Policy

1. Northway Parish Council occasionally receives requests from users of the Community Hub to store items on the premises.
2. It is totally at the discretion of Northway Parish Council if items can be stored on the premises outside of the time users have hired the Community Hub.
3. Requests for storage must be put in writing to the Parish Clerk outlining the details of what will be stored, any such request will be considered at the next suitable Council Meeting.
4. The Council reserves the right to change its storage policy but will give reasonable notice of any changes, a minimum of 30 days to allow alternative arrangements to be made.
5. If stored goods are not removed within the notice period Northway Parish Council may remove and dispose of the goods as they see fit.
6. No dangerous items, for example flammable goods, knives etc can be stored in the Community Hub. If you have any doubt about items, please clarify with the Parish Clerk.
7. No food items that may attract vermin to be stored.
8. The Council can choose to apply a weekly charge for the storage of goods (to be paid monthly). This charge will vary depending on the amount of space taken but will be confirmed in writing by the Parish Council before any storage can commence.
9. If storage costs are not paid, the Council will inform the owner of the goods and if arrears are not settled within 30 days and goods not removed Northway Parish Council reserve the right to remove goods as they see fit.
10. For the benefit of all using storage space at the Community Hub please keep your goods tidy and stored as agreed with the Clerk. If stored items are not kept in a tidy manner the Council may give notice to cease the right to store goods, subject to 30 days' notice.
11. The Council reserve right to access at any time.
12. The Council will not accept liability if any items are lost or damaged.

13. Access can only be gained to the storage in the presence of staff/caretaker. If access is required out of hiring time, special arrangements should be made with the Clerk.

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Northway Parish Council

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Storage User

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Date