



ALLOTMENT APPLICATION FORM

To apply for an allotment tenancy you must be resident within the Parish of Greater Willington and aged 18 years or over (Proof of residency will be required for all new tenancies).

Waiting List position and waiting times

Unfortunately we are unable to advise 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 relinquishing a plot or if a tenancy has been terminated. 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, once you reach the top of the waiting list and a plot becomes available you will be contacted by a representative of Greater Willington Town Council. Please make sure that you notify us of any change of address or other contact details so that we can contact you.

Information for applicants after joining a waiting list

- It is the responsibility of the applicant to keep Greater Willington Town Council informed with up to date contact details.
- Applicants who cannot be contacted due to incorrect contact details will be removed from the waiting list.
- Three attempts will be made to contact an applicant, if an applicant does not respond to invitations to view plots they will be removed from the waiting list.
- If the plot is refused, citing an acceptable mitigating circumstance, the prospective tenant will remain on the waiting list until such time as the mitigating circumstances expire, at which time the prospective tenant will be offered the next plot available.
- If the plot is refused, citing an unacceptable mitigating circumstance, the prospective tenant will be moved to the bottom on the waiting list.
- If a prospective tenant refuses two plot offers, for unacceptable mitigating circumstances, 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 two weeks of receipt, you will be deemed to have refused the offer of the plot and your name will be removed from the waiting list.
- The Council does not offer joint tenancies. The council will allow the tenant of a garden allotment plot to register another GWTC Parish resident as an "allotment garden co-worker" with the Council's allotment service.

Privacy Notice

When you sign and return your Allotment Application the information you provide (personal information such as name, address, email address, phone number) 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 allotment tenancy. Your personal information will not be shared or provided to any other third party.

Information Security

Greater Willington Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected and only for as long as is necessary. After which it will be deleted. Full details on how we process your data is contained within the Privacy Policy which can be found on the Town Council website at www.gwtc.co.uk.

Summary

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary.

Allotment Application Form

I, the undersigned hereby make application to Greater Willington Town Council for the non-secure tenancy of an allotment within the Parish.

Questions marked with an asterisk (*) must be completed.

Title

Name *

Address *

.....

.....

Postcode *

Telephone *

Email

Please choose your preferred site (you can choose all three sites)

Springfield (Clarence Terrace)

Park Top (Salisbury Street)

Oakenshaw (New Row)

Do you hold any other GWTC allotments within the Parish?* YES / NO

If yes, please tell us the plot number and site

Have you ever been evicted from any of GWTC allotments in the past?* YES / NO

If yes, please state when and why.....

.....

In the event of my application being granted by Greater Willington Town Council, I agree to enter into a non-secure tenancy agreement required by Greater Willington Town Council.

I confirm that I have read and understand the information contained within this allotment tenancy application form.

I confirm that I have read and understand Greater Willington Town Council's Privacy Notice.

I agree by signing below that Greater Willington Town Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Greater Willington Town Council reserves the right to refuse any application.

Signature: _____

Print: _____

Date: _____

Please return your completed application form to:

Emma McCann

Deputy Town Clerk

Greater Willington Town Council

67 High Street

Willington

Crook

Co. Durham

DL15 0PF

Email: emma@gwtc.co.uk

For Official Use Only

Date received: _____

- Entered onto Database waiting list
- Letter/Email sent to confirm receipt of application
- Allotment Plot Offered
 - Date: _____
 - Site: _____
 - Plot Number: _____
- Plot Accepted
- 2 Plots Refused
- Moved to the Bottom of the Waiting List
 - Date: _____
- Tenancy Agreement Signed
- Allotment Policy Signed
- Identification provided