

# 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. A new Tenant will be subject to a three-month probationary period from the time they sign the tenancy agreement. The Lettings Secretary has the flexibility to extend this period by 6 weeks. If no satisfactory improvement has been made to the plot in this period, the tenancy will cease. No rent, membership or maintenance fees will be refunded.
3. Applicants for a plot will be initially shown the site and amenities after which their details will be recorded on a waiting list for a vacant plot.
4. Viewings of the site will be completed with a prospective new Tenant at a date and time convenient to the Lettings Secretary and a set of rules given at that time.
5. If a person does not accept a plot offered to them, but still wants to have a plot, they will remain on the waiting list. After being shown 3 plots, their name will be removed from the list. The person will be informed of this process at the time of viewing the site.
6. Whilst a waiting list exists, no vacant plot will be available to an existing Tenant as an additional plot.
7. A plot may be split into smaller plots at the discretion of the Committee and will be let as separate plots.
8. Where a plot has been split to form smaller plots, the sub-plots;
  - a. will retain the same overall number but be designated A, B etc
  - b. will be recorded in the register of allotments along with their dimensions and the date of the change.
  - c. will share any paths and the Tenants will be jointly responsible for the path's maintenance, security and safety.

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- d. will share any wells existing from the original plot. The Tenant of the plot on which the well is located will be responsible for its maintenance, security and safety.
9. If an existing Tenant wishes to move to another plot, they may do so without going on the waiting list providing that;
  - a. the request is made in writing, and
  - b. the Tenant has made satisfactory progress in cultivating and maintaining their current plot, and
  - c. the existing plot is left in an acceptable condition, as defined by the Committee, and
  - d. the move is approved by the Committee
10. Where a person has previously been evicted from the site, they will be prohibited for 5 years from taking a plot on the site.
11. Should the Tenant die, the tenancy of the plot may be transferred to a member attached to the plot providing they have been attached to the plot for a period of at least 6 months prior to the Tenants death and the Committee are in agreement.
12. 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>
11/02/21	Policy revision	<p>2 change of wording. Additional authority to Lettings Secretary to extend probationary period by 6 weeks.</p> <p>3 &amp; 4 replaced with 3,4 &amp;5 to reflect new process</p> <p>5 is now 6</p> <p>6 now 7 and reworded no change in meaning</p> <p>7 is now 8</p> <p>8 is now 9</p> <p>10 is a new clause but previously approved by committee on 5/5/19</p> <p>11 is a re-instated clause</p> <p>8e is now 12</p>	
02/12/19	Document Review	<p>Removed 6 &amp; 7</p> <p>2 Replaced 'where upon' with 'during which'</p> <p>4 Rewritten</p>	<b>02/12/19</b>
14/11/17	Document Review	<p>Apply consistency of terms used throughout ARDAA policy documents</p> <p>Clause 6: removed Gardening Partner</p> <p>Combined clauses 9, 10 &amp; 11 into Clause 9</p> <p>Clause 12 renumbered as 10</p> <p>Removed Clause 13</p> <p>Other minor typographical amendments</p>	<b>14/11/17</b>
09/11/14	To clarify interpretation, resolve anomalies and formatting.	<p>Clauses:</p> <p>2: amend to the words "the tenancy will not be confirmed" and "No refunds will be given to the Tenant".</p> <p>5: add "as an additional plot"</p> <p>6: amend to include "with the consent of the committee"</p> <p>7: amend to include "with the Committee's agreement!"</p>	

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		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