

22. Plot numbers - You should not allow your produce to cover your plot number. This must be clearly visible at all times.

23. Code to the Allotment Site - You may not pass your code to allow access to the site by any unauthorised person. The code is provided for the use of the tenant and only the tenant.

24. Permissions - If you wish to do anything other than cultivate your plot, you must ask the Town Council Allotment Sub-Committee for permission to a) erect a shed, structure or greenhouse; b) to plant fruits trees, trees, and large shrubs; c) erect poly tunnels on your plot.

25. Weedkiller & Pesticides - The use of any type of weedkiller or pesticide is strictly forbidden on the allotments.

26. Safety first - You are responsible for ensuring that your shed, structure or glass house is a sound structure, will not collapse in high winds, and does not contain any hazardous unsecured contents. Any chemicals should be locked up in your shed or removed from the premises.

27. Plots being re-let will not be rotavated .

28. Carpets - can only be used in small amounts to make paths and should not be used long term.

29. Change of address - The tenant is required to give notice in writing, of any change of address, within 28 days of such change.

30. Bonfires - Short, sharp bonfires are permitted for disposal of green waste only. All other rubbish must be taken away and disposed of off site. Bonfires must be extinguished on leaving the site and you should be mindful of

smoke in a residential area. BBQs must be disposed of off site and fully extinguished after use.

31. Incidents - Please report any incidents to the Police on 101. Following that please notify the office.

32. Finally PLEASE NOTE: Abusive behaviour towards staff will not be tolerated. Any such behaviour could result in the eviction of the tenant.

Thank you for reading this leaflet and for your support with these issues .

**Allotment Sub-Committee Clerk:
01243 867744**

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

MAY 2022

**Emergency: 999
Police: 101
Town Council: 01243 867744
www.bognorregis.gov.uk**

Please keep this booklet safe

This leaflet has been produced to keep you informed of the current guidelines for the Allotments. Please keep it safe for reference. This, along with your Tenancy Agreement, forms the basis of your contract with the Council

1. Gates - You must always shut and lock the gate when entering or leaving the allotment site.

2. Dogs - Dogs are allowed on the allotment sites as long as they are kept under control, or on a lead if necessary, and any mess cleared up and properly disposed of.

3. Children - While children are allowed to accompany a responsible adult to the allotment site, children **must be kept under the control of said adult**. They should remain within the confines of the plot and not be allowed to wander around the site.

Large play equipment such as swings, slides and trampolines are **NOT** allowed on the allotment.

4. Trees/fruit bushes - Only fruit trees may be planted on the allotments and they must be pruned and maintained regularly, they should not be allowed to overgrow your plot. Fruit trees should be maintained to a maximum height of 8ft.

5. Cultivation - You must cultivate your plot and keep this free from weeds, docks, thistles, couch grass, and brambles. Should you fail to maintain your allotment you will be sent two warning letters prior to a Notice to Quit being issued. Tenants are asked to keep their footpaths and the edges of their plots tidy.

6. Need help - If you feel you no longer have the time or energy to maintain your plot (this must be done regularly or the overgrowth becomes a problem for others), talk to the Town Council. Do not let it linger on until year-end. Someone may be willing to share part of your plot although you would still be the responsible tenant.

7. Vacating your Plot - You may vacate your plot at any period by written notice to the Allotments Sub-Committee Clerk, at the Town Council Offices, but you are required to move your belongings within 7 days, leaving the allotment clear and tidy.

8. Repairs and Renewals - If you have noticed a damaged fence, leaking water tap or had difficulty opening the lock to your site, please let us know. Please tell one of the Tenants Representatives or if urgent please ring the Town Council and the repair will be arranged as soon as possible.

9. Consideration - Please show respect for others and consideration, especially when erecting a shed/greenhouse, planting something that will grow tall or installing tunnels - all of which may overshadow the neighbouring plot resulting in loss of vital sunshine. Permission must first be sought from the Town Council.

10. Tetanus - This can be caused by bacteria present in soil and manure. It may enter the body through a scratch, thorn, or cut. Make sure that you have a vaccination that can protect you against the disease. Your doctor can help with this.

11. First Aid Kit - It would be a good idea to keep one of these in your shed.

12. Rats - If you see any evidence of rats on your allotment this should be reported to the Tenants Representative or the Town Council Office who will make the necessary arrangements. Rats may carry Weil's disease via their urine.

13. Health and Safety - Please ensure that all tools/hosepipes and glass panes are stored in your shed when not being used. Items such as wooden planks should be kept neatly on your plot.

14. Should you wish to raise any issues to the Allotment Sub-Committee please talk to your

Representative, or alternatively ring the Town Council.

15. Disposing of or letting your Plot - You may not sub-let your plot or offer this to someone else if you are vacating your allotment. As a tenant you are required to return the plot in a clean and tidy condition to the Town Council to be offered to people on the waiting list.

16. Trade or business - You may not carry out any trading or business from you allotment.

17. Rubbish - You may not bring rubbish (including old tyres or anything containing asbestos) to the allotment site or you may be charged for the removal of the rubbish.

18. Communal pathways - You may not at any time leave bags of rubbish, your compost bin, or any object to cause obstruction of the communal pathways or you may be charged for the removal of same. Your plot and paths must be kept free of hazards, i.e. broken glass or scrap metal. Paths should be maintained at a minimum of 2ft wide.

19. Hosepipes - You are not permitted to leave a hose pipe with running water unmanned (this must be disconnected and stored before leaving your plot.)
PLEASE NOTE: Watering cans are to take priority.

20. Public nuisance - You should not cause a nuisance to your neighbours by playing loud music, using bad language or making racist remarks, or by being drunk and annoying others. You are not allowed to be insulting, act violently or enter into any aggravated assault. Clause 3.f. of your Tenancy Agreement refers and the terms "annoyance or nuisance" includes discrimination or intimidation on grounds of race or disability. This may result in disqualification from remaining a tenant.

21. Trespass - You should not trespass on the plots of other tenants unless they have given you permission and other tenants are aware of this agreement.