**COLCHESTER AVENUE ALLOTMENTS**

**Please complete and return to**

**REQUEST TO ERECT A STRUCTURE ON AN ALLOTMENT PLOT**

|  |  |
| --- | --- |
| Date of Application: |  |
| Plot Number: |  |
| Type of structure: | Eg Toolshed/shed/greenhouse/polytunnel |
| Size of structure: | Length (metres) | Width (metres) | Height (metres) |

Under the terms of the Allotment Tenancy Agreement, you are required to obtain written approval from the Council before any structure is erected on an allotment plot.

Please complete this form; discuss the materials and proposed location with your Site Secretary, who will let you know if your application is successful and if not the reason(s) why.

**NOTE:**

1. “Structure”: toolbox, shed, greenhouse, polytunnel, fruit cage etc.

2. Don’t incur any expense before you have been given permission as you will not be reimbursed if permission is not granted.

3. If permission is granted, it is on the understanding that should the Council subsequently give notice to remove the structure, then no compensation will be paid.

4. You must remove the structure before giving up the tenancy of the plot. You should also be aware that you are responsible for any expenses incurred by the Council and/or Colchester Avenue Allotment Association if you do not remove the structure at the end of the tenancy.

5. Structures must be less than 2.2 metres (7’ 6”) at the apex.

6. The structure must be within the boundary of the plot, must not cause shading, nuisance or obstruction to adjacent plots or pathways, must be temporary (ie not built of bricks, concrete, or metal) and not have permanent foundations, should be properly constructed, must not present a hazard to users of adjoining paths and adjoining plots and be properly maintained. Sheds should be painted with an appropriate colour.

7. No structure shall be built of, or contain, material which is noxious, dangerous, or carcinogenic. Asbestos, in all its forms, is forbidden.

8. The total area occupied by all structures on the plot must not occupy more than 30% of the plot area.

9. You should include water harvesting arrangements with your structure.

10. Some sites have planning conditions in respect of structures. If this is the case, then you must comply with these planning conditions also. (South Rise)

|  |
| --- |
| Sketch plan showing proposed location: |
| I, the undersigned, hereby request permission to erect a structure on my plot as detailed on this form. I have read the conditions regarding structures and agree to abide by the conditions and maintain the structure. |
| Name: |  |
| Address: |  |
| E-mail: |  |
| Signature: |  |
| Date: |  |
| I have discussed this proposal with the tenant and make the following comments: |
|  |
| Site Secretary Signature: |  |
| Date: |  |
| **ADMINISTRATION** |
| ***Permission Granted*** | **Plotholder advised (Date)** |  |
| ***Yes*** | ***No*** | **Copy of this form sent to Council (Date)** |  |
| Reason(s) for not granting permission**……………………………………………………………………………………………………………..****……………………………………………………………………………………………………………..****……………………………………………………………………………………………………………..****……………………………………………………………………………………………………………..** |