

### **Code of practice for lettings**

1 At the time of letting, new members will be given a membership application form, fees payment form and a new membership form giving details of where to read the TGAA plot rules and where to find advice for new plotholders. New members will be asked to sign the membership application form and return it to the Letting Secretaries, to send the fees payment form to the Treasurer with payment and to sign and keep the new membership form.

2 At the time of letting, and where appropriate, the Lettings Secretaries will provide new members with information and advice on the care of established trees on their plot.

3 The Lettings Secretaries will ensure that all members sign and return the membership application form. The signed copies will be retained by the Lettings Secretaries who will also pass details of new members to the Treasurer and Secretary.

4 The Secretary will be responsible for adding new members to the email distribution list.

5 Two months after the date of letting – one month in the growing season (March to October) - the Lettings Secretaries will inspect the state of the plot. If little or no reasonable progress is seen to have taken place, the committee will issue a notice to quit and the plotholder will be given two weeks to remove his or her belongings from the plot. After the two-week deadline has passed, the plot will be re-let.

6 When necessary, Lettings Secretaries will keep a waiting list; the order of names will be as per the dates when the prospective plot holders first made contact. However, prospective plot holders who live locally will be given priority over people who do not.

7 Existing members who want an additional half plot must take their turn on the waiting list. However, Lettings Secretaries will have discretion to allow an existing member 'in good standing' to jump the queue if a plot becomes available near to his/her existing one

March 2004

TRAP GROUNDS ALLOTMENT ASSOCIATION (TGAA)  
NEW MEMBERSHIP FORM (to be retained by the new member)

Plot .....was let to me.....

by.....on.....

I/we agreed to pay a total of.....made up of a plot fee of .....and membership fee(s) of..... within one week of the plot being let to me.

I/we agreed to read the TGAA plot rules (in the 'Membership' section of [www.trapgroundallotments.org.uk](http://www.trapgroundallotments.org.uk)) and to abide by them.

I/we understand that my plot will be inspected after one month (two months outside the growing season) of it being let to me. I/we also understand that if little or no progress has been made in clearing and/or cultivating my plot, I will be given notice to quit, the plot will be re-let and the fees I have paid may be refunded.

I/we accepted that while I am a member of the TGAA, my contact details will be entered and held on the association's database and my email address added to the TGAA email distribution list.

I/we understand that it is my responsibility to keep the association informed of any changes to my address, telephone number(s) or email address by contacting the TGAA Secretary at [secretary@trapgroundallotments.org.uk](mailto:secretary@trapgroundallotments.org.uk)

Signature(s).....

Date.....

**TRAP GROUNDS ALLOTMENT ASSOCIATION (TGAA)**

MEMBERSHIP APPLICATION FORM (to be retained by the Letting Secretary)

PLOT NUMBER.....

NAME OF PLOTHOLDER .....

ADDRESS.....

POSTCODE.....

HOME TELEPHONE.....

MOBILE.....

EMAIL.....

PLOT FEE DUE.....

MEMBERSHIP FEE DUE.....

TOTAL DUE.....

NAME OF JOINT PLOTHOLDER.....

ADDRESS (if different).....

POSTCODE (if different).....

EMAIL.....

MEMBERSHIP FEE DUE FOR JOINT PLOTHOLDER (if applicable).....

DATE PLOT LET.....

LET BY.....

**DECLARATION**

- I/we will read the TGAA plot rules (in the 'Membership' section of [www.trapgroundallotments.org.uk](http://www.trapgroundallotments.org.uk)) and agree to abide by them.
- I/we understand that if little or no progress has been made in clearing and/or cultivating my plot within two months of it being let to me – but within one month in the growing season - I will be given notice to quit, the plot will be re-let and the fees I have paid may be refunded.
- I/we accept that while I am a member of the TGAA, my contact details will be entered and held on the association's database.
- I/we understand that it is my responsibility to keep the association informed of any changes in my contact details.

SIGNATURE(S).....

DATE.....

**TRAP GROUNDS ALLOTMENT ASSOCIATION**

**PAYMENT OF PLOT FEE**

Please complete this form and send it together with your cheque made payable to 'Trap Ground Allotment Association' or 'TGAA' to the TGAA Treasurer:

If you prefer to pay by bank transfer or direct payment, make payments quoting a plot number and surname as the reference to:

Royal Bank of Scotland

Sort Code

Account Number

Account Name: Trap Ground Allotment Association (TGAA)

Please also send an email to the TGAA Treasurer giving the reference used, amount transferred and the date of the transfer.

Note that members using the Cooperative Bank should use the Bill Payment procedure and **not** a Funds Transfer (which does not allow any reference).

PLOT NUMBER.....

NAME OF PLOTHOLDER .....

ADDRESS.....

POSTCODE.....

HOME TELEPHONE.....

MOBILE.....

EMAIL.....

PLOT FEE DUE.....

MEMBERSHIP FEE DUE.....

TOTAL DUE.....

NAME OF JOINT PLOTHOLDER.....

ADDRESS (if different).....

POSTCODE (if different).....

EMAIL.....

MEMBERSHIP FEE DUE FOR JOINT PLOTHOLDER (if applicable).....

SIGNATURE(S).....

DATE.....

## **Quit letter for new members**

Date

Dear

Plot number

We are writing to you on behalf of the Trap Grounds Allotment Association about the plot that was let to you on [date plot was let]. As agreed when you signed the new membership form at the time of letting, the plot was inspected one month after being let to you.

This inspection showed that very little or no progress has been made in clearing and/or cultivating the plot. The committee is therefore issuing you with notice to quit.

Please remove any tools, plants and any other belongings by [two weeks from date of letter] when the plot will be re-let.

Yours sincerely

Name, telephone number and email

Name, telephone number and email

Lettings Secretaries on behalf of the TGAA Committee

## **Warning letter to existing members**

Date

Dear

Plot number

We are writing to you on behalf of the Trap Grounds Allotment Association following the committee's recent plot inspection. This showed that your plot is not in a reasonable state of cultivation and is also suffering from a surplus of invasive weeds – such as couch grass, nettles, docks, dandelions, thistles and ground elder - which should be removed as soon as possible before they spread. Please take steps to clear these invasive weeds which are causing a nuisance to other ploholders and to bring your plot into a proper state of cultivation by [one month from the date of the letter] at the very latest.

We will re-inspect the plot in a month's time and if there has been little or no progress in clearing the weeds, and little or no sign of cultivation, the committee will either ask you to give up part of your plot or issue you with a notice to quit and the plot will be re-let to someone on our growing waiting list.

We always try to be considerate of any problems you may have so if, for any reason, you are unable to cultivate your plot this season would you **please contact one of us directly** as soon as possible using the contact details given below.

Yours sincerely,

Name, telephone number and email

Name, telephone number and email

Lettings Secretaries on behalf of the TGAA Committee

**Quit letter for existing members**

Date

Dear

Plot number

We wrote to you on [date of warning letter] with regard to the lack of cultivation on your plot, and asked you to clear the invasive weeds which were spreading and causing a nuisance to other plotholders.

We asked you to get in touch with us, advised you that your plot would be re-inspected on [date one month from the date of the warning letter] and warned you that you would be issued with notice to quit if there had been little or no progress in clearing the weeds and cultivating your plot.

You have not replied to our letter and our re-inspection showed that there has been little or no progress in clearing the weeds or cultivating the plot. The committee is therefore issuing you with notice to quit.

Please remove any tools, plants and any other belongings by [two weeks from date of letter] when the plot will be re-let.

Yours sincerely,

Name, telephone number and email

Name, telephone number and email

Lettings Secretaries on behalf of the TGAA Committee