

## Department of Environmental Services

### Allotments Waiting List Application

#### Guidance for prospective Allotment Tenants

Before you complete your Waiting List Application Form please read this Guidance Note which you may find helpful. Please note that this guidance is current at the date issued but may be subject to change during the period you are on the waiting list. You will be issued with the updated guidance when you are offered a plot.

If after reading this you have any questions please feel free to e-mail us at [allotments@bolton.gov.uk](mailto:allotments@bolton.gov.uk).

Bolton Council has a number of allotment sites across the borough and on many of the larger sites there is an active Site Society. In some cases the Council has entered into a partnership arrangement with the Site Society called an 'Operational Management Agreement' or 'OMA', whereby the Society assists with tenancy issues and managing the site.

When you reach the top of the Waiting List for your preferred site(s) you will be contacted by ourselves, or the Secretary of the Site Society if an OMA is in place.

The exact arrangement for each site does vary slightly but generally, if you are interested in the plot on offer, you will either:

- a) On sites with an OMA you will be offered a probationary period on the vacant plot at nil rental, during which time you will be expected to have demonstrated a commitment to using the plot. The length of this probationary period may vary (up to 6 months initially) depending upon the condition of the plot when you take it on and the time of year. At the end of the probationary period you may be offered the opportunity to take on a legal tenancy of the plot, be advised that you have not shown adequate commitment or, in exceptional circumstances, the probationary period may be extended. If you are advised that you have not shown adequate commitment but do not agree with the Site Society's view then you may appeal the decision by contacting the Council directly.
- b) On sites with no OMA in place you will be offered the tenancy of a vacant plot with the appropriate rental payment due immediately. You will be accepting the plot in whatever condition it is in at the time.

Below are set out the rules relating to Bolton Council's Allotment Management:

1. The allocation of allotment plots is at the discretion of the Council or their agents.
2. Plots must be cultivated and kept in a clean condition at all times.
3. Plots that are not cultivated will be deemed to be abandoned and will result in Notice of Re-entry being served on the tenant. Non-reply from the tenant will be treated as an acceptance of termination of tenancy and the plot will be relet.
4. Dogs are not allowed on sites unless on a leash at all times. Any dog are taken onto allotment sites must not be allowed to foul paths or allotment plots. Dog owners must clean up any waste matter that the dog makes.

5. Tenants shall not trespass or allow trespass onto other plots. Entrance to a tenants own plot must be by designated pathways.
6. Wells, ponds, sunken barrels, sunken baths or any other type of sunken container are not generally allowed on allotment sites for safety reasons.
7. Pathways between plots are the responsibility of both neighbouring ploholders and must be maintained in a clean weed free condition on a shared responsibility bases. The edge of the main pathway fronting a plot must also be kept weed free and in a clean condition.
8. Tenants shall not erect any type of structure on an allotment that does not comply with the guidance for structures.
9. Fruit trees & bushes are not to overhang paths, adjoining plots, roadways or adjoining land.
10. Twelve months rent is payable in advance on the first day of October each year.
11. All tenants are subject to and must observe and comply with conditions and covenants contained in the Tenancy Agreement.
12. The tenant shall not bring onto the site or allow any other persons to bring or store upon the site any items not associated with horticultural use. Items of rubbish or waste must not be brought onto the site. All waste products and unwanted items from a plot must be disposed of by the tenant in a way that complies with current environmental legislation.
13. All waste vegetation should be composted or burnt. Where items are to be burnt the tenant must ensure that smoke is kept to a minimum and that it does not cause a nuisance to other persons including local residents.
14. Compost heaps and manure dumps must be sited in a position so as not to be in direct view from the main path. They should not be sited were they might cause an odour nuisance to nearby residential properties.
15. Vehicles are not to be parked on site unless the owner is present and only then may they be parked in designated parking areas. Vehicles must not be left on pathways as to be causing an obstruction of the path. No washing down or cleaning of vehicles is to take place on allotment sites. Trailers, boats or caravans are not to be stored on allotment sites.
16. Water supplies to allotments are for irrigation purposes only and are not to be used for any other purpose.
17. The Authority reserves the right to refuse to allocate more than one plot to any one individual.
18. All tenants are requested to keep site gates locked at all times.

## Allotments Waiting List Application Form

Please insert your details & preferred site(s) below:

<b>Personal Details</b>	
Title (Mr/Mrs/Miss etc):	
Forename:	
Surname:	
<b>Address</b>	
House Name/ Number	
Street	
Area	
Town	
Postcode	
<b>Contact Details:</b>	
Telephone Number:	
Alternative Telephone Number:	
e-mail address:	
<b>Preferred Site(s):</b>	
	1.
	2.

Please tick as appropriate in relation to the following statement:

I would be interested in considering an allotment on an alternative site if one became available	<input type="checkbox"/>
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### Declaration:

I understand that in the event that I am close to the top of the waiting list on my preferred site my contact details may be passed to the Allotment Society Secretary to enable him/her to contact me about the availability of plots on that.

Signature..... Print name.....

Date.....

Please return the completed form **by post** to Neighbourhood Services, Ellesmere House, Mayor Street Depot, Mayor Street, Bolton BL3 5DT **or by email** to: allotments@bolton.gov.uk