

# Ashbourne Road and District Allotments Association

Policy Title

Lettings Policy

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**This Policy applies to all new Allotment Plot lettings and is effective from the date the Policy is approved.**

*(The words Plot, Allotment Garden and Allotment shall have the same meaning)*

*(The reference to the Committee means the Letting Secretary, on their behalf. Unless the Lettings Secretary refers it to the Committee)*

1. Vacant allotments will be let as they become available, unless the Committee determines that their condition needs to be improved.
2. Any new Tenant will be subject to a three month trial period, during which their tenancy will be reviewed.

If satisfactory progress has not been made within this period the tenancy will not be confirmed and the tenancy will cease. No refunds will be given to the Tenant.

3. Allotments will be let in strict order of those on a waiting list.
4. If a person, does not accept a plot offered to them, but still wants to have an allotment, they will remain on the waiting list.
5. While a waiting list exists, no vacant plots will be available to an existing Tenant as an additional plot.
6. A plot may be split into two separate half plots at the discretion of the Committee.  
The remaining half plot can then be let.
7. Where a plot has been split to form smaller plots:
  - a. The sub-plots will retain the same overall number but be designated A, B etc
  - b. The sub-plots are recorded in the register of allotments along with their dimensions and the date of the change.
  - c. Any paths will be shared by sub-plots and the Tenants will be jointly responsible for the path's maintenance, security and safety.
  - d. Any wells existing on the original plot will be shared between the sub-plots. The Tenant of the plot on which the well is located will be responsible for its maintenance, security and safety.

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8. If an existing Tenant wishes to move to another plot they may do so without going on the waiting list providing that the;
  - a. request is made in writing, and
  - b. the Tenant has made satisfactory progress in cultivating and maintaining their current plot, and
  - c. existing plot is left in an acceptable condition, as defined by the Committee, and
  - d. the move is approved by the Committee.
  - e. The decision of the Committee is final.

Signed:		Date:
Position:		

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<b>Policy Revisions</b>			
<b>Date</b>	<b>Reason</b>	<b>Amendments</b>	<b>Approved</b>
02/12/19	Document Review	Removed 6 & 7  2 Replaced 'where upon' with 'during which'  4 Rewritten	<b>02/12/19</b>
14/11/17	Document Review	Apply consistency of terms used throughout ARDAA policy documents Clause 6: removed Gardening Partner Combined clauses 9, 10 & 11 into Clause 9 Clause 12 renumbered as 10 Removed Clause 13 Other minor typographical amendments	<b>14/11/17</b>
09/11/14	To clarify interpretation, resolve anomalies and formatting.	Clauses: 2: amend to the words "the tenancy will not be confirmed" and "No refunds will be given to the Tenant". 5: add "as an additional plot" 6: amend to include "with the consent of the committee" 7: amend to include "with the Committee's agreement!" 8: omit "to a new Tenant, or an Existing Tenant." 12: add sub clauses 'b.' and 'd.' and amend sub clause c. to amend to read ". . . acceptable condition, as defined by the Committee"	
05/01/14	Approval of original version	None	05/01/14