

# Template



## Allotments management toolkit: Micro-allotment agreement

### Introduction

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Social Farms & Gardens have worked with the Welsh Government to produce a range of resources to help ensure local authorities and others involved in the management of allotment sites in Wales maximise the potential of those sites for the local population.

With support from the Welsh Government, SF&G Wales have written a guidance document for local authorities, growers and growing groups in Wales which provides an overview of allotment site management.

The toolkit includes a series of factsheets which expand on various topics covered in the Guidance.

The toolkit also includes a selection of sample tenancy and other legal document templates to assist in site management.

All of these resources are available to download from:

[www.farmgarden.org.uk/allotment-site-management-toolkit](http://www.farmgarden.org.uk/allotment-site-management-toolkit)

### How to use this agreement

This example agreement could be used to manage the letting of small sub-plots to novice or beginner allotment gardeners or to others on the waiting list while they are waiting for a full or half size plot to become available. It can easily be adapted to fit the circumstances on the ground on any allotment site.

We suggest you issue two copies: one to be retained by the plothead and one to be signed by the plothead and returned along with payment of the agreed rent for the plot.



# Micro-Allotment Agreement

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## Suggested introductory text

The micro-allotments have been set up in order to provide a small space for novice gardeners to try out growing vegetables. There should only be one plot per person, or a maximum of two for a family. This allows new allotment holders onto the site and ensures that there is a fair distribution of growing space.

## The allotment holder agrees to:

1. Keep the micro-allotment and its surrounding paths in good order through the year. If you are unable to tend your plot for any reason, please let us know – we might be able to help. If you do not contact us about a neglected plot, we will give you a month's notice before passing it on to someone on our waiting list.
2. Grow organically, using no chemical pesticides or fertilisers, or peat-based composts.
3. Co-operate with other users of the site to maintain a safe and pleasant environment.
4. Pay £10 per annum (January to December) to [insert name of Association] for each plot.
5. Attend at least one of the volunteer days per year. These days will be used to tidy up the site, meet other allotment holders, pass on advice and allow discussion of any improvements or problems. Dates will be put on [Facebook/our website and on the noticeboard on site - amend as appropriate].
6. Use rainwater from the storage butts, but NOT tapwater (as this is expensive).
7. Use hand-tools only.
8. Work safely at all times.
9. Put plant waste on the micro-allotments' compost heap and take any other rubbish home.
10. No bonfires except at organised events – they are bad for relations with our neighbours and the environment.

## Allotment holders may:

1. Use the handtools from the shed; please return them clean.
2. Use the seating area, barbecue and outside oven.
3. Use the compost toilet in the allotment area.
4. Use spare produce that has been put out on the 'swap's table' or that has been noted on the noticeboard as available to pick for personal use.
5. Bring dogs, if they are kept on a lead at all times and waste cleaned up immediately.
6. Ask advice from anyone and also contribute their own ideas.

## Please complete this page of the agreement and return it with your payment to:

.....

You can pay by [cheque, card or cash – amend as necessary].

If you have a query, please get in touch with. ....

Plot number: .....

I accept the above agreement for the micro-allotments.

Signed: .....

Date: ...../...../.....

Name: .....

Address: .....

.....

Email: .....

Phone: .....



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