



London Borough of Hounslow

Allotment Rules

Welcome to Hounslow's allotment community. Allotments can provide a wide range of benefits to tenants, communities, the environment and to wildlife.

All tenants of Hounslow Council's Allotments are bound by the allotment rules in relation to their tenancy agreement. Regular allotment visits and inspections are undertaken by the dedicated allotment officer.

The Allotment Rules for the London Borough of Hounslow apply in conjunction with the Allotment Acts 1908-1950 and subsequent revisions.

Any tenant found to be in breach of the allotment rules will be contacted. Failure to comply with a notice issued by the council or their managing agent may result in the termination of your allotment tenancy.

1. Review of Charges, Services and Rules

The council reserves the right to review this agreement and the charges for allotments and services as required. Before making any changes, the council will give you notice of such changes.

2. Cultivation and Plot Maintenance

- Allotments must be kept in a good state of cultivation and in good condition. Non cultivation will result in termination of tenancy. (Non-cultivation is when more than 20% of the total plot area is not in use (allowing land to lay fallow)).
- You must maintain the soil in a healthy and fertile state and keep weeds under control not impinging against neighbouring plots. Failure to do so may lead to the issue of an improvement notice from the council. New tenants will receive a grace period of 6 months from the commencement of their tenancy and will then be subject to future cultivation inspections. Any officer of the Council or any person appointed by the Council are permitted to enter the allotment site and all plots for inspection purposes.
- In the case of non-cultivation due to ill health or bereavement, a maximum 6-month period of grace may be allowed subject to medical evidence being made available in the case of illness. Each case will be reviewed on its merits.
- Trees or shrubs growing on or near the site boundary must not be cut or pruned without permission from the Council. Soil, gravel, sand or clay must not be removed from the allotment site.
- Fruit bushes must be kept under control and not allowed to encroach over paths. Only fruit bushes grown on a dwarf rootstock are to be planted, any fruit trees existing or new should not be permitted to overshadow adjacent plots.

- Boundary hedges forming part of an allotment or across an adjacent path must be properly cut and trimmed in accordance with good horticultural practices and not be allowed to restrict access to adjacent plots.
- Wildflowers and areas formally cultivated for wildlife must not exceed 10% of the plot.
- NO children's play equipment is permitted on plots including trampolines.
- Notifiable pests and plant disease's injurious weeds and invasive plants such as, Japanese Knotweed, Himalayan Balsam and Giant Hogweed must not be planted and if seen, reported to the Allotment Officer immediately.
- Soil, ash and any other material likely to be contaminated must not be brought onto the allotments.
- Tenants must use allotments for their own personal purpose and must not carry out any business or sell produce from their allotments.
- No advertisements, displays or flags or display can be erected on or near the allotment site for commercial gain.

3. Water Supply & Hoses

- The use of hosepipes is discouraged and the preferred method of watering is by the use of watering cans and hoses should only be used to fill water butts. Tenants are requested to conserve water as far as possible: not to use sprinkler attachments for watering; not to leave an unattended hose attached to a water tap; to observe hose pipe bans when in force; wherever possible to use watering cans (or similar) when watering.
- Water supplies will be turned off on the 1st November in each year and turned back on again on the 1st April the following spring.
- No connections or alterations can be made to the water supply (including pipes, taps, and tanks) on the allotment site. Any tenant found to be making any modification to the existing supply will be served with a notice of non-compliance and may be served with a termination notice without further warning.
- Mains water supply; toilet facilities; fences, hedges and gates; paths and hauling ways, where they exist are privileges and misuse by plot holders may result in termination of their use.

4. Fires & Barbeques

- Fires are not permitted on any allotments.
- Occasional barbeques will be permitted on allotment sites and need to be limited to individual plots and small social gatherings, they are limited to plot holders and helpers only, any barbecues should not cause a nuisance to any neighbours of the plots.

