LONDON ROAD
ALLOTMENT ASSOCIATION

Site contact number: 07796 891689

SITE RULES 2027



Grow responsibly. Care for your plot. Respect your neighbours.

Plot number(s): _____

Your plot at a glance

These are the principal standards in this draft booklet. Read the numbered rules for the full requirements

CULTIVATION	75% of an established plot cultivated; the remaining 25% may be lawn, approved sheds, structures and paths.
STRUCTURES	Full plot: 3.6 × 2.4 m maximum. Half plot: 2.4 × 1.8 m maximum. Written permission required.
FRUIT TREES	Up to 10 on a full plot or 5 on a half plot.
BONFIRES	Mon–Fri from 18:00; all day Sat, Sun and bank holiday Mondays. Fires must never cause a nuisance.
TENANT	The person named as plot holder is the designated tenant, additional keys must be registered to a separate keyholder
RENEWALS	Plot holders and Key holders to attend in person with proof of identity and current address.
RENT DUE	January 31st
HEDGE HEIGHT	1.5M/5ft Maximum
HEDGE CUTTING SEASON	September 1st until the last day of February, to be completed prior to payment of rent
CONTACTS	LRAA committee may send warnings by email, SMS or letter using supplied contact details.

Important: This is a consolidated summary of site rules and conditions of the lease. Please read the applicable section for more information, and seek clarification from the committee if you are unsure of anything

Welcome and contents

Please read these rules carefully. This is your site: take pride in it, respect fellow gardeners, help others where you can, attend garden meetings when possible, and enjoy growing.

Contents

1. Tenancy, co-workers and renewal
2. Cultivation, trees and hedges
3. Rent, surrender and keys
4. Water, fires, waste and safety
5. Pets, livestock and bees
6. Visitors and unauthorised persons
7. Paths, parking and vehicles
8. Sheds, greenhouses and structures
9. Plot numbers and notices
10. Contact details and communications
11. Inspections
12. Warnings, appeals and termination
13. Liability

1. Tenancy, co-workers and renewal

1.1 LRAA grants and administers allotment tenancies. A tenancy is personal to the person named in the tenancy agreement as plot holder or keyholder.

1.2 Tenants must not assign, sublet, exchange or give another person possession or control of any part of their plot without LRAA's written authorisation.

1.3 A tenant may share the cultivation of their plot with a co-worker registered with LRAA, subject to an annual nominal membership to be renewed at the same time as the rent. Registration does not itself confer a tenancy or an automatic right to take over the plot.

1.4 Tenants must provide and keep up to date their contact information. LRAA will use the information supplied for normal association correspondence, rent and renewal arrangements, safety notifications, inspections and warnings.

1.5 The named plot holder and any other keyholders must attend tenancy renewal in person and present proof of identity and proof of current residential address for verification by LRAA. The committee will consider reasonable adjustments where required.

1.6 LRAA will record that identity and address have been checked, rather than routinely retaining copies of identification documents unless there is a specific lawful reason to do so. Personal information must be handled securely and retained only as necessary.

2. Cultivation, trees and hedges

2.1 Plots and structures are for the tenant's personal leisure gardening. Commercial activity or sale of produce is not permitted, except where produce is sold for the benefit of a charity or LRAA. No plot or structure may be used as a residence.

2.2 At least 75% of the whole plot area must be maintained in a cultivated state or in productive horticultural use. This includes: managed fruit crops, prepared growing beds, green manure and properly managed crop rotation or temporary soil-resting.

2.3 The remaining 25% of the whole plot may comprise lawn or grass, approved structures, paths or leisure areas. These uses together must not exceed 25%. The entire plot must remain safe and tidy.

2.4 Only materials genuinely intended for use on the plot may be stored there, for example poles, pots, cloches and seasonal netting. Building materials, paving and timber for approved improvements must be used within 12 months. Excessive or unrelated storage is not permitted.

2.5 Tenants must prevent weeds, long grass and invasive growth from causing a nuisance, seeding onto neighbouring plots or obstructing paths. LRAA may inspect plots and require specified improvements.

2.6 Hedges on or abutting the plot must be maintained by the tenant, where this is their responsibility, to a maximum

height of 1.5 metres (approximately 5 feet). Hedges should be trimmed before the annual rent renewal period, where lawful and practical.

2.7 Do not cut hedges during the bird nesting season (March 1st until Augst 31st). Avoid routine hedge disturbance during this time to comply with applicable legislation.

2.8 Fruit trees must not exceed 10 on a full-size plot or 5 on a half-size plot. Trees must be pruned and maintained so that they do not unreasonably shade another plot, obstruct paths or damage structures. New trees require the committee's written permission.

