

## Allotment Checklist

Name of allotment Group:

Number of members:

Date established:

Allotment Location:

Number of plots:

	What is needed	Tick if this is in place	Notes
Lease	Lease for at least 10 years. Lease that will not have large increase of rent over the term. Checked by lawyer		Examples available from the Community Land Advisory Service Scotland: <a href="http://sc.communitylandadvice.org.uk/">http://sc.communitylandadvice.org.uk/</a> or email: <a href="mailto:morag@communitylandadvice.org.uk">morag@communitylandadvice.org.uk</a>  Fundors usually require a lease of at least 10 years.
Constitution	Adopted at an AGM. Ability to lease ground Checked by lawyer.		Examples available: <a href="http://www.sags.org.uk/constitutions.php">http://www.sags.org.uk/constitutions.php</a>
Rules			Example available: Model Tenancy Agreement with rules incorporated: Available under 'Useful Resources': <a href="http://www.pkc.gov.uk/article/2866/Allotment---Useful-resources">http://www.pkc.gov.uk/article/2866/Allotment---Useful-resources</a>

Water supply	Access to water supply or use of water butts		Many groups are not connected to mains water due to the cost involved and have set up ways to collect rain water.
Social benefit	Access for community groups. Access for people with disabilities		Consider having plots available to community groups to rent or have a community garden incorporated into the site. Have at least one site accessible to those with mobility problems.
Access	Car and foot access. Permission in lease to access land		Car access is not essential but consider how people would take large or heavy items to and from the site. If there is access or parking for vehicles ensure permission to use this is included in the lease.
Land preparation	Soil deep enough to plant and is rotovated prior to planting		Well prepared soil gets ploholders off to a good start.
Contamination	Tests done if needed		Guidance available and soil testing recommended
Services	Services on land. Cables under land		Need to check site carefully
Planning permission	Usually needed for sheds, greenhouses and polytunnels		Ask local planning officer for advice
Funding	Funds for infrastructure on site		Advice on possible funders available: <a href="http://www.pkc.gov.uk/article/3025/Allotments---Funding">http://www.pkc.gov.uk/article/3025/Allotments---Funding</a>
Bank account	Open with 2 signatories		Group needs to appoint a treasurer and open a bank account.
Site design			Examples of site layouts available

System for letting plots	Equal system for allocating plots		This should be detailed in the rules and/or constitution
Disposal of rubbish	System for composting and disposal of other waste		Advice available from Waste Services
Insurance			SAGS, RHS and other companies can quote
Risk Assessment			HSE publish 'Five Steps to Risk Assessment'