

## Allotment Tenancy Agreement Welcome Letter

### WHAT YOU ARE AGREEING TO:

1. I agree to rent plot number ..... measuring ..... rods or thereabouts on the..... allotment site.
2. I agree to pay a refundable £10.00 deposit per site gate key to the Site Manager
3. I agree to pay rent at the prevailing rate each year by the deadline set in the rent invoice which will be sent by email only\* to the email address provided to Worthing Allotment Management Limited (WAM). I will check the spam folder. WAM will not be responsible if it is not notified of any change to the email or postal address. \* If no email address is provided, it will be sent by post.
4. My tenancy agreement will start on .....
5. This agreement is subject to WAM's Allotment Tenancy Terms & Conditions (T&C's) and all relevant statutory allotment legislation. Copies of the T&C's may be found in the allotment shops or at <https://wamplots.org/documents>. I understand it is my responsibility to be fully aware of the T&C's (which may be amended/added to from time to time). Failure to abide by WAM's T&C's may result in this allotment tenancy agreement being terminated.
6. I understand that becoming a tenant means becoming a member of WAM, with voting rights at the AGM. If WAM ever goes into liquidation I would be liable for a nominal £1(one pound) whilst a tenant and for one year after I cease to be a tenant. WAM's Articles of Association may be found at <https://wamplots.org/about-us>

### CONFIDENTIAL INFORMATION

I consent to the information provided on this form being shared with third parties selected by WAM for the purposes only of facilitating the management of the allotments. This includes the appointed Overseer for each Allotment Site. I understand this information can be shared with Worthing Borough Council for the purposes of carrying out any council function.

### REDUCED RENT

If you are over the age of 65 you will be eligible for a reduced rent on one allotment plot. The request form can be found at <https://wamplots.org/documents>.

*You will need to provide documentary evidence of your date of birth to the overseer or Site Manager before this discount will be granted.*

***Once this meeting is over, you will receive an invoice from WAM which must be paid within 40 days. Paying the invoice confirms your position as a tenant of WAM.***

**CONFIRMING DATA** This is the information we hold relevant to your tenancy. Please let us know of any inaccuracies or omissions, especially if you have an email address we do not hold

Name ..... Address.....

Tel home .....

Mobile .....

Email ..... Site and plot No .....

Signed by the Tenant ..... Signed on behalf of WAM .....

Date .....

## Welcome to Worthing Allotments

There are lots of sources of information, advice and assistance you may find useful. Here are a few to get you started.

Your overseer's name is .....Phone number .....

WAM's admin and emergency number is **on the notice by the gate**. If you lose or find a bunch of keys in the grass, this is a good number to use.

Our web site is at [www.wamplots.org](http://www.wamplots.org). There you will find tenant documents and general advice. If there is something you cannot find you can always ask a question on our forum through our Facebook page at [facebook.com/groups/wampost](https://facebook.com/groups/wampost).

If you do not have access to a computer, a copy of the WAM documents and forms are available to view in a folder in the allotment shops at West Tarring and Chesswood Farm.

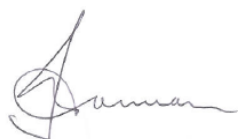
We have notice boards on each site where information and newsletters will be posted. If you have an email address, please make sure we know it so the newsletters can be sent directly to your inbox.

**Worthing Allotments and Gardens Association (WAGA)** is a separate organisation that run shops for its members on West Tarring, Chesswood and Humber Ave sites. Here you can buy seeds, compost, recycled tools and netting etc at reduced prices, as well as picking up the latest information and meeting other tenants. To use the shop, you need to be a member of WAGA and a form can be found at the end of this document. WAGA also organises an annual show every summer as well as social events and its website is at <http://www.worthingallotments.co.uk/>

The general maintenance of your local site depends on two things.

- 1) Every tenant keeping their own plot in good order, including the paths around it
  - 2) Volunteer working parties clearing overgrown plots and borders, maintaining water supplies etc.
- If you can spare an hour or two from time to time to help keep the site in order, please discuss this with your overseer. We can also use help with administrative tasks at busy times.

We hope you enjoy your allotment. If you have any questions, please feel free to ask, either through your overseer or by email to [secretary@wamplots.org](mailto:secretary@wamplots.org)



Peter Hannam, Chair, Worthing Allotment Management

## GUIDELINES FOR NEW ALLOTMENT TENANTS

Welcome to a world where an allotment can be an absolute joy but also time consuming and quite hard work.

These guidelines are aimed at helping you with your new plot.

WAM has a number of formal documents and request forms for tenants. These can all be found and downloaded from our website at [www.wamplots.org/documents](http://www.wamplots.org/documents). All forms can also be found in a WAM folder in the allotment shops at West Tarring and Chesswood Farm.

Firstly, we ask that you take time to thoroughly read [WAM Allotment Tenancy Terms & Conditions](#) (T&C's) so you are fully conversant with all requirements and rules. These can be found as above.

Not all plots will be fit for growing as soon as you take over but after 3 months, we expect the plot to be showing signs of progress with at least 25% prepared for cultivation with this increasing every 3 months or thereabouts so by the end of your first year the whole plot will be ready to grow what you like best.

If you wish to erect a shed, greenhouse or polytunnel on your plot, you will need to complete and submit a [Permission to Erect a Structure form](#). This details the permissible sizes but please also refer to section 10 of the WAM T&Cs for further rules.

You are encouraged to attend your plot regularly all year round (weather permitting) as there will always be something that needs attention, even in winter months, i.e., keeping paths surrounding your plot neat and tidy; weeding; harvesting winter crops; general tidying and preparing for the next season winter digging or mulching etc.