2.9 The association retains the right to decline to relet a plot to a tenant where, on their assessment these conditions are consistently not being met. The tenant should notify the committee of any temporary circumstances that may affect their capacity to maintain the plot to the required standard so that accommodations may be made

3. Rent, surrender and keys

3.1 The rent year is 1 January to 31 December. Rent is due by 31 January each year. Arrears may result in the plot being forfeited and relet unless a delay is arranged.

3.2 A tenant may surrender a tenancy in accordance with the tenancy agreement at any time.

3.3 Before the tenancy ends, the departing tenant must arrange removal of personal property, rubbish and unsafe or derelict structures as required by the tenancy. The tenant remains responsible for uncollected goods or

abandoned waste,

3.4 The entrance-gate key remains LRAA property and must be returned at the end of the tenancy. The key deposit will be returned in accordance with the agreed deposit terms. The named tenant or keyholder is responsible for their key and must not pass it to friends or family members.

4. Water, fires, waste and safety

Water

4.1 Do not interfere with water pipes, fixtures or tanks, use pumps to drain shared tanks. Report leaks, damage and misuse to the committee promptly.

4.2 Use water sparingly**.** Guttering and a rainwater collection system must be fitted to any structure capable of collecting rainwater, and approved under the structure rules.

Bonfires

4.3 Bonfires are permitted only on the tenant's own plot: Monday to Friday after 18:00; all day Saturday and Sunday; and all day on bank holiday Mondays. Other bank holidays falling on a weekday follow the weekday rule unless LRAA announces otherwise.

4.4 Burn only suitable dry plant material generated on your own plot, such as dry diseased plants, perennial weeds, stalks and pruning's, where burning is otherwise lawful.

Compost suitable clean plant material instead.

4.5 Never burn plastics, rubber, oil, treated or painted wood, furniture, manufactured material or any other material producing toxic or excessive smoke. Never use petrol or similar accelerants.

4.6 Do not leave a bonfire unattended. Keep fires small and under control and extinguish them completely before leaving. No fire may create a smoke nuisance, danger to neighbours or hazard to road traffic. LRAA may suspend bonfires during periods of increased fire risk.

Waste and prohibited materials

4.7 Do not bring waste from outside the site for disposal. Compost suitable green waste on your plot. Remove other waste using an authorised disposal or recycling facility; do not dump it on vacant plots, shared areas or adjoining land.

4.8 Where LRAA provides skips or designated reuse areas, follow the instructions for those facilities. Do not assume a skip or refuse area is always available.

4.9 The following must not be brought onto, stored or dumped anywhere on site: tyres; asbestos or asbestos-containing materials; carpet, underlay or other manufactured floor covering; soft furnishings, upholstered furniture or mattresses; fridges; freezers; uPVC windows or window frames; razor tape or barbed wire.

4.10 If material suspected to contain asbestos is discovered, notify the LRAA committee for suitable advice.

4.11 Do not remove soil, earth, clay, sand, gravel or other mineral material from the allotment site without written authorisation.

Conduct, safety and site security

4.12 Harassment, bullying, intimidation, discrimination, abuse, theft, arson, deliberate damage and other threatening or antisocial conduct are prohibited. Treat neighbours, visitors and committee members with respect.

4.13 Use tools, pesticides, fuels and garden machinery safely. Store chemicals and other hazardous materials securely in their proprietary packaging and follow applicable laws and product instructions. Do not create dangerous excavations or structures.

4.14 Any proposal to control vermin using an air rifle must be referred to the committee in advance and must not proceed without its written authorisation and full compliance with relevant law and site-safety requirements. This is not a general permission to use or discharge an air rifle.

4.15 Lock gates on entry and departure, even if found unlocked. Report suspected break-ins, theft and vandalism to the police where appropriate and inform the committee.

4.16 Do not enter another person’s plot, occupied or vacant, or take or disturb any property or crops without authorisation from the plot holder or the committee acting within its lawful authority.

5. Pets, livestock and bees

5.1 Dogs may be brought on site only if kept under proper control. They must not roam on other plots. Clean up dog fouling immediately.

5.2 Tenants intending to keep hens or rabbits must notify LRAA in advance so welfare, housing and site-management arrangements can be discussed. Statutory rights to keep hens and rabbits are preserved, subject to applicable health, nuisance and animal-welfare requirements.

5.3 Beekeeping and any other livestock arrangements require the committee's prior written approval where applicable. Beekeepers must be full members of a British Beekeepers Association (BBKA) branch, as required by the lease.

5.4 Animal keepers are responsible for animal welfare, security, cleanliness and compliance with applicable DEFRA or other official requirements.

6. Visitors and unauthorised persons

6.1 Only the tenant, their registered co-worker and people authorised by or accompanied by the tenant may enter the site unaccompanied, subject to any separate LRAA permissions.