5. Composting, Litter and General Waste

- Carpets/underlay are prohibited to mulch plots.
- Compost must be stored in properly constructed, covered containers or well-maintained heaps which are regularly turned. Compost heaps must be wholly contained within the tenant's own plot.
- You must not fly tip any materials, arisings or rubbish (including tyres, industrial or building waste and household articles) from your allotment plot, or from off site, anywhere on the allotment site and keep the plot clear of rubbish (howsoever caused). Any tenant found to be using their plot to store household waste and refuse will be required to remove it. Failure to comply will result in a termination notice being served. **If the Council or its agent has to clear rubbish from a plot, the tenant responsible will be re-charged for the cost of removal.**

6. Animals and livestock

- Dogs are only permitted on allotment sites when on a lead and under proper control at all times, they should not be allowed to roam freely. Owners are responsible for clearing their animal's fouling. You must not leave a dog unattended or overnight on your plot.
- Poultry and rabbits are the only livestock that are permitted on allotments, only with the permission of the Council or its managing agent. Cockerels are not permitted on any allotment site.
- Policies and agreements for poultry must be completed by any tenant prior to being permitted to keep them on the site.
- The minimum size of plot that birds may be kept on is 125 square metres or 5 rods. The keeping of poultry is governed by the Allotment Poultry Keeping Agreement (Appendix A)
- Bee keeping can only be permitted with the authorisation from the Council or its managing agent. Policies for beekeeping must be completed by any tenant prior to permission being granted. The keeping of bees is governed by the Beekeeping Agreement (Appendix B).

7. Sheds, greenhouses, structures, paths and plot markers

- All structures must be temporary and not include any asbestos or other hazardous materials and no permanent footings or bases may be constructed. No buildings or structures can be erected by the tenant on the plot other than sheds, greenhouses, and fruit cages. All structures must be removed when the tenant leaves. Costs for removal and reinstatement to be borne by the tenant.
- Sheds, greenhouses, fences, polytunnels and other structures can only be erected after permission has been given by the Council or its managing agent. Where permission is granted, the structure should be situated well within the boundaries of the allotment, should not impede traffic on the common pathways, should not cause shade for an extended period to a neighbouring plot. The Council or their

representative will remove unauthorised structures and materials and reclaim the cost of removal from the tenant

- Permission will only be granted to any proposed structure that are deemed to be appropriate for the site, any structures deemed inappropriate will be requested to be removed. At least 75% of the plot must be retained as open growing space at all times.
- All cold frames and glass/greenhouses must be made from fit-for-purpose materials.
- All paths, including main paths, must be kept clear of obstructions at all times and not be encroached upon. Paths must not be reduced by plot extensions.
- Where paths are evident between allotments there must be sufficient width to allow tenants to traverse the path safely.
- Neighbouring plot holders will have a shared responsibility for keeping any path between their plots well maintained. Paths must be kept clear and free of any trip hazards. Plot holders should also keep within the set boundaries of their plot and not encroach upon any neighbouring plot.
- Enclosing of plots with fences must be agreed with the allotment officer, if permitted appropriate materials must be used and be kept to a reasonable height for the plot, barbed wire is forbidden anywhere on the site. Fencing must be maintained by the allotment holder.
- Tenants are responsible for ensuring that their plot is well identified with a clear number of their plot and remains clearly displayed.

8. Security and safety

- Tenants are responsible for locking the site gate upon entry and exit to the site.
- Site keys must be returned on termination of the tenancy.
- Access to the site must only be gained by an authorised entrance, and tenants must not make any other means of entrance or exit.
- All visitors are the responsibility of the plot holder and the plot holder needs to explain the allotment rules, show visitor's where your plot's boundaries are and explain that other people's plots are strictly off-limits.
- In case of incidents concerning personal safety or safety of personal belongings the Tenant is advised to report any crime to the Metropolitan Police and should be promptly reported to the council or its managing agent.
- The Council are not liable for any loss (including fire, accident, theft, flooding or damage of any tools or contents) of sheds and greenhouses.
- Tenants are responsible for ensuring that no potentially dangerous articles are left on the allotment. Wrap broken glass in newspaper and dispose of it and other hazards, e.g. scrap metal, safely away from the allotments.

