

# Harlow Hill Allotment Association

## Information for persons applying for plots

When your name is entered on the waiting list, we need your address (which must be within a 2 mile radius of the allotment site) your email address and your telephone number.

Please note that from 1 February 2018 a £25 deposit will be payable upon acceptance of a plot. If, on giving up the plot and in the opinion of the Lettings Manager, the plot is in a good enough condition to be re-let, the deposit will be refunded.

When a plot becomes available, we shall try to contact you by telephone or by email and if this fails we shall send a letter to the address we have. If there is no response within 7 days, then we shall offer the plot to the next person on the list.

If you later show a good reason why you could not respond in time, your name will remain on the waiting list. Otherwise it will be deleted.

It follows from the above that you should make sure that your address and telephone number are kept up to date, and that you respond promptly to any telephone message or letter about a plot. It would be very helpful if you would let us know if you no longer want a plot at Harlow Hill. To update your contact details or to tell us you no longer want to be on the waiting list, please contact:

Richard Wriglesworth: email: [thewrigs60@hotmail.co.uk](mailto:thewrigs60@hotmail.co.uk) ; telephone: 01423 561010

Steph Byrnes: email: [hhaa.sec@gmail.com](mailto:hhaa.sec@gmail.com) ; telephone: 07928 775368

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### Contact details for persons applying for an allotment plot at Harlow Hill Allotments

The details you provide will be held by the Secretary and the Lettings Manager of the Association. They will only be used to communicate with you to keep you informed of matters relating to the allotment site. They will not be shared with a third party or any other organisation. Your details will be deleted once you cease to be a member of the association. A copy of our Data Protection Policy is available in the Allotment Shop and on our website or you can request a copy from the Secretary or the Treasurer.

When you take on a plot, there will be a six month probationary period during which you will be expected to demonstrate your commitment to cultivating and maintaining your plot in order for your tenancy to be confirmed.

<b>Name:</b>	
<b>Address:</b>	
<b>Post code:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Email:</b>	

Please return this form to Richard Wriglesworth: email: [thewrigs60@hotmail.co.uk](mailto:thewrigs60@hotmail.co.uk)