

HAMPSTEAD - GARDEN - SUBURB - TRUST

862 Finchley Road Hampstead Garden Suburb London NW11 6AB
Telephone: 020 8455 1066 and 020 8458 8085 ~ email: mail@hgstrust.org ~ www.hgstrust.org ~ Twitter: @HGSTrust

ALLOTMENT AGREEMENT

THIS AGREEMENT is made on _____ 20_____

BETWEEN: THE HAMPSTEAD GARDEN SUBURB TRUST LTD of 862 Finchley Road,
London NW11 6AB (the landlord) and

_____ (the tenant) of _____

IT IS AGREED as follows:

ALLOTMENT

The landlord agrees to let and the tenant agrees to take the allotment situated on the
_____ site, plot number _____

TENANCY AND RENT

The Allotment shall be held to 31st December 20____ at a rental of £____ payable immediately and thereafter on an annual tenancy at such rent as shall be decided each year by the landlord. Please note that rents are likely to rise annually at or above inflation as the cost to the landlord of managing and maintaining the allotments has resulted in past annual deficits, even without any account for staff or volunteer time which is utilised in the running of the allotments. Where water is provided and metered, the tenant will be responsible for an equal share of the annual cost.

CULTIVATION

The tenant shall at all times keep the Allotment properly cultivated (predominantly for vegetables and cultivated fruit), free from weeds and noxious plants and in good order, and shall so deliver it up at the end of the tenancy. The allotment shall not be used for any commercial purpose.

ALIENATION

The tenant may not sublet, assign, or part with possession of the allotment or any part of it. Buildings or structures of any kind may not be erected without permission in writing from the landlord.

NUISANCE

The tenant must not cause, permit, or suffer any nuisance or annoyance to the occupier of any other allotment, house or garden. All paths adjacent to the tenant's allotment shall be kept neat, tidy and properly cultivated and must remain free from obstruction. No trees shall be planted or allowed to grow on any allotment or adjacent land. There shall be no bonfires from May to September inclusive.

HEDGES AND DITCHES

The tenant shall keep every hedge on or adjacent to the allotment properly trimmed and cut and shall keep any ditch on or adjacent to the allotment properly scoured and clean.

BOUNDARIES

No boundary shall be erected or maintained to the perimeter of any plot or land on site. The landlord reserves the right to remove any boundary.

HEALTH AND SAFETY

Children under the age of 16 are not permitted to use or visit any allotment site without the supervision of an adult.

Entrance Signs should be kept visible and gates kept closed. Any defects to the signs or gates must be reported to the site secretary or the Trust office.

No holes or excavations are to be dug on plots or adjacent land other than for normal practice of cultivation. Holes intended for drainage or collection of rainwater are not permitted.

Tools and equipment may not be stored on site unless storage facilities are provided. Whilst using allotment sites, tools and equipment must be kept in a tidy manner.

Pesticides and fertilisers are permitted only if marked suitable for home use and must only be used according to manufacturer’s instructions.

It may on occasion be necessary for the landlord to employ contractors to maintain the site. Plot holders must exercise due care and attention on these occasions and must cause no obstruction or delay to the contractor.

The tenant shall adhere to safe working practices, consistent with their duty of care to themselves, visitors and other plot holders, at all times. Further advice on safe working practices for allotment users is available from the Trust office.

The tenant shall adhere to and practice the Allotment Health and Safety Guidelines as outlined by the landlord (which are attached to this agreement and are available from the Trust’s website: www.hgstrust.org).

In the event of the tenant being made aware of any breach of the terms of this agreement or the Health and Safety guidelines by another tenant, the site secretary or the Trust office must be informed immediately.

DETERMINATION OF TENANCY

- a) The tenancy shall automatically terminate on the date of the tenant’s death but sympathetic consideration will be given to the transfer to a partner or relative.
- b) The tenancy may be determined by the landlord giving no less than six months’ notice in writing expiring on 31st December and by the tenant giving notice in writing to expire at any time no later than six months from the date of the notice.
- c) The tenancy may be determined by re-entry by the landlord at any time after giving one month’s notice in writing to the tenant or by affixing a notice to the site on which the plot is situated for a period of two months if the rent is in arrear for not less than ninety days whether it has been demanded or not, or if there has been any breach by the tenant of any of the conditions contained in this agreement or within the attached Allotment Health and Safety Guidelines

SIGNED

On behalf of the Landlord _____ DATE_____

SIGNED

By the tenant _____ DATE_____

HAMPSTEAD - GARDEN - SUBURB - TRUST

862 Finchley Road Hampstead Garden Suburb London NW11 6AB
Telephone: 020 8455 1066 and 020 8458 8085 ~ email: mail@hgstrust.org ~ www.hgstrust.org ~ Twitter: @HGSTrust

ALLOTMENT HEALTH AND SAFETY GUIDELINES

Introduction

There are some important health and safety issues on the allotments. Many hazards exist on the allotments and it is the duty of users to understand these, be prepared in the event of an accident and know what to do if an accident occurs. If a plot holder becomes aware of any breach of these guidelines by another tenant any hazardous practices or hazardous part of the allotments, please inform the Trust through the site secretary immediately.

