

Lost Property Handling Statement

Chesterfield Borough Council aims to make sure that lost property is held safely and reunited with the owner wherever possible. If this is not possible, the property is disposed of in an appropriate manner.

We will keep lost property for up to a maximum of three months, depending on the item. We will always try to contact the owner of a found item if possible, and will notify the police or issuing body (e.g. bank if it is a bank card) of any items of value that are found.

We cannot be held responsible for your personal property, so always ensure you have all your possessions with you when you leave.

Lost property will be retained and disposed of (if unclaimed) as follows:

- Debit or Credit cards will be stored for one week. If unclaimed after 1 week they will be securely disposed of.
- Items of value such as passports, keys etc. will be kept for 3 months. If unclaimed after 3 months, they will be securely disposed of.
- Mobile telephones will be kept for 3 months. If unclaimed after 3 months, the SIM card will be destroyed and securely disposed of, and the phone will be donated to a recycling scheme.
- Items of low value such as clothing, toys etc. will be kept for 1 month. If they are not claimed within this time, they will be donated to the Mayor's charity or disposed of in the general waste.
- Medicines will be kept for 1 month, unless they are perishable. If unclaimed after 1 month, medicines will be given to a pharmacy for safe disposal.

Claiming lost property

In the interest of security of your property, you may be asked to show identification and will be asked to sign the Lost Property Log when you receive your property.

To claim lost property, please contact:

(LOST PROPERTY CONTACT DETAILS FOR
SITE / VENUE)