

«Tenant_Name»
 «Tenant_Address1»
 «Tenant_Address2»
 «Tenant_Address3»
 «Tenant_Town»

«Tenant_County»

«Tenant_Post_Code»

1 November 2019

Terms: 30 days	Due Date: 30 November 2019	Enquiries To: allotments@portsmouthcc.gov.uk	Telephone: 023 9268 8070
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Invoice No: «invoiceNumber»

Allotment Rent in respect of: «SiteName»
Plot Number (or hut): «PlotID»
For The Period: «StartInvoicingPeriod» to «EndInvoicingPeriod»

Special Concession: «ConcessionDescription»

Rent for Period: £«Total Charge»

Water Charges: «WaterCharge»

Miscellaneous Charges: «MiscCharge»

Total for Period: £«Total Charge»

Please ensure you pay the invoice total before the due date shown above.

Ways you can make payment to us are shown on the back of this invoice.

If you are terminating your allotment tenancy, please let us know. You will need to return your gate key to the allotment association and PCC hut keys to Portsmouth City Council.

The council is required to give 12 months' notice of any changes to allotment charges. Therefore, the following charges will apply from 1 November 2020:

Allotment Plots Annual Charge	2019-2020	2020-2021
Charge per m ²	£0.52	£0.53
Huts (in addition to plot charge)		
Chalets (North Harbour)	£127.51	£129.67
Old style huts (Milton Piece)	£13.29	£13.52
All other huts	£46.64	£47.43
Concessions		
Leisure Card Holder	40% discount	40% discount
Over 60	37% discount	37% discount

Methods of Payment

Leisure Card Holders:

Tenants who are Leisure Card Holders will need to pay in person at Cashiers, Civic Offices or Libraries and are required to show their Leisure Card at the time of payment. Please **do not** pay online or at the Civic Offices self-serve kiosk.

Credit/Debit Card Payment Options:

Please ensure you have your card details and both your invoice number and plot name and number (both shown over the page) ready.

Via the Internet:

Log on to www.portsmouth.gov.uk, click on 'pay', and choose the option 'misc', 'parks', 'allotments'. Follow the instructions until payment is confirmed. This service is available 24 hours a day.

By Telephone:

Please telephone 023 9268 8070 and one of our team will take your payment. This service is available between the hours of 9.00am - 4.00pm Monday to Friday.

By Post:

Send your payment to: Allotments Office, Portsmouth City Council, Guildhall Square, Portsmouth, PO1 2AL.

Cheques should be made payable to "**Portsmouth City Council**". Please ensure you write your plot name and number on the back of the cheque. Please do not send cash in the post. **Receipts will not be issued for postal payments unless specifically requested.**

In Person:

- Cashiers, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL
- North End Library, London Road, North End
- Cosham Library, Spur Road, Cosham
- Beddow Library, Milton Road, Milton (not Alderman Lacey Library)

The Civic Offices are open from 9.00am to 4.00pm Monday to Friday. **Please bring this document with you. If you are paying by cash you must keep your receipt as proof of payment.**

Portsmouth City Council will process your personal information in accordance with the Data Protection Act 1998. The personal details provided by you will be held on a database and where the law allows, may be shared with other departments within the council to update the details they hold about you. The council may also be required to disclose personal information to other local authority departments and third parties (such as the police, Audit Commission, Department for Work and Pensions, HMRC or credit reference agencies e.g. Experian) for the purposes of preventing or detecting crime, fraud or apprehending or prosecuting offenders. For more information on Data Protection and Freedom of Information please go to the web link at www.portsmouth.gov.uk/ext/the-council/freedom-of-information.aspx