



Terms of License for Allotment Lettings

1. Allocation of Vacant Allotments

- 1.1 Applicants who wish to register for an allotment must be 18 years and over, and must complete a AL1 form (Allotment Application) available from Fingal County Council Operations Department, Grove Road, Blanchardstown, Dublin 15 or <https://www.fingal.ie/council/service/allotments-management>. Vacant plots will be advertised on an annual basis and will be allocated by lottery. A reserved position on a waiting list will be created as part of the lottery process. If waiting lists are significant and vacancies are minimal, the Council reserves the right to extend the waiting list by a further 12-month period. The council reserves the right to allow those on the previous seasons waiting list to keep their list position on the new waiting list should they not have been offered a plot the previous season and the new applicants will be added to the new waiting list following a lottery process for new applicant. There will be a limit on the waiting list for each site of 100 applicants.
- 1.2 Preference will be given to applicants normally residing in Fingal. Requests from persons normally residing outside County Fingal shall not be considered.
- 1.3 Applications will be accepted based on choice of location (Turvey, Donabate; Powerstown, Blanchardstown; Skerries; or Balbriggan) and for allotment size (5m x 10m, 10m x 10m or 20m x 10m) indicated on the application form. You must number your preferences, e.g. 1,2,3, etc. The Council will try to provide the first preference plot size at the preferred location if vacant places become available.
- 1.4 Existing Licensees will be given first preference if they wish to relocate from one site to another and/or upgrade/downgrade the size of their allotment.
- 1.5 Existing Licensees are required to complete a new AL2 form (including signing the Agreement) as part of the Allotment Renewal every year.

2. Assignment

- 2.1 The Licensee must complete and sign the Allotment Licence Agreement and return this to Fingal County Council for the Licence Agreement to come into effect.
- 2.2 The allocation of an allotment is personal to the Licensee. Licensees may not assign, sublet, or part with possession of all or part of their allotment(s) during the period of the Licence. Fingal County Council is responsible for assigning plots.
- 2.3 The Licensee shall be responsible for his/her allotment and all that is on it. **The Licensee shall be responsible for the removal of all waste matter relating to fences, gates, sheds, and crops from the allotment at the termination of the Licence.** Any items left on the allotment after the Licence has terminated will be disposed of in any manner, which the County Council

deems fit, and the cost of such disposal may be recovered from the Licensee. If you are surrendering your plot, please advise Fingal County Council if you have offered equipment on site to another plot holder to prevent issues with new holders thinking their plot comes with these items.

2.4 Only one plot will be assigned per address.

2.5 The allotment is and shall always remain the sole property of the County Council. The Licensee shall acquire no right, title, or interest in the plot. The Licence gives the Licensee the right to cultivate the plot for the period of the Licence according to the Terms outlined in this document. The Licence does not and is not intended to create or grant to the Licensee any estate or interest in the lands, or any other part of the County Council's land.

3. Termination

3.1 All allotment schemes have a standard rental period of 11 months, terminating on 31st December each year.

3.2 The Allotment Licence Agreement may be terminated by Fingal County Council before the dates indicated in paragraph 3.1 if the Licensee is in breach of the rules affecting the allotment or any other condition of their Licence Agreement.

4. Rent

4.1 The Licence fee for an allotment shall be paid in **full** at the beginning of the rental period.

4.2 The letting period for 2024 will run from **Sunday 1st January 2024 to Tuesday 31st January 2024**. Payments will not be accepted outside of these dates, and any plots not renewed during this period will be reallocated.

4.3 The following are the fees for the various sized plots for all 4 allotment sites:

- €50 for a 5m x 10m plot (plus €10 Allotment Association Fee).
- €100 for a 10m x 10m plot (plus €10 Allotment Association Fee).
- €200 for a 20m x 10m plot (plus €10 Allotment Association Fee).

The fee is determined by the size of the allotment.

4.4 Fingal County Council will only reimburse the Licence fee if the allotment is returned by the Licensee within four weeks of the date of acceptance of the Licence Agreement.

5. Management Committees

5.1 All allotment schemes have an Allotment Association in place. All plot-holders **must** become members of their Allotment Association. The annual membership fee is €10 per person.

5.2 The Allotment Association fee **must** be paid at the same time as the plot rental fee.

5.3 Allotment Association membership entitles each plot holder to one vote. In circumstances where two people are listed as plot holders, they will pay one fee and hold one vote.