9. Pest Control

You can find information on our [pest control pages](#)

- If you choose to use your own pest treatment methods, they must be humane, avoid risk to the public and non-target species e.g. cats, birds etc., and be compliant with UK law as well as the manufacturer's safety instructions.
- Wasp and bees nests should be reported to the allotment officer and their advice sought to deal with an infestation.

10. Pesticides and Fertilizers

- If not feasible to be organically managed, all tenants have a duty of care to manage the use of pesticides using approved methods.
Where possible all allotments should be organically cultivated, all compost should be peat free.
- Chemicals must be stored in a safe place in their original, labelled containers and be used in accordance with the manufacturer's instructions and current legislation and must not be allowed to spread beyond your allotment. Particular caution must be exercised in the vicinity of ponds, hedges and other wildlife features. Any plot holder found not meeting their duty of care may have their lease terminated without notice.
- Keep all chemicals in their original, labelled containers and follow the instructions carefully. Store the chemicals in a safe place, preferably out of the reach of children.
- Disposal of pesticides and fertilizers is the responsibility of the plot holder.
- Spray fertilizers must never be attached to the mains water supply.

11. Community and Conduct

- Tenants, or any person accompanied by the tenant, are not permitted to reside on the allotment overnight.
- Only the tenant or the person authorised or accompanied by the tenant is allowed on the site.
- Children are the responsibility of the Tenant and must be supervised at all times by an adult. Children are not permitted to trespass on other plots
- Sub-letting is not permitted. Any tenant found to be sub-letting their plot will have their tenancy terminated.
- Sharing a plot will only be permitted with permission of the Council or the managing agent. The lettings register will be modified to reflect this change. ***Please note that sharers do not have an automatic right to take over the plot in the event that the formal tenant relinquishes their tenancy.***
- Tenants must not cause any undue annoyance or disturbance to other tenants or residents of properties adjoining the site. Antisocial behaviour towards other Tenants will not be tolerated. Anyone committing acts of anti-social behaviour may result in the termination or non-renewal of the tenancy of the perpetrator.

- Any assault, threats or aggressive behaviour on site should be reported to the Police. You should email details to the Council and Site Committee so they are aware of the issue. Please also send the details of any Police report.
- Disputes between tenants should be resolved locally where possible. As a last resort disputes should be referred to the Council or its managing agent. The decision of the Council will be binding on all the tenants involved.
- If the Council have clear evidence (such as a Police report which determines culpability) to support an allegation of crime committed by a tenant on any allotment site the Council will start the termination of tenancy process.
- You must not use your allotment for any illegal, unauthorised or immoral purpose. If you are proven to be in breach of any of the above or other unseemly behaviour, your tenancy will be terminated immediately. If you are found guilty of any criminal offence committed on an allotment site this will result in the immediate termination of your tenancy without the right of appeal.

12. General

- The Council reserve the right to revise, delete or add to the conditions at any time.
- In the event of any breach of the Allotment Rules, any decision made by the council or its managing agent is final.

13. Termination of Agreements

- Tenants will have many reasons to cancel their tenancy agreement, but the Council requires confirmation of the cancellation in writing, giving a minimum of one month's notice. The Council will not refund any rent paid in that year, when the cancellation is at the request of the tenant.
- The Council has the right to terminate the tenancy agreement if the Tenant is found to be in breach of any of these Allotment Rules.

The following enforcement procedure will apply:

Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.

Formal Warning – Tenants who fail to respond to an informal warning within 14 days (or sooner in case of urgency) will be issued with a formal written warning sent to the email address provided or posted to the home address if we do not have an email address

Tenants who fail to respond to a formal warning within 14 days will be required to vacate their plot and their tenancy will be terminated. You will be given 14 days to clear your personal items from the date of the termination notice.

