

Department of Environmental Services

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.

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 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 tenant's own plot must be by designated pathways.
6. Wells, ponds, sunken barrels, sunken baths or any other type of sunken container is not allowed on allotment sites for safety reasons.
7. Pathways between plots are the responsibility of both neighbouring plotters and must be maintained in a clean weed free condition on a shared responsibility basis. 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 without the approval of the site committee and written consent from the Council. A formal application must be submitted and approved before any building work commences.
Application forms are available from site secretaries and the Horticultural Officer.
9. Fruit bushes are not to overhang paths, adjoining plots, roadways or adjoining land. Trees are not to be planted without approval of the Horticultural Officer.
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 where 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.

April 2014