- 5.4 Each Allotment Association will have a properly constituted and elected Management Committee.
- 5.5 The Management Committee will oversee the day-to-day running of the allotment schemes and queries and requests from plot holders should firstly be addressed to the Management Committee. Day-to-day issues on the site, including access gates, leaks, large deliveries etc. are to be referred to the Management Committee who will contact Fingal County Council and Fingal County Council will liaise with Management Committee on these and other issues.
- 5.6 The Management Committee arranges for skips, boundary posts and other items to be delivered on site. Therefore, it is important that you provide your email as Fingal County Council will not notify you of these arrangements, including any AGMs or events on site.

6. Composting & Waste

- 6.1 Allotment holders must make every effort to compost waste materials. The County Council will arrange for skips to be placed in each allotment scheme when deemed necessary during the growing season to take away any surplus green waste.
- 6.2 Non-compostable waste shall **not** be burnt at the allotment site but shall be removed from the site by the Licensee. Bonfires are not permitted on site under any circumstances.
- 6.3 Rubbish, refuse or decaying matter (except for a reasonable amount of manure or compost required for cultivation) must not be deposited on the allotment or any adjacent land by the Licensee or by anyone else with the Licensee's permission. Any Licensee, or any person being a guest of that Licensee, found dumping such materials at the Licensee's plot, a vacant plot, or adjacent lands without the consent of the Council, may have their Licence Agreement terminated immediately.

7. Cultivation and Use of Allotments

- 7.1 Licensees must use allotments for their own personal use and must not carry out any business.
- 7.2 Allotments must be kept clean and in good condition, free from weeds and must be cultivated to the extent of at least **sixty per cent** of the total area.
- 7.3 Licensees shall keep hedges, fences, and gates within the boundary of their allotment properly cut, trimmed, and maintained. The Licensee shall not interfere with or remove any existing hedging, fencing or other boundary markers on the allotment site.
- 7.4 Licensees shall not cut or prune any trees adjoining the allotments.
- 7.5 The Licensee shall not grow any plants, weeds or otherwise, as specified and prohibited by Irish and European law.
- 7.6 No plot holders are allowed to camp or stay overnight on the site. Plot holders are allowed to visit the site from 6am to 11pm. No one is permitted to be on site between 11pm and 6am. (Times reflects the timer restriction on the electric gates on Skerries and Balbriggan).

7.7 No BBQs are permitted on site. The only exception is communal events organised through the Management Committee.

8. Hoses & sprinklers

8.1 Sprinklers are not allowed due to the large volumes of water used. The Licensee must not leave any hoses running after allotment closing hours. The Licensee should not operate an irrigation system in a polytunnel feeding from the communal taps.

9. Dogs, Animals and Bees

9.1 Dogs, except for guide dogs, must not be brought on to the allotments site unless they are kept on a lead within the Licensee's plot.

9.2 Livestock, poultry, and beehives shall not be kept on the allotment, except with the agreement of the Council.

10. Authorised Persons & Visitors

10.1 Only the Licensee, or a person authorised and/or accompanied by the Licensee is allowed on a site.

10.2 All children who are brought on site must remain under the supervision of the Licensee and not cause harm, nuisance, or danger to either themselves or other users of the allotment site and must remain within the boundary of the licenced plot.

10.3 Plots are not playground for kids, they are for cultivating. Any play equipment brought on site, if it breaks, must be disposed off-site.

10.4 The Council may order any person entering the site unlawfully or in breach of these rules to leave immediately.

10.5 The County Council may act against a Licensee for allowing an unauthorised person to be on the site when it has reasonable grounds for believing that by permitting unlawful access has seriously inconvenienced other users of the site.

10.6 Any Licensee, or any person being a guest of that Licensee, found removing produce or other items from another Licensees plot without the consent of that plot's Licensee, or from a vacant plot without the consent of the Council, may have their Licence Agreement terminated immediately. The Licensee will be held responsible for such guest's behaviour.

11. Security

11.1 Each Licensee shall be issued by the County Council with one key to access the allotment area (Turvey & Powerstown only). The key shall not be copied by the Licensee.

- 11.2 The entry gates to the allotments are to be always locked by the Licensee when entering and leaving the allotment site. The County Council will treat the noncompliance with this condition as a breach of the rules affecting the use of the allotment site as set out in paragraph 3.2. Should the Licensee be observed not locking the gates more than 2 times by County Council staff or members of the local allotment committee, the County Council will terminate the Licence Agreement.
- 11.3 The costs for a replacement key from the County Council shall be €10.
- 11.4 The transfer of keys to any unauthorised person(s) is strictly prohibited.
- 11.5 Keys must be returned to the Council upon termination of the Letting Agreement.
- 11.6 Plot holders are not allowed to leave gates or overhead barriers open. No interference with the locks is permitted.