14. ASB

Antisocial behaviour towards other Tenants or their property is not tolerated. This includes but not exclusively: verbal abuse, theft, threats, actual damage or violent behaviour, and indecent exposure. An incident of antisocial behaviour may result in the termination or non-renewal of the tenancy of the perpetrator.

Tenants should report ASB to the council allotment officer or site association within 14 days. Reports should also be made to the police if necessary. The council or site manager will investigate the complaint to determine its validity.

First Warning: If the complaint is valid, the tenant will receive a formal warning within 14 days outlining the ASB and the required changes in behaviour.

Monitoring: The tenant's behaviour will be monitored for a specified period as set out in the warning letter to ensure compliance.

Second Warning: If the ASB continues, a second warning will be issued, reiterating the consequences of further non-compliance.

Termination of Tenancy

Final Notice: If the ASB persists despite warnings, the council will issue a final notice of termination and the tenant will have 14 days to vacate the allotment removing personal belongings and return any keys.

15. Review Process

In most cases you will have the right to seek a review of a termination notice. Your request must be submitted in writing within 14 days of the date of the termination letter stating the reasons why you are seeking a review. Your request will then be considered by a Council Chief Officer who (after making further enquiry) will decide whether to confirm, cancel or vary the terms of the termination notice and you will be notified of that decision, which will be final.

Useful Information

Hounslow Community Safety Partnership (HCSP) is responsible for reducing crime, disorder and substance misuse in the London Borough of Hounslow [Safer Communities Strategy 2024-2027](#)

Appendix A

Allotment Poultry Keeping Agreement

You must register with DEFRA within one month of keeping poultry or other captive birds at any premises in England or Wales. This includes any birds you keep as pets.

You're breaking the law if you do not register.

[Register as a keeper of less than 50 poultry or other captive birds - GOV.UK](#)

1. Definitions

In this agreement (also referred to as the Allotment Poultry Terms and conditions):

“Lampton Greenspace “: acting as agent on behalf of the London Borough of Hounslow, known as GS.

1.1. “Allotment Tenant”: means any tenant of Lampton Greenspace on any plot or plots on any Allotment land within the London Borough of Hounslow.

1.2. “Allotment Land“ means any land owned by or managed for the council as allotments within the London Borough of Hounslow.

1.3. This agreement covers all forms of poultry kept on allotments and includes Chickens, Turkeys, Geese, Ducks and Quails or Guinea Fowl. Other types of birds are permitted as part of the agreement, these must be declared prior to permission being granted. Cockerels may not be kept on any allotment land.

2. Review of agreement

Lampton Greenspace reserve the right to review this agreement as is reasonably required. Before making any changes, notice will be given advising of such changes in writing.

3. Tenancy

Any person keeping poultry on allotment land must be an allotment tenant and are bound by the allotment conditions of tenancy, and all relevant laws in force at the present time, in addition to the terms and conditions contained in this agreement. The allotment tenant accepts that all costs and expenses incurred for the keeping of any poultry on any plot on any allotment land will be met by the allotment tenant

4. General

4.1. Greenspace reserve the right not to allow or to withdraw its agreement for the keeping of poultry on any plot on any allotment land where it is reasonable to do so.

4.2. The most important consideration is the welfare of the birds themselves. In meeting basic physiological and behavioural needs the following must be provided by the tenant under the **Animal Welfare Act 2006**.

- • A suitable environment for the birds
- • A suitable diet and clean fresh water
- • to allow the birds to exhibit natural behaviour
- • to house social birds with others
- • to protect birds from pain, suffering and disease

4.3. The minimum size of plot on any allotment land that birds may be kept on is 125 square metres or 5 rods.

4.4. For the purpose of reporting any matter to the allotment section as require by this agreement the tenant should contact the: Allotment Administrator on allotments@hounslow.gov.uk / 0208 583 6618.