The Trust reserves the right to remove and dispose of any personal property on the allotments at any time, if in the Trust's opinion damage could be caused to others.

Disclaimer

Anyone entering or using the allotments does so at their own risk and the Trust cannot accept responsibility for injuries or damages arising to anyone entering the allotments. Anyone entering any allotment site managed by Hampstead Garden Suburb Trust for any reason agrees to abide by these Guidelines.

Guidelines – to be observed by all plot holders and/or any persons on a Hampstead Garden Suburb Trust managed allotment site

- Children under the age of 16 are not permitted to use or visit any allotment site without the supervision of an adult who shall take fully responsibility for the actions of the child(ren) whilst they are on the site.
- If you have a pond, open water butt or other expanse of water on your site, always keep an eye on any children. Children find these fascinating and can easily topple in by accident. Report any pond, open water butt or other expanse of water to the Trust. If they cannot be removed they will be fenced off.
- No holes or excavations are to be dug on plots or adjacent land other than for normal practice of cultivation. Holes intended for drainage or collection of rain water are not permitted.
- Tools and equipment may not be stored on site unless storage facilities are provided by the Trust (n.b. the only storage provided by the Trust on any of its allotment sites is the former tennis hut at the Willifield Way/Erskine Hill site). Whilst using allotment sites, tools and equipment must be kept in a tidy manner. Never leave tools where someone may trip over them and never leave pronged tools with their prongs pointing upwards.
- Pesticides and fertilisers are permitted only if marked suitable for home use and must only be used according to manufacturer's instructions. They must not be stored on site.
- It may on occasion be necessary for the Trust to employ contractors to maintain the allotments. Plot holders must exercise due care and attention on these occasions,

stay well away from the works and must cause no obstruction or delay to the contractor.

- No structures are to be erected on the allotments without the consent in writing of the Trust.
- Do not use ladders.
- Do not interfere with any fencing installed by the Trust on the allotments or access paths and report to the Trust immediately any interference or damage.
- Do not interfere with the water supply to any allotment except to turn off a stopcock during winter (with the permission of the Trust or site secretary) or in an emergency.
- Hosepipes are not to be used on the allotments.
- Before you start a potentially dangerous job (e.g. carrying heavy items or using a tool), stop and think about how you might hurt yourself or others on the site. If there is a safer way to undertake the work, do so. All risk cannot be eliminated, but take any action to reduce the risks such as wearing appropriate safety equipment and warning other users in advance of what you are doing and to stay clear.
- Do not undertake dangerous work on your own or when neighbouring gardeners are not about (but make sure they are a safe distance away).
- Do not do too much work in one go, have regular rests, and never carry out dangerous jobs when you are tired, as this is often when accidents can happen.
- Clean and protect all cuts with waterproof plasters.
- Wash hands after any gardening activity and before eating or handling food.
- Wear gardening gloves to protect your hands, although remember never to wear a glove on your hand which is holding a swinging tool. This will help prevent the tool from accidentally slipping out of your grasp.
- There may be broken glass or rubble on some of the allotments, so wear appropriate gardening footwear, ideally with a thick sole and hardened toe to prevent injury from standing on anything sharp or dropping something heavy on your toes.
- Keep paths clear of algae as these can become slippery when wet. Some paths are uneven, so please take care when accessing sites and plots. Report any slippery or uneven paths to the site secretary or the Trust.
- Let a friend know when you are going to be working on the allotments and for roughly how long.
- It is a good idea to carry a mobile phone with you. Make sure you know how to describe where your site is. For the emergency services, anyone in trouble can be very hard to find amongst the maze of Suburb gardens and twittens.
- Know some basic first aid and have a first aid kit with you, make sure it is kept clean and up to date.
- If you find yourself in trouble shout for help. If you are in serious trouble and no one is there to help, use your mobile phone if you have one and call 999. You will need to be able to direct the emergency services to where you are on the allotments site. If you are unsure of directions call the Hampstead Garden Suburb Trust (0208 455 1066) and tell them what has happened and where you are. They can then help and direct the emergency services to you. (Please note that the telephone number will only be useful during normal working hours).
- If someone is with you and they can get help, arrange for someone to meet the emergency services at the entrance gate to the site. They can then unlock any gates and direct the emergency services to you much more quickly once they have arrived at the site.
- If you are able to talk to the emergency services tell them as much as possible about what has happened as this can save time when they arrive at the scene. Keep yourself warm. Do not panic and try to keep calm.

- Let your General Practitioner (Doctor) know that you will be working an allotment and take their advice in respect of any suitable safety measures (e.g. Tetanus or other relevant vaccinations).

Bibliography

St Anns Allotments, Health & Safety, 2011.

<http://www.staa-allotments.org.uk/working/health.htm>

NJP 11/09/2012