

Diss and District Allotment Holders Association
TENANCY AGREEMENT - RULES AND CONDITIONS

1. The tenant is responsible for paying rent when it becomes due during **October** each year.
2. The tenant has a duty of care to all persons who enter their plot, including family members and children, and therefore must carry out regular inspections for hazards and take remedial action.
3. The tenant shall keep the plot clean and in a good state of cultivation and fertility. Where this is not observed, Diss Town Council reserves the right to recover compensation from the tenant, equivalent to the cost of making good.
4. The tenant shall not cause any nuisance or annoyance to any other plot holder.
5. The tenant shall not under-let, assign or part with possession of the plot, or any part thereof, without prior written consent of the Association.
6. The tenant shall maintain all paths adjoining their plot, keeping them free from hazards and clear of obstructions thus allowing free access. A minimum path width of 2' 6" is required.
7. No sheds or buildings are allowed under the terms of our lease with Diss Town Council.
8. No livestock or bees to be kept on the plot or the allotment site in general.
9. No firearms of any sort are permitted on the allotment site at any time.
10. No carpets permitted due to disposal problems.
11. No ponds permitted.
12. Dogs owned by tenants are permitted on leads only and if tethered to the owner's plot. Dog owners are responsible for cleaning up after their pets.
13. Fruit trees and bushes on dwarfing root-stocks only (please check with the nursery on purchase), to be kept disease free, regularly pruned and not overhanging paths.
14. No bonfires during weather conditions which will cause nuisance to neighbouring plot holders or householders; bonfires to be extinguished before leaving the site; burning of allotment waste only.
15. The tenant shall observe the entrance and exit signs to the allotment site at all times.
16. The tenant shall observe and perform any other special conditions which the Association/Council may consider necessary to preserve the allotments from deterioration.

ANY BREACH OF THE ABOVE RULES MAY RESULT IN TERMINATION OF TENANCY

Plot no _____ Name / Address _____

Email address _____ Tel _____

Our PRIVACY COMMITMENTS OVERLEAF

I agree to abide by the above rules and conditions

Signed _____ Date _____

Signed _____ Date _____
On behalf of Diss Town Council

DISS AND DISTRICT ALLOTMENT HOLDERS ASSOCIATION DATA PROTECTION COMPLIANCE

WE WILL:

- ✓ Ask someone for their consent before sharing their personal data
- ✓ If anyone asks to contact you we will take their contact details and then forward it to you for you to contact them
- ✓ When emailing the whole tenants list – your email will be a 'bcc' (blind carbon copy) so no-one else will see your address
- ✓ Make it clear that your personal data is staying with the committee
- ✓ Ensure that documents are always filed away or shredded after use
- ✓ Check that emails have the correct file attachment and recipients before hitting send
- ✓ Dispose of out-of-date personal data securely, eg shred paper forms
- ✓ Regularly review those who can access personal data and remove those who no longer need to access it

WE WILL NOT:

- ✗ Share your personal data with anyone else without explicit consent
- ✗ If someone asks to contact you we will not give them your details
- ✗ Copy two people into an email who do not already have each other's email addresses
- ✗ Email you with your email addresses in the 'to' or 'cc' fields
- ✗ Pass personal data to any associated body (Diss Town Council, insurance company etc) without consent
- ✗ Email personal data in an open document
- ✗ Keep out-of-date paper or electronic records of personal data