5. Registration and inspection

5.1. Allotment tenants are required to register their birds with Greenspace, in writing, stating the number of birds to be kept and confirming their agreement to follow the terms and conditions in this agreement in full.

5.2. Failure to register birds or to comply with any term or condition in this agreement may result in the termination of an allotment tenancy agreement. A requirement of registration will be that the birds be vaccinated. The allotment tenant must maintain a list of all birds with full medication history of each.

5.3. If allotment tenants choose to keep birds on their plot they must check on them daily, provide competent care and management, and have the knowledge and skills and ensure the well-being of the birds. In addition tenants are expected to keep birds under proper control to avoid disturbance to others.

5.4. An authorized representative of Greenspace or the London Borough of Hounslow has the right to inspect birds on allotment land at any time. This includes a right of entry to the plot and any structures thereon. If Greenspace or the RSPCA has cause to investigate complaints of maltreatment, then the reasonable cost of vets or other official inspection will be passed to the allotment tenant.

5.5. All deaths of birds are to be recorded by the allotment tenant and reported to Greenspace forthwith. All dead birds must be disposed of according to the **Animal-bi-products Regulations 2003** (or any legislation replacing or superseding these regulations).

6. Disease Control

Any sick or injured birds must be removed from the allotment land forthwith by the allotment tenant and treatment sought without delay. The allotment tenant must advise Greenspace of the name and address of the veterinary surgeon who examined the birds.

The cause of any disease or injury will be identified and remedial action taken by the allotment tenant. Any national disease prevention and/or control programmes in force for the time being, must be adhered to by the allotment tenant.

7. Animal Husbandry

7.1. The number of birds to be kept on any allotment plot per allotment tenant shall be dependent on the available space on the site and should be sufficient space for the birds to run around and jump, it is recommended that no more than 6 birds are housed in any one contained area.

7.2. The area given over to birds on any allotment plot must be protected from predators such as foxes by suitable fencing around the building and run area.

7.3. In addition to effective containment, housing is also key in ensuring the welfare of the birds and should allow expression of natural behaviour.

7.4. To minimize potential nuisance to local residents the bird house and run on any plot should not abutt any residential property, the tenant shall meet the following standards.

7.41. The birdhouse should be fully enclosed. A minimum internal floor space of 0.1858 square metres (2 square feet) per bird is required.

7.42. All floors should be kept clean. Fresh bedding materials shall be supplied and changed regularly to absorb moisture and odour.

7.43. Nest boxes, roosting areas and perches should not be so high above floor level that birds have difficulty using them.

7.44. Bird house conditions should be at all times be adequate to provide sufficient fresh air, but care should be taken to protect confined birds from draughts in cold conditions.

7.45. An outdoor run (Which means a fully enclosed caged run that provides a minimum size of 0.37 square metres (4 square feet) is required and it should provide the birds with plenty of space to dig, dust themselves and flap their wings. The optimum size for the optimum size for the outdoor run is 1.9 metres (6 feet) x 2.8 metres (9 feet).

7.46. A suitable balanced feed must be available to hens at all times: laying hens require a calcium supplement and chickens must have access to insoluble grit to aid digestion.

7.47. Fresh water must be provided and changed daily, young birds must be provided with suitable drinkers which prevent them climbing in and drowning.

7.48. The cost of any vermin control associated with the keeping of birds will be met by the allotment tenant responsible.

7.49. The allotment tenant will be responsible for the removal of all arisings and waste material including material used for bedding from the allotment land.

7.50. All bird food is to be kept in a suitable rat proof container.

8. Improvement Notices

Where it is deemed necessary by Greenspace, in the interest of the welfare of any birds kept, to effect improvements to the accommodation or overall keeping of any bird on any allotment plot, then reasonable notice in writing given to the allotment tenant accordingly (in the case of urgency immediate rectification may be required).

