



Allotment Tenancy Agreement with Welcome Letter and Health and Safety pages

NB: Your payment of rent to WAM signifies acceptance of this agreement

WHAT YOU ARE AGREEING TO:

1. I agree to rent plot number measuring rods or thereabouts on the site.
2. *(*at Chesswood and West Tarring only)* I agree to pay a refundable £10.00 deposit per site gate key to the Site Manager
3. I agree to pay rent at the prevailing rate each year by the deadline set in the letter of notification. I understand that WAM may increase the rent if agreed at the AGM, where I have a vote on that matter as a member of WAM.
4. My tenancy agreement will start on
5. This agreement is subject to WAM's Allotment Terms & Conditions (and any future changes to them) and all relevant statutory allotment legislation. Copies of the Terms and Conditions may be found in the allotment shops or at <http://wamplots.org.uk/formdocs.html>. I understand that failure to abide by WAM's Allotment Terms & Conditions may result in this allotment tenancy agreement being terminated.
6. I understand that becoming a tenant means becoming a member of WAM Ltd, with voting rights at the AGM. If WAM Ltd ever goes into liquidation I would be liable for a nominal of £1 (one pound) whilst a tenant and for one year after I cease to be a tenant. WAM Ltd articles of association may be found at <http://wamplots.org.uk/formdocs.html>.

CONFIDENTIAL INFORMATION

I consent to the information provided on this form being shared with third parties selected by WAM for the purposes only of facilitating the management of the allotments. This includes the appointed Overseer for each Allotment Site. I also consent to this information being shared with Adur and Worthing Council for the purposes of carrying out any council function.

REDUCED RENT

If you are over the age of 65 you will be eligible for a reduced rent on one allotment plot. *You will need to provide documentary evidence of your date of birth to the overseer or Site Manager before this discount will be granted.*

----- **tear off if necessary to make corrections** -----

CONFIRMING DATA - This is the information we hold relevant to your tenancy. Please let us know of any inaccuracies, or omissions, especially if you have an email address we do not hold.

Name

Address

Tel home _____ mobile _____ Email _____



Welcome to Worthing Allotments

There are lots of sources of information, advice and assistance you may find useful. Here are a few to get you started.

Your overseer's name isPhone number

WAM's admin and emergency number is **on the notice by the gate**. If you lose or find a bunch of keys in the grass, this is a good number to use.

Our web site is at www.wamplots.org.uk. If you click on Getting Started you will find general advice, hints and tips, including links and videos. This covers all levels, from total beginners to the more advanced gardener, but if anything is missing you can always ask a question or express an opinion on our forum through our Facebook page.

If you do not have access to a computer, a copy of WAM Allotment Terms and Conditions is available to view in a folder in the allotment shop. The folder also contains forms for shed/greenhouse erection, co-worker agreement and plot relinquishment.

We have notice boards on each site where information and newsletters will be posted. If you have an email address please make sure we know it and newsletters will be sent direct to your inbox.

Worthing Allotments and Gardens Association (WAGA) is a separate organisation that runs a shop for its members on West Tarring, Chesswood and Humber Ave sites. Here you can buy seeds, compost, recycled tools and netting etc at reduced prices, as well as picking up the latest information and meeting other tenants. To use the shop you need to be a member of WAGA and a form is attached for that purpose. They also organise an annual show every summer as well as social events and their web site is at <http://www.worthingallotments.co.uk/>

The general maintenance of your local site depends on two things;

- 1) Every tenant keeping their own plot in good order, including the paths around it
- 2) Volunteer working parties clearing overgrown plots and borders, maintaining water supplies etc. If you can spare an hour or two from time to time to help keep the site in order please discuss this with your overseer. We can also use help with administrative tasks at busy times.

We hope you enjoy your allotment. If you have any questions please feel free to ask, either through your overseer or by email to secretary@wamplots.org.uk

A handwritten signature in black ink, appearing to read 'Peter Hannam', written in a cursive style.

