



Newport Town Council



Allotment Application and Waiting List Policy*

Newport Town Council owns and maintains 2 allotment sites.

Meadow View Road allotment site is the largest one and holds plots of various sizes.

Boughey Road site is the smaller site made out of 22 half plots.

To rent an allotment from the council an application form must be completed, which can be found on the Town Council website and at the Guildhall office.

If there are no unoccupied allotments, the applicant will be placed on the waiting list until a plot becomes available.

Anyone can be placed on a waiting list. Rules apply:

1. Due to the high demand currently only Newport Parish residents can apply for an allotment plot.
2. You can apply for either site or both, there is only one waiting list. If a plot becomes available and is not on the chosen site, the plot will be given to next person in line. The first person will stay on top of the list until plot on their chosen site becomes available.
3. If there is a waiting list any existing plot holders will not be allowed to rent a second plot – The council exercises discretion to refuse an application from existing plot holders due to large number of applicants waiting.
4. When applicant reaches top of the waiting list, they are contacted by an officer using details on their application form. The applicant has a right to view the plot before deciding if they wish to take it on. Plots are taken 'as seen' and although the Council requests the plots are returned in good order that is not always possible. If the applicant decides not to take on the plot, they go to the bottom of the waiting list.
5. Contract agreement is signed at the Guildhall office with an option to add a second tenant to the agreement at the time of signing. If the main tenant no longer wishes to hold the plot, the tenancy can pass on to the second tenant. Subject to written agreement from both tenants.
6. If the existing tenant wishes to add second tenant to the contract, in the event of the main tenant relinquishing their tenancy, the tenancy will cease for both tenants.
7. Fees may vary depending on residency, age of the applicant and the plot size. Annual fees are charged from 1st October to 30th September, however new tenants are charged full annual fee regardless of the time of year the plot is taken on. Full payment is due before the access code or key is given.

*Newport Town Council reserves the right to deviate from the above guidelines if it deems it appropriate.