



## INTRODUCTION

**Andover Town Council (ATC) has several Allotment sites around the Town. The Council understand it has a duty to avoid discrimination and offer plots in a fair manner.**

## ELIGIBLE PERSONS

- Single persons or Spouses / Partners living together who are over the age of 18 are eligible to apply for a first plot provided they live within the Parish of Andover and agree to the terms and conditions of the Tenancy.
- Second plots are not currently offered to Single or Joint Tenants.
- Second plots may be available to Groups at the discretion of the Council, and only if the second plot has not been easy to find a tenant for.
- Previous tenants may only reapply if they have not been evicted due to:
  - a. Non-cultivation of a plot.
  - b. Breach of the rules and regulations, (with the exception of late payment.)

### **The following types of groups can apply:**

All types of Not-for-Profit Organisations, including but not limited to:

- Voluntary Organisations run by unpaid volunteers.
- Clubs or Societies or Not for profit organisations.
- Parent / Teacher Associations or Schools.
- Apolitical, or groups which are not primarily political organisations.
- Charities and Charitable Incorporated Organisations (CIOs)

## CRITERIA FOR GROUP APPLICATIONS

### **Groups must:**

- Be open to everyone, not selective in membership and compliant with The Equalities Act 2010.
- Have at least 10 members.
- Confirm that at least 75% of the people who are members of the group live in the Town.
- Not be requests for larger or extended families.
- Benefit people of all faiths, even if the group is run by a religious organisation.
- Explain clearly why having an allotment will benefit all the group members.



- Nominate a single person to be responsible for the condition, upkeep and payment for the plot and who will ensure that members abide by the Rules & Regulations.
- At least one DBS checked Trustee or Volunteer must be present on site as and when required.

## DOCUMENTATION REQUIRED FROM NEW GROUP APPLICATIONS.

### Application forms must be accompanied by copies of:

- The applicant's Safeguarding policy.
- The applicant's current Public Liability insurance.
- Confirmation that two Trustees/Volunteers are DBS checked if the organisation works with children or vulnerable adults.
- Any relevant Risk Assessment(s).
- Andover Town Council's application form.

## TIMEFRAME

The Council commits to offering plots to single or joint applications on first come first served basis depending on the locations that applicants prefer.

Group applications may jump to the top of the waiting list if the following conditions are agreed to:

- The Group will accept a plot that the Council have had difficulty tenanting to single or joint applicants for any reason.
- The Group will accept a plot or plots that are in a particularly bad condition and will agree to bring them up to an acceptable condition within 6 months.
- If the Group is permitted to jump the waiting list, they will comply with the publicity requirements.

## PUBLICITY REQUIREMENTS FOR GROUPS

### Andover Town Council requires that:

- The Town Council's logo is used on all published information about the allotment.
- The Town Council is mentioned as being supportive to the Group in press, on social media and associated publicity.
- Photos are supplied once a year showing the usage and progress made on the plot(s).

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Permission is granted to publish groups that are allocated plots on the Council's website.

## POLICIES OR PROCESSES TO BE READ IN CONJUNCTION WITH THIS DOCUMENT

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Committee Date of Approval: **31 January 2024** Minute no.: **PR 061/01/24f**  
Full Council Date of Approval: **TBC** Minute no.: **TBC**



- Allotment Tenancy Agreements
- Allotment Rules and Regulations.

- Allotment Application Form.
- Equality Policy

## FURTHER ASSISTANCE

For details of our full Privacy Policy, please refer to [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk).

Alternatively, you may write to us at Andover Town Council, 38 Chantry Way, Chantry House, Andover, Hampshire, SP10 1LS.

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