It is always surprising how quickly weeds can take hold of a plot generally but especially if it has been left for a while. Weeds seem to grow better than almost anything else, so we ask that weeds are not left to go to seed and spread to the neighbouring plots but are removed on a regular basis.

WAM Overseers carry out regular monthly inspections of all plots. Tenants of untidy and/or neglected plots will be given a friendly reminder to get back on track. If no progress has been made, a letter of non-cultivation (NCL) will be sent giving one month to bring the plot up to the expected standard. A notice to quit (NTQ) would be issued if the NCL is not acted upon.

If you do find your personal situation changes which restricts your ability to tend your plot and you are struggling to keep it in good order, please speak to your overseer who may well be able to suggest ways to help your particular situation.

## ENJOY YOUR ALLOTMENT!

We want to ensure everybody gets maximum enjoyment out of their allotment experience. That includes making sure they stay safe. Gardening is a relatively peaceful activity, but the most common risks on site, leaving aside strained muscles and sunburn, include:

- Slippery or/and uneven paths or paving stones
- Sharp edged iron or glass barriers.
- Bamboo and other plant supports.
- Broken glass (sometimes from old greenhouses)
- Projecting nails or spikes.
- Misuse of chemicals.
- Accidents involving hand tools, garden forks, knives etc.
- Ponds (particularly in relation to children)

Accidents can and will always happen, but a great deal can be done to prevent them. As a tenant, you are personally responsible for ensuring that your plot is hazard free and you have a duty of care to others, including other tenants and visitors. The welfare of local wildlife is also an important responsibility. Cultivating safely is in your own interest as accidents can happen at any time and there may be no-one around to help. This information is intended to assist you to be aware of allotment hazards and where possible, how avoid them.

Why not take a slow walk around your plot to see if you can spot any of the hazards listed above and make a plan to deal with them. If you discover a situation you consider to be dangerous but are unable to deal with it, speak to your Overseer who will be happy to advise and help whenever possible.

The following check list will help you to ensure that you and your plot are as safe as possible.

- ✓ Ensure you have had a tetanus jab or booster as appropriate. Your GP will be happy to arrange this protection from soil born infection.
- ✓ Wear suitable clothing when you are on site. A minimum is a decent pair of gloves and sturdy footwear.
- ✓ With power tools you may need ear defenders, heavy duty gloves, steel toe caps and thick outer garments. You must ensure that no-one is too close to you when using power tools.
- ✓ Ensure that any barrier with a sharp edge is well back from the boundary of your plot (and try not to use sharp edges at all).
- ✓ Cover the top of any stakes/sticks you are using to support plants or structures, so you don't poke your eye out. Plastic jars or yoghurt pots are useful for this.

- ✓ Ensure that any petrol, oil, chemicals or dangerous materials are securely stored. You plot should never have any barbed or razor wire, asbestos or asbestos-based materials. If you have them ask the overseer to arrange their safe removal.
- ✓ We are phasing out ponds that are below ground. If you have one of the few remaining, then you should have a fence around it.
- ✓ Organise a First Aid Kit for your shed. A basic kit should include plasters, bandages and antiseptic.
- ✓ If you bring a dog on site, it must be kept under control and on a lead.
- ✓ Always drive slowly when moving on site roads. 10mph is an absolute maximum!

There is a first aid box at each site and can be accessed with the gate key. Familiarise yourself with its whereabouts.

For more detailed information see <http://wamplots.org>

# MEMBERSHIP APPLICATION FORM



MAF v3.01.- WAM - JUNE 22

for Worthing Allotments & Gardens Association (WAGA)

[www.worthingallotments.co.uk](http://www.worthingallotments.co.uk)

**NB:** WAGA is a company limited by guarantee. In becoming a member, you gain a vote at the Annual General Meeting to decide policy and benefit from our associate membership of the Royal Horticultural Society, with reduced entry fees and free advice through WAGA, as well as our own on-site Shops, social events, Website and Newsletter. In the unlikely event that WAGA Ltd became formally bankrupt, all members would be liable for a nominal maximum contribution of £1 (one pound) per member. Only sign if you accept that condition.

NAME (Mr. Mrs. Miss).....

ADDRESS: .....

..... POST CODE: .....

ALLOTMENT SITE OR GARDENER ..... PLOT NO(S): .....

TEL. NO: ..... E-Mail: .....

*I confirm that by giving my email address above I grant permission to receive regular updates from WAGA and digital copy of Plotholder newsletter through this email address.*

***IF YOU DO NOT WISH TO RECEIVE EMAIL COMMUNICATIONS FROM US, PLEASE TICK THIS BOX. You can unsubscribe from any of our emails at any time. Note If you do unsubscribe you will receive no further communications from WAGA, which includes the Plotholder Newsletter, Order & Event Forms.***

SIGNED: .....

DATED: .....

**I enclose £5.00 joining fee (£3.00 p.a. thereafter for renewals) plus SAE for return of membership card. Cheques should be made payable to: *Worthing Allotments & Gardens Association Ltd.***

Please send completed form and payment to:

STORE USE ONLY BELOW

The Membership Secretary  
23 Cissbury Avenue  
Worthing  
West Sussex  
BN14 0DU

MEMBERSHIP No : \_\_\_\_\_

ISSUED BY : \_\_\_\_\_

DATE : \_\_\_\_\_

You can also hand it in at any of our stores:

Chesswood Allotments, Pages Lane, East Worthing, West Sussex. BN11 2QL.  
Humber Avenue Allotments, Humber Avenue Durrington West Sussex. BN13 3NW.  
West Tarring Allotments, Ringmer Road, Tarring. West Sussex. BN13 1DT. (Also has 24hr Postbox)  
The stores are normally open on Saturdays and Sundays from 10.00 to 12.00 noon