Peter Hannam, Chair, Worthing Allotment Management

We want to ensure everybody gets maximum enjoyment out of their allotment experience. That includes making sure they stay safe. Gardening is a relatively peaceful activity, but the most common risks on site, leaving aside strained muscles and sunburn, include:

Slippery or/and uneven paths or paving stones	Sharp edged iron or glass barriers.
Bamboo and other plant supports.	Broken glass (sometimes from old greenhouses)
Projecting nails or spikes.	Misuse of chemicals.
Working with power tools.	Accidents involving hand tools, garden forks, knives etc.
Ponds (particularly in relation to children)	

Accidents can and will always happen, but a great deal can be done to prevent them. As a tenant, you are personally responsible for ensuring that your plot is hazard free and you have a duty of care to others, including other tenants and visitors. The welfare of local wildlife is also an important responsibility. Cultivating safely is in your own interest as accidents can happen at any time and there may be no-one around to help. This leaflet is intended to assist you to be aware of allotment hazards and where possible, how avoid them.

Why not take a slow walk around your plot to see if you can spot any of the hazards listed above and make a plan to deal with them. If you discover a situation you consider to be dangerous but are unable to deal with it speak to your Overseer, who will be happy to advise and help whenever possible.

The following check list will help you to ensure that you and your plot are as safe as possible.

- ✓ Ensure you have had a tetanus jab or booster as appropriate. Your GP will be happy to arrange this protection from soil born infection.
- ✓ Wear suitable clothing when you are on site. A minimum is a decent pair of gloves and sturdy footwear.
- ✓ With power tools you may need ear defenders, heavy duty gloves, steel toe caps and thick outer garments. You must ensure that no-one is too close to you when using power tools.
- ✓ Ensure that any barrier with a sharp edge is well back from the boundary of your plot (and try not to use sharp edges at all).

- ✓ Cover the top of any stakes/sticks you are using to support plants or structures, so you don't poke your eye out. Plastic jars or yoghurt pots are useful for this.
- ✓ Ensure that any petrol, oil, chemicals or dangerous materials are securely stored. Your plot should never have any barbed or razor wire, asbestos or asbestos-based materials. If you have them ask the overseer to arrange their safe removal.
- ✓ We are phasing out ponds that are below ground. If you have one of the few remaining then you should have a fence around it.
- ✓ Organise a First Aid Kit for your shed. A basic kit should include plasters, bandages and antiseptic.
- ✓ If you bring a dog on site it must be kept under control and on a lead.
- ✓ Always drive slowly when moving on site roads. 10mph is an absolute maximum!

There is a first aid box at each site and can be accessed with the gate key. Familiarise yourself with its whereabouts.

For more detailed information see http://wamplots.org.uk/health_and_safety.html

MEMBERSHIP APPLICATION FORM

for Worthing Allotments & Gardens Association (WAGA)

NB: WAGA is a company limited by guarantee. In becoming a member you gain a vote at the Annual General Meeting to decide policy and benefit from our associate membership of the Royal Horticultural Society, with reduced entry fees and free advice through WAGA, as well as our own on-site shops, social events, magazine, web site and newsletter. In the unlikely event that WAGA Ltd became formally bankrupt, all member would be liable for a nominal maximum contribution of £1 (one pound). Only sign if you accept that condition.

NAME (Mr. Mrs. Miss).....

ADDRESS.....

.....

POSTCODE.....

PLOT SITE..... PLOT NO(S).....

TEL. NO..... email.....

*I wish to receive my copy of Plotholder newsletter through this email address
(tick here if you agree)*

SIGNED..... DATE.....

I enclose £5.00 joining fee (£3.00 p.a. thereafter if paid by April 30th each year)

Cheques should be made payable to: *Worthing Allotments & Gardens Association.*
Please send to:

Margo Hollingdale
The Membership Secretary
14 Burlington Road
Worthing
West Sussex
BN12 6DB

You can also hand it in at any of our stores

Chesswood allotments site, Pages Lane, East Worthing;
Humber Avenue allotments site, Durrington (near Tesco's);
West Tarring allotments site, Ringmer Road, Tarring.

The stores are normally open on Saturdays and Sundays from 10.00 to 12.00 a.m.