6.2 The site secretary or another authorised representative may instruct an unauthorised person to leave.

6.3 Tenants are responsible for ensuring that their visitors

follow site rules. Children must be suitably supervised.

7. Paths, parking and vehicles

7.1 Use designated car parks. Vehicles must not remain on driveways except for loading and unloading, and must not be stored on site overnight. Never obstruct paths, access routes or haulage ways.

7.2 The maximum speed on site is 5 mph. Drive with particular care around pedestrians and in wet conditions when some driveways may be unsuitable for vehicles.

7.3 Keep paths adjoining your plot clear, safe and maintained where your tenancy makes you responsible for them. Do not extend plot boundaries into shared access areas.

8. Sheds, greenhouses and structures

8.1 Applications to erect or alter a shed, greenhouse, polytunnel, livestock pen, play equipment or any other structure must be made and approved by the committee before construction begins. Permission is not retrospective.

8.2 The maximum external footprint of each approved shed or greenhouse is 3.6 × 2.4 metres on a full-size plot, or 2.4 × 1.8 metres on a half-size plot. The combined footprint of sheds, lawns and paths must remain within the 25% non-cultivation allowance in rule 2.3.

8.3 The committee will assess polytunnels and other structures individually under the written approval procedure; the size limits in 8.2 apply specifically to sheds

and greenhouses.

8.4 Structures must be temporary, securely anchored, safe, neat and made from suitable non-hazardous materials. They must not be used for overnight accommodation.

8.5 Where an approved structure becomes unsafe, dilapidated or materially different from its approved plans, the committee may require it to be repaired or removed within a specified reasonable period, ordinarily one month.

9. Plot numbers, notices and adverts

9.1 LRAA may place association notices on designated boards and gates. No other notice or advertisement may be displayed without the committee's written consent.

9.2 Display your plot number clearly and legibly on a shed, greenhouse or post where it can be seen from the haulage way.

9.3 Where a full plot is divided, mark the boundary safely and visibly with at least two posts or another method approved by the committee. Do not place posts above water supply pipes.

10. Contact details and communications

10.1 Tell LRAA promptly of changes to your postal address, telephone number or email address. Contact details provided by the tenant will be used for all routine association communications.

10.2 The committee may issue first and final warnings by email, text message (SMS) or written letter using the

details provided by the tenant. LRAA will retain a record of the message, the date, the method used and any response.

10.3 A warning by email or SMS does not mean that every legal notice can be served that way. Formal notices must be served as required by the tenancy agreement and applicable law.

11. Inspections

11.1 A committee member or duly authorised LRAA representative may inspect plots and structures for cultivation, maintenance and safety in accordance with the tenancy agreement and applicable law. Reasonable notice should be given for routine inspections where practicable.

11.2 The committee may document concerns, take video/photographs and set out the improvements required. Where an immediate safety hazard is identified, urgent protective steps may be taken.

11.3 Emergency services retain the right to enter a plot without prior notice in accordance with their rights and powers in the execution of their duties.

12. Warnings, appeals and termination

12.1 The LRAA committee is responsible for issuing warnings about alleged breaches of these rules or tenancy conditions. A warning must identify the plot, the issue, the action requested and the deadline.

12.2 First warning: the committee may issue a first written warning verbally, by email, SMS or letter, giving a reasonable period to put the matter right. The deadline should reflect the nature and urgency of the breach.

12.3 Final warning: if the matter remains unresolved, the committee may issue a final warning using the same permitted communication methods and specifying any further action required and deadline.

12.4 Tenants may provide an explanation, request reasonable adjustments or seek an extension. The committee will consider responses fairly and document its decision.

12.5 A tenant may appeal a warning or enforcement decision in writing within 14 days of receiving it. Wherever practicable, the appeal will be considered by committee members not involved in the initial decision.

12.6 Continued non-compliance, rent arrears or serious misconduct may lead to consideration of formal termination. No tenancy ends automatically once a warning deadline or rent date has passed, the committee must make every effort to contact the tenant and follow the prescribed procedure, notice and service requirements.

12.7 If a tenant dies, the committee will consider any application from family members or a registered co-worker in accordance with the tenancy, association allocation rules and applicable law to adopt the plot. Do not assume a transfer happens automatically.

12.8 Complaints about theft, arson, vandalism, trespass,

violence, verbal abuse or harassment will be investigated. Decisions about eligibility for a future tenancy must be made fairly and consistently.

13. Liability

13.1 Tenants are responsible for looking after their own structures, tools, plants and other property. Avoid leaving valuables on site; consider suitable insurance and property marking.

13.2 The association is not responsible for loss by accident, fire, theft or damage of any structure, tools or contents on allotments.

13.3 Report theft, vandalism and significant safety incidents to the committee and, where appropriate, the police.