



EAST LEAKE ALLOTMENT ASSOCIATION

Shed and Greenhouse policy

ELAA Shed policy
Version 3
Dated 07 June 2018

EAST LEAKE ALLOTMENT ASSOCIATION (ELAA) SHED/GREENHOUSE POLICY

The following policy is a management tool for use by the committee of East Leake Allotment Association (ELAA) in order to conform to the landlords and their agent's instructions for the placement of sheds and greenhouses within plots on ELAA site.

1. **Referral:** The policy refers to any shed or greenhouse that is requested to be erected by the **registered tenant** only for use on their plot.
2. **Policy start date:** This policy comes into being on the 09 December 2014 and is relevant to any new shed or greenhouses that are requested and the replacement of existing sheds and greenhouses. Sheds, greenhouses or poly tunnels that are already in place on this date are considered to be 'in place and acceptable', provided that they are in a well maintained, aesthetic and in a safe condition.
3. **Approval:** The attached application form must be submitted to the committee for consideration at the next available committee meeting. Please allow a minimum of 28 days for this process to take place. The ELAA committee shall consider and approve/reject each application on its own merit and the tenant will be notified within 5 days of the decision and any reasons for rejection explained. The tenant has a right to re-submit the application up to but not exceeding a further two applications.
4. **Size:**

The size of the shed shall not exceed 6ft x 4ft.

The size of the greenhouse shall not exceed 6ft x 8ft.

Poly tunnels are not allowed
5. **Quantity:** Only one shed and/or greenhouse is allowed on each allotment plot. On smaller plots this may be restricted to just one structure of either one shed or one greenhouse.
6. **Colour:** The colour of the shed shall only be of a neutral, natural dark shade. (Green and Browns)
7. **Construction material:** The sheds shall not be constructed of asbestos or any harmful substance and if planning consent is required then it must be obtained before work is undertaken. The shed or greenhouse must also be soundly anchored to the ground, however no permanent construction of a base should be constructed, i.e. excavation followed by a concrete infill. The shed, greenhouse will have a gabled or sloping pent roof. The shed roof will be a felted or bitumenized corrugated roof in grey, black or dark green
8. **Shed windows:** Windows are to be installed in materials other than glass.

9. **Water catchment:** The installation of sustainable guttering and water catchment **MUST** be included in all structures so as to incorporate catchment from all sides of the roof.

10. **Plot husbandry:** Where a plot is deemed to be in a state of non-cultivation, unsightly or in a state of being un- maintained the committee have the right to refuse the request for permission.

11. **Use:** The shed or greenhouse shall be for the sole use of allotment utilisation and shall not be used for any purpose other than working the tenant's allotment.

11a It shall **not** be used for any noisy, noxious, dangerous or offensive purpose that may become a cause of nuisance, annoyance or damage to other tenants or the owners or occupiers of adjoining land.

11b Sheds and greenhouses are **not** to be used to house any livestock.

11c. The storage of toxic substances, pesticides, oil, fuel, lubricants or other flammable liquids must not be kept in any shed or temporary structure.

11d Sheds and greenhouse are in no way to be used as a dwelling

12. **Maintaining:** It is the responsibility of the tenant to ensure that the shed or greenhouse is kept in a clean and tidy condition and in a good state of repair acceptable to the ELAA. All timber structures shall be stain treated within one calendar month of erection in accordance with para 6 above and at least once every second year during the continuance of the tenancy agreement. This to be carried out at the tenant's own expense

13. **Neighbour friendly:** The shed or greenhouse shall not impede or hinder a neighbouring plots activity.

14. **Non compliance:** Failure to comply with the above policy will result in a warning letter being sent to the tenant advising/reminding of the policy and any issues with the shed/greenhouse, this will have a twenty eight (28) day time frame from the date of the letter for rectifications to be made. Failure to comply with the policy within that time frame will result in withdrawal of permission to have the shed, resulting in the removal of the shed. Further non-compliance will result in the termination of the tenancy for that plot.

15. **End of Tenancy:** At the end of the tenancy the tenant shall remove the shed/greenhouse, unless agreed previously by the committee that the incoming allotment holder may take it over. However, should the new tenant not wish to take the shed or greenhouse over then the responsibility lies solely with the out going tenant, their personal representative or executor for the dismantling and removal of the structure at their own cost.

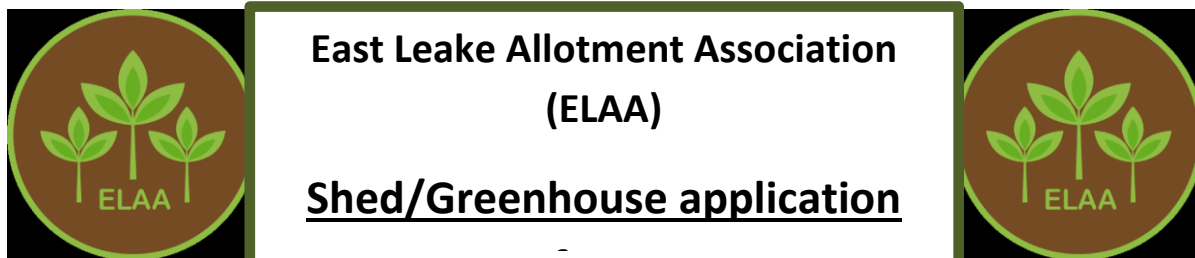
16. **Liability:** The Committee shall not be liable for any injury, loss or damage occasioned to or by the said buildings, nor for any loss or damage to any tools or other property placed or kept in the building(s) by the tenant. Liability and costs are to be met by the tenant.

17. **Cost:** The cost of purchase and installation of sheds or greenhouse is the responsibility of the tenant.

18. **Existing sheds, greenhouse or poly tunnel.** Existing sheds, poly tunnels and greenhouses are not exempt from points 6,9,10,11,12,13,14 and 15 of the policy. Should a shed require replacing then this will be counted as a new shed and the policy in its entirety will come in to place. Any windows that are replaced are to adhere to point 8.

19. **Alarms.** Although by no means mandatory, it is however recommended that an alarm be fitted to the shed. We have an understanding with our neighbours that should they here alarms going off they will call 999.

20. **Validity.** Once an application has been submitted to and approved by the committee. The application has a validity of 12 months from the date of approval. Should the shed or greenhouse not be erected and functional within 12 months of the date of approval the tenant must re-submit an application to the committee.



SHED or GREENHOUSE REQUEST

Plot No.

Date of request

Name of tenant requesting

Structure details

Size

Materials

Please attach a sketch showing the position of structure on the plot shed/greenhouse using other known features of the plot (roads/paths etc..) to allow the committee to orientate themselves.

Declaration: I _____ have read and understand the ELAA policy on sheds, Version 3, dated 07 June 2018

Unsigned applications will not be reviewed.

Date

Signature

Committee revision

Date

Approved

YES

NO

Reasons for rejection or restriction to be placed on approval