Skipton Town Council

Allotment Application Form

Full Name		**Title**	
Address			
Contact Telephone Number			
Email address			

Do you currently have an allotment or are you a third-party nominee?

Yes ☐ No ☐

If so, please state site and garden number.

Please note existing tenants will not be offered an extra plot before non-tenants and allotment tenants cannot be a third-party nominee for other gardens.

Preferred Allotment Site

Broughton Road ☐

Middletown ☐

Burnside Chapel ☐
(Please note that this is only a small site, and the availability of allotments is very rare)

Size of Allotment required

Over 100m2 ☐ Under 100m2 ☐

Do you have any special requirements, such as wheelchair access?

Yes ☐ (Please note that the Council only has a small number of allotments suitable for those with special requirements)

Please give brief details or your special requirements: -

Please return this form to Skipton Town Council, Armoury House, 45a Otley Street, Skipton, BD23 1EL.
If you have any questions, please do not hesitate to contact the offices on Tel No 01756 700553.

ALLOTMENTS ALLOCATION POLICY

1. Allotment gardens are let only to persons 18 years of age and over ***living within Skipton Parish***. (Existing tenants who move their residence more than one mile outside the Parish boundary must relinquish their allotment garden.)

2. Applications must be made in writing via the Town Council's Allotments Application Form. The application has to be in a single applicant's name.

3. The Council will maintain a waiting list based on the above information.

4. When an allotment garden becomes vacant it will be offered to the first person on the waiting list, but preference will be given to non-tenants over existing tenants.

5. The applicant will be referred to the Town Council's Allotment Officer, who will show them the offered allotment garden. The applicant will be given two weeks to confirm acceptance of the allotment garden.

6. If the allotment garden is declined or the applicant does not confirm acceptance within two weeks, then the allotment garden will be offered to the next person on the waiting list. Refusal of an allotment garden will result in the applicant being placed at the bottom of the waiting list.

7. If the allotment garden is accepted, then the applicant must confirm acceptance by signing a tenancy agreement and pay the fees applicable. Once the tenancy agreement for the allotment garden has been signed it can be terminated in accordance with the terms set out in the agreement.

8. When a garden is allocated, the applicant will be given the opportunity to nominate a third party to take over the tenancy on the garden if the applicant pre-deceases them or has to give up the garden for any other reason. However, to be eligible the nominated third party cannot be an existing tenant and must reside within the parish of Skipton.

9. The tenancy agreement is specific to the allotment garden named in the agreement. If a tenant wishes to apply for another or different allotment garden their name must be added to the end of the waiting list for allotment gardens. An existing tenancy agreement cannot be transferred to another allotment garden.

10. Tenants may relocate from one plot to another on one occasion. Any subsequent relocations will only be granted in special circumstances and on receipt of a completed Allotment Application for Relocation Form.

11. The maximum number of plots permissible per tenant is 2.

12. The rent payable will be shown in the annual tenancy agreement. All garden allotments with area less than 100 square metres will be charged at half rent. All allotment gardens with an area of 100 square metres or more will be charged at full rent.

13. Any additional structures, livestock and fruit trees must be applied for. Please note the Council only allows a maximum of 12 hens or rabbits per tenant. No other livestock is permitted.

14. The Council will make every effort to accommodate applicants with special requirements but cannot guarantee the availability of suitable allotments to meet all needs.