



## ALLOTMENT APPLICATION RULES

Telephone: 01793 317245

Email: [allotments@southswindon-pc.gov.uk](mailto:allotments@southswindon-pc.gov.uk)

You must be a permanent resident in Swindon to apply for an allotment and over 18 years of age (Proof of residency will be required for all new tenancies)

Applications for the benefit of companies, associations or other organisations must be made on their behalf by a named person who would be responsible throughout the tenancy.

You may be put on the waiting lists for up to three sites of your choice and the Parish Office will contact you when you reach the top of any of the waiting lists when a plot becomes available. For a full list of our allotment sites are on our website [www.southswindon-pc.gov.uk/services/allotments](http://www.southswindon-pc.gov.uk/services/allotments)

Please make sure that you notify us of any change of address or other contact details so that we can contact you with an offer of a plot.

### Information for applicants after joining the waiting list

- It is the responsibility of the applicant to keep South Swindon Parish Council informed of any change of contact details.
- Waiting list applicants who cannot be contacted due to incorrect contact details will be removed from the waiting list.
- If an applicant does not respond to invitations to view plots they will be removed from the waiting list.
- If an applicant views and rejects three available plots they will be removed from the waiting list.
- If you are sent a tenancy agreement for an allotment plot and you do not return a signed copy of this within one month of the date of the agreement, you will be deemed as having refused the offer of the plot. The plot will be offered to the next person on the list and your name will be removed from the waiting list.

### Waiting list position and waiting times

Unfortunately, we are unable to inform applicants of how long they can expect to remain on a waiting list before they are offered a plot. Allotments usually become available because of a tenant giving up a plot or if the tenancy has been terminated due to a tenant breaching the rules. As a result, it is not possible to accurately predict how many plots may become vacant during any given period.

We ask you to be patient whilst waiting for a plot to become available and once you reach the top of the waiting list and a plot becomes available you will be contacted by the Allotment Administrator.

### General Data Protection Regulations

When you apply for an allotment from South Swindon Parish Council, the information you provide will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your tenancy agreement. This information can only be accessed by the Finance Officer and the Allotment Administrator. Your personal information will not be shared or provided to any third party. Please refer to the SSPC General Data Protection Regulations Policy for more information and complete the General Data Protection Regulations Allotment Tenants Privacy Policy if you have not already done so.

*South Swindon Parish Council reserves the right to withdraw any person from the waiting that we believe may be unsuitable tenants.*



## ALLOTMENT APPLICATION FORM

If you wish to apply for an allotment, please fill in the application form below.

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Full postal address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Preferred site 1:  
\_\_\_\_\_

Preferred site 2:  
\_\_\_\_\_

Preferred site 3:  
\_\_\_\_\_



Do you have experience in cultivating allotments Yes  No

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed form to:

**South Swindon Parish Council Office**

**Gladstone Street**

**Swindon**

**SN1 2AU**

Or email to: [allotments@southswindon-pc.gov.uk](mailto:allotments@southswindon-pc.gov.uk)