

POYNTON TOWN COUNCIL

APPLICATION FOR THE ERECTION OF EACH NEW BUILDING / SHED / GREENHOUSE /STRUCTURE OR ALTERATION TO AN EXISTING BUILDING

ON THE COPPICE ROAD ALLOTMENT SITE:

PLOT NO:

Plot holder's full name: (only the registered plot holder may apply)

Address:

Postcode:

Tel No:

Email address:

Although formal 'Planning Consent' is not required, neither is there any statutory obligation upon the Council to permit any buildings or structures to be erected on its allotment plots. Whilst recognising the desire for some ploholders to erect a shed or greenhouse on their tenanted allotment, this will only be permitted at the Council's discretion, and subject to the conditions and guidelines set out in this application form.

You should use this application form if you are the registered plot holder and would like to construct or erect a structure on your plot or alter, extend, replace or move an existing structure. Structures you need to apply for include sheds, greenhouses, tool stores, fruit cages, pergolas etc. Compost bins do not require permission, neither do removable raised beds, but the latter must be removed upon cessation of tenancy. Polythene tunnel greenhouses are not permitted. If you are in any doubt about whether or not you need apply, please contact us to discuss.

The primary purpose for an allotment is for the growing of vegetables, fruit and some flowers and it is important that the proposed shed / greenhouse shall only occupy an area compatible with the total plot area, and to satisfy the requirement to have the minimum of 75% of the plot area under cultivation. Design, size, positioning & colour of buildings must follow the guidelines below to preserve the visual amenity value of the allotment plot and the allotment site. Applicants should take into consideration the area required for access to the building and its subsequent maintenance. Permission for any other structure, except compost bins and raised beds, which reduces the area available for cultivation should also be sought. For the purposes of this application a 'Half-plot' shall have an area of between 75 sqm. and 125 sqm. A 'Full-plot' shall have an area of a minimum of 125 sqm. to a maximum of 250 sqm. Smaller plots with an area of less than 75 sqm. may NOT have buildings erected upon them, but may have a small tool store or chest placed upon them.

Application is hereby made for the erection of a building/structure subject to the following guidelines and conditions:

1. Design, Size, Colour, Number of structures

An half-plot may not have shed greater than 6ft (1.8m) x 4ft (1.2m) and, or, a greenhouse greater than 8ft (2.4m) x 6ft (1.8m), and the height from the ground level to the highest point of the roof shall not be more than 7 ft (2.13 m). The total number of buildings / other structures permitted on a half-plot should not exceed 2 (two); a shed and, or, greenhouse or other structure. For a 'full-plot', a maximum of 2 structures are also permitted, comprised of a shed, 8ft (2.4m) x 6ft (1.8m) and one (1) greenhouse, also of 8ft (2.4m) x 6ft (1,8m) maximum. All sheds shall be treated with a timber preservative coloured either dark green or dark brown. Timber greenhouses shall be painted white or green, and metal greenhouses should be natural non-corrodable metal finish or possess a green coloured coating. Materials, preservative treatments or chemicals that are a hazard to the

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environment, wildlife and users or that would cause long term damage to the soil should not be used in the construction or maintenance.

2. Construction of structure

Sheds shall be of timber and of sectional construction and assembled in such a manner as to be capable of being dismantled and removed upon cessation of tenancy. They may have a pitched or pent roof design. Greenhouses may be of timber or metal construction, sectional, and capable of disassembly and removal upon cessation of tenancy. It shall be of pitched-roof design only.

Foundations of concrete or mortared brickwork are not permitted, neither is the use of hardcore nor gravel. Readily removable dry-laid concrete slabs (flagstones) or bricks are acceptable. The base shall be level so that the erected building is perpendicular and not leaning. The building should be anchored firmly to the allotment plot to prevent wind-blown movement.

3. Positioning of structure upon the allotment plot

The building / structure be erected only in the position shown on your submission plan.

Buildings / structures should not be positioned where they might create problems of shade, water run off, access, or any other any difficulties or hazards for neighbouring plot holders or problems for other users or neighbours of the site

Buildings / structures should be set back from roadways, adjacent plots, communal access pathways and boundary hedges or fences.

Buildings / structures should be capable of being maintained wholly from within your plot boundary without accessing other plots and sufficient space of a minimum of 0.5 metre wide should left for such purposes.

4. Maintenance of structure

All buildings should be safe, structurally sound and kept in a well-maintained condition, used for its original purpose and present a tidy appearance at all times. A badly-maintained structure may attract vandalism and it is advisable to keep sheds securely locked when you are not present on the plot. All preservative treatments shall be of approved type and colour and be renewed not less frequently than every third year. Roofs shall be kept watertight and any weather-proof membrane (roofing felt) should be free from rips or other damage. Glazing for windows or greenhouses shall be of sheet glass or shatter-resistant plastic (acrylic or polycarbonate). Any broken panes shall be replaced promptly, and broken glass or plastic removed from the allotment site and disposed of safely. Failure to do so or respond to requests from the Council for repairs / maintenance / removal, could result in the Council carrying out the work and recharging you with the cost and / or your tenancy terminated.

5. Modification, Alteration

The building/structure should not be modified, altered or extended without the prior written permission of the Council following a written application from the tenant. If applying to alter an existing structure please clearly identify the existing and proposed alterations on the accompanying drawings.

6. Removal of structure upon Cessation of Tenancy

The granting of permission applies only to the named tenant for the particular plot and must be sought upon change of tenant or plot. Upon cessation of tenancy the building(s)/structures must either, be removed entirely from the plot and site, including any foundations used, or, by written agreement between outgoing and incoming tenant, transferred to the incoming tenant and copies of that agreement lodged with the council. Failure to remove or transfer any buildings within four weeks from cessation of tenancy will be treated as abandoned buildings, and will be either removed by the council, with the cost of removal being charged to the outgoing tenant, or ownership transferred to the Coppice Road Allotments Association free of cost. The site formerly occupied by removed buildings/structures shall be reinstated to a condition suitable for cultivation.

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Materials used:

Please list **all** the materials used in the construction / alteration of the structure below, including base and floor materials.

Walls:

Roof:

Base:

Floor:

All other materials (including preservative treatment & colour):

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PART TWO

DRAWINGS OF SIDE & FRONT OF BUILDING / STRUCTURE

Supply drawings of side and front elevations of the building/structure and mark the length, width and height at the highest point. If applying to alter an existing building/structure clearly identify the existing and proposed alterations.

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DRAWING SHOWING LOCATION OF BUILDING/STRUCTURE ON PLOT

Supply a plan drawing showing the proposed position of the building/structure on the plot and its relation to any other existing buildings/structures, access routes, structures on adjacent plots, plot or site boundaries. Remember to leave adequate space around the building for maintenance access (minimum 0.5 metre).

If applying to alter an existing structure clearly identify between the existing structure and proposed alterations.

Please indicate the direction of North on your plan and indicate the percentage of the total plot area this structure will occupy.

I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS

Signed:..... Date:.....

YOU WILL BE NOTIFIED BY THE COUNCIL WHEN THIS APPLICATION IS APPROVED

You are advised not to purchase or commence erection of any building/structure before approval is given.