

Hevingham Parish Council
Allotment Rules and Regulations

1. Rent payable

The rent shall be paid yearly in advance by the 1st October each year, and a proportionate amount of rent for any part of a year over which the tenancy may extend will be payable. The Council may terminate the tenancy if rent is in arrears of the due date or if the tenant is not observing the rules and regulations or if the tenant dies. Should a tenant leave midyear, no refund will be given for any part of the tenancy year.

2. Food production

The tenant shall use the plot as an Allotment only for the production of vegetables, fruit and flowers and shall keep it clean and in a good state of cultivation. Livestock as permitted by **s. 12 Allotments Act 1950** – domestic chickens (but no cockerels) and rabbits are permitted provided the Council is informed. No other livestock is permissible. Livestock should not be kept in such a manner as to be prejudicial to health or a nuisance. The tenant may not use the allotment for trade or business.

On the 1st October 2024, new rules on registering poultry will come into force and backyard birdkeepers, including birds kept on allotments, will need to officially register their flock regardless of the number. This will be a legal requirement and the obligation to do this is solely on the tenant. Details can be found by following this link: [Register as a keeper of less than 50 poultry or other captive birds - GOV.UK \(www.gov.uk\)](https://www.gov.uk/register-as-a-keeper-of-less-than-50-poultry-or-other-captive-birds)

3. Structures

Written permission is necessary before any building is erected. Please ensure that you have discussed the matter with your neighbouring allotment holders. Local disputes which may subsequently arise from the erection of structures may result in the permission being withdrawn. Structures should be positioned away from boundaries to avoid causing obstruction to paths, adjacent plots and loss of light to neighbouring allotment holders. An application will need to be made to the Council indicating the size and the situation where it will be put. All structures must be sited well inside your boundary and roughly in similar areas to your neighbours. No solid concrete bases or brick or block walls are to be used. The allotment holder must keep the structure in a safe and tidy condition. The Council reserves the right to inspect the structure and if considered to be unsafe or positioned incorrectly will request that it is removed. If this is not undertaken within 2 months, then the Council has the right to remove or dispose of dangerous structures and charge the tenant accordingly.

The tenant is responsible for the removal of any structure on or before the termination of the agreement.

No tenant is permitted to allow any building or structure on his land to be lived in. Any water saving devices must be covered and safe.

4. Trees

Written permission is necessary before any tree or fruit bush is planted.

Please ensure that you have discussed the matter with your neighbouring allotment holders. Local disputes which may subsequently arise from the planting of trees or bushes may result in the permission being withdrawn. Any trees or bushes should be positioned away from boundaries to avoid causing obstruction to paths, adjacent plots and loss of light to neighbouring allotment holders.

Written permission is necessary before any nearby tree or hedge is cut down, lopped or branch removed. Such works are likely to require permission from the owner.

5. Hedges, boundaries and pathways

The tenant must be responsible for any hedge adjoining their allotment, to keep it trimmed back and for keeping in good repair any fences or sheds on his/her allotment. Barbed wire should not be used. No stones, rubble or debris of any sort should be left on the plots. No soil or turf may be taken away. The central pathway through the site is maintained by the Council and should be left clear at all times (with the exception of loading / unloading).

6. Vehicles

Vehicles should only be brought onto the site for the purposes of off-loading or loading. They should be driven slowly. The tenant shall not keep any caravans, mobiles or vehicles on site.

7. Dogs

Dogs, if brought onto the site by allotment holders, should be kept on a short leash at all times and no fouling is permitted or straying onto adjacent plots.

8. Water

There is a tap on the site and anyone wishing to use this should contact the Clerk for the code. Attended handheld hoses only may be used. Water consumption is measured on a meter and excessive use may result in an increase in rent.

9. Bonfires

Bonfires are not permitted at any time.

10. Site Inspections

The Council will carry out monthly inspections of the allotment site. No notice of this will be given. If a plot is found to be in a poor state of cultivation a letter will be issued requesting improvement within 40 days. If improvement does not take place, then the tenancy may be terminated.

11. Disputes

Any disputes must be referred to the Council whose decision is final. Council members shall be entitled to enter and inspect the allotments following instruction from the Council.

12. Notice

The Tenant shall give six month's notice to terminate his / her tenancy. Less time may be accepted by the Council if there is a waiting list with someone prepared to take over the tenancy sooner. No refund shall be given if the termination is during the allotment year. The Council shall give the tenant 12 months' notice. Tenants should advise the Council if they change their address.

These rules and regulations were agreed by the Parish Council on the 5th September 2023 to take effect from the new allotment season (30th September 2023).

Reviewed 3rd September 2024 – no alterations other than to add in the registering of birds under section 2. KNM

Reviewed 12th August 2025 – no alterations required. KNM