12. Paths & Car Park

- 12.1 The County Council or Allotment Committee by arrangement will keep the car parking areas and distributor pathways in good condition. The County Council will also regularly cut the grass in the car parking areas to maintain a tidy look of the parking areas.
- 12.2 The Licensees shall keep the distributor paths always clear of obstructions and **these paths can only be accessed by Licensees for large deliveries to the allotment plot such as the delivery of large quantities** of manure and compost. Access to the pathways will be controlled by Fingal County Council, so plots holders must park in the car parks provided unless making delivery to your plot. Any large deliveries are to be notified to the Management Committee - minimum 72 hours.

13. Sheds, Building and Structures

- 13.1 The Licensees are allowed to erect structures on their allotment plot for the purpose of storage only in accordance with the following requirements:
 - The sheds shall not be higher than **2.20metres**;
 - The total ground floor surface shall not exceed **9m squared**.
- 13.2 No trade or business may be carried out from sheds, greenhouses, or tool lockers.
- 13.3 Petrol, oil, fuel, lubricants, or other flammable liquids must not be stored in the allotment, shed, greenhouse or tool locker.
- 13.4 The County Council shall not to be liable for loss of, or damage to, whether by accident, fire, theft or otherwise, any tools or contents in the shed, greenhouse, or tool locker.
- 13.5 The County Council shall not be obliged to replace or repair any private shed, greenhouse or tool locker which is destroyed or damaged.
- 13.6 The installation of play apparatus such as trampolines, swings, slides etc is permitted on a limited basis. Discarded equipment should be disposed of appropriately by the plot holder.

- 13.7 Fencing erected around plots should be no more than **1.2m** in height and should not pose a risk to anyone on site.

14. Inspection

- 14.1 The allotment (and any shed or greenhouse on it) may be inspected by an authorised Officer or employee of the County Council at any time and the Licensee must give whatever access is required by them and cooperate with them. The Licensee shall undertake any work determined by the County Council as being necessary for the preservation of the allotment.
- 14.2 **The Council will carry out regular inspections on each of the allotment sites. The Licensee of a plot that is deemed to be underutilized, overgrown or in breach of any of the conditions of this Terms of Licence for allotment lettings will receive a warning letter outlining the problem with their plot. This problem will need to be rectified prior to the following month's inspection otherwise a second warning letter will be issued.** Plot holders are encouraged to contact Management Committee or Fingal County Council where medical issues or personal circumstances are preventing them from working their plot.
- 14.3 **A maximum of two warning letters/emails will be issued to the Licensee. If no action is undertaken by the Licensee to rectify the problem within 4 weeks of the date of issue of the second warning letter, the Licence Agreement will be terminated. The County Council will issue a termination letter by registered post to notify the Licensee that the Licence Agreement has been terminated.** There will be no opportunity to rescind/appeal the termination as two warning letters have already been issued giving plot holder ample opportunity to rectify the issue or discuss circumstances. If additional time is needed to clear the plot, Fingal County Council should be notified asap.
- 14.4 The County Council will not refund the Licence fee when the Licence Agreement is terminated on foot of the termination letter.

15. Disputes

- 15.1 Disputes between Licensees will be referred to the Senior Executive Officer, Balbriggan Swords Operational Area, of the County Council. The decision of the Senior Executive Officer will be binding on all the Licensees involved in the dispute.

16. Change of Address

- 16.1 Licensees must immediately inform the Council in writing of changes of address or contact details.
- 16.2 Any notice must be served on a Licensee either personally or by leaving it at their last known address, or by registered letter or by recorded delivery letter addressed to them there, or by fixing a notice in a conspicuous manner on the Allotment.

16.3 Notices served under paragraph 16.2 will be treated as properly served even if not in fact received.

17. Interpretation and Repeal

17.1 In these rules, the following words are to have the following meanings:

- Allotment - any allotment or leisure garden let by or on behalf of the County Council.
- The County Council - Fingal County Council
- Licence fee - the annual sum payable for an Allotment and all amenities provided with it.
- Licensee - person who holds a Licence Agreement for an allotment.

The headings of these rules are not to affect their interpretation.