



## ALLOTMENT APPLICATION FORM

Email: [kimberley.carter@morpeth-tc.gov.uk](mailto:kimberley.carter@morpeth-tc.gov.uk)  
Telephone: 01670 514314

You must be a permanent resident within Morpeth to apply for an allotment (Proof of residence will be required for all new tenancies).

We will put you on the waiting list for a maximum of two sites of your choice and contact you if you are top of a list and a plot becomes available. We may also occasionally offer plots when they become available on other nearby sites, but you can still choose to wait for your sites of choice. Please note that if you have selected any sites managed by an Association we will automatically forward your details to our point of contact.

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 a waiting list

- It is the responsibility of the applicant to keep Morpeth Town Council informed of up to date 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 two 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 on 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 as a result of a tenant giving up a plot or if a tenancy has been terminated due to a tenant breaking 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 a representative of Morpeth Town Council.

If you wish to apply for an allotment please fill in the application below. Questions marked with an asterisk (\*) must be completed.

## Allotment Application Form

**Title** .....

**Name \*** .....

**Full Postal Address \*** .....

.....

.....

**Postcode \*** .....

**Telephone \*** .....

**Email** .....

**Date of birth\*** .....

**Preferred Site 1 \*** .....

**Preferred Site 2** .....

**Signature**..... **Date**.....

**Please return your completed application form to:**

Morpeth Town Council

Morpeth Town Hall

Market Place

Morpeth

Northumberland

NE61 1LZ

**Or email to:** [kimberley.carter@morpeth-tc.gov.uk](mailto:kimberley.carter@morpeth-tc.gov.uk)



## ALLOTMENT APPLICATION RULES

### CUSTOMER COPY

Email: [kimberley.carter@morpeth-tc.gov.uk](mailto:kimberley.carter@morpeth-tc.gov.uk)  
Telephone: 01670 514314

You must be a permanent resident within Morpeth to apply for an allotment (Proof of residence will be required for all new tenancies).

We will put you on the waiting list for a maximum of two sites of your choice and contact you if you are top of a list and a plot becomes available. We may also occasionally offer plots when they become available on other nearby sites, but you can still choose to wait for your sites of choice. Please note that if you have selected any sites managed by an Association we will automatically forward your details to our point of contact.

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 a waiting list

- It is the responsibility of the applicant to keep Morpeth Town Council informed of up to date 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 two 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 on 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 as a result of a tenant giving up a plot or if a tenancy has been terminated due to a tenant breaking 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 a representative of Morpeth Town Council.

