

Lost Property Register

THE BUTTERMARKET / VELVET / C:21 / THE PEACH TREE / SPIRIT

Lost Property Number (completed by venue): Venue F/ /10

Time and Date Lost: __: __ hrs __/__/__

Location e.g. The Buttermarket, Female Toilets, 2nd floor

Property Lost, including full description and identification numbers of passports / driving licenses / bank cards

Your Name

Your Mobile

Your email

Record Entered by:

TO BE COMPLETED BY VENUE

DISPOSAL – Please see guidelines for methods of disposal for passports, driving licenses and bank cards

Date of disposal __/__/__

Method of disposal including Registered post numbers

If collected please complete property owner's details below:

Name

Address

Signature