Such notice will specify the nature of the improvements to be made by the allotment holder. Failure to comply with such notice will be considered a breach of this agreement and may result in the termination of an allotment tenancy.

9. Termination

Failure to comply with the terms and conditions of this agreement can lead to the tenancy of any allotment plot being terminated.

Appendix B

Beekeeping Agreement

Conditions for keeping Bees on allotment sites in Hounslow

1. Consent

Any plot holder wishing to keep bees on an allotment site in Hounslow must first seek written agreement from Lampton Greenspace.

No bees shall be kept on any allotment site until this agreement has been signed and permission given in writing. Lampton Greenspace reserve the right to issue 14 days notice for the removal of hives.

2. Duty of Care

The beekeeper owes a duty of care to:-

- The public in the vicinity of the hives
- Other visitors to the open space
- Intruders even if it is clear that their intention was to disturb the colony

3. Consultation

People will be more accepting of a perceived risk if they understand it and are clear about the benefits it will bring.

It is the responsibility of the beekeeper to inform in advance, adjoining allotment tenants in the vicinity of the proposed hives, of the intention to site hives and to allay any concerns and answer any queries they may have. The beekeeper should prominently display a notice for a minimum period of 28 days in the growing season and 56 days outside the growing season indicating that a request to keep bees has been submitted.

Should an objection be made it must be effectively addressed, if the objection is on allergy or medical grounds and Lampton Greenspace are satisfied that it is substantiated, permission may be refused to keep bees on that particular site.

4. Training

Beekeeping requires a level of competency in maintaining hives to ensure the health and productivity of the colony. Evidence of training from a recognised body such as the British Beekeepers Association must be provided.

5. Insurance/Membership

The named beekeeper must be a member of a Beekeepers Association affiliated to the British Beekeepers Association which provides third party insurance as well as up to date valuable advice and training

Insurance cover must be maintained throughout the duration of keeping the bees on the allotment site which provides specifically for beekeeping risks and includes five (5) million pounds public liability insurance cover. A copy of the insurance must be submitted annually to the allotment administrator

Failure to provide insurance will result in the removal of the hives by an approved contractor and all associated costs borne by the beekeeper

Lampton Greenspace accepts no responsibility for the hives including but not limited to their damage, destruction or theft and the beekeeper shall be responsible for insuring the hives.

6. Hives/Location

No more than 2 hives and 1 nucleus may be located in any specified location

Hives should be sited as far as possible from any public road or path or jointly used road or paths within the public open space

Entrances should preferably have a southerly aspect and away from any prevailing winds and overhanging shrubbery that may cause damp conditions

Screening around the hives is encouraged to both provide protection for the bees from intrusion/vandals and create an effective barrier ensuring the flight path of the bees does not go directly across other plots and forces them to fly quickly upwards to their natural height when foraging

Bees need access to **water** and provision of areas of shallow water and damp margins provided where they are less likely to drown. Water can also be provide in the form of bird baths and pond margins

7. Beekeeper responsibilities and handling of bees

Beekeepers should not put colonies of bees known to be of an aggressive temperament onto allotment sites, if this does occur then the beekeeper will be asked to remedy the situation

Inspections – Hives need to be inspected weekly from April to July in accordance with BBKA guidelines.

When undertaking inspections bee keepers must be mindful of adjoining gardeners and inform them that an inspection will be carried out at a specific time, preferably in a calm dry period of weather

Swarming – The beekeeper must carry out such management and manipulations of the colonies as are necessary to minimise the issue of swarms. Visitors to the open space must be made aware that bees may swarm, an essential part of reproduction, and in the event of this happening an experienced bee keeper must deal with this.

Contact Details/Standby – In the event of an emergency, such as swarming, the beekeeper must ensure that name and contact details are displayed in the area of the hives or if available on a notice board where it is clearly visible to all users of the site.

If the official named beekeeper is unavailable, a standby contact competent to deal with inspection duties and any emergency related to the hives, such as potential swarming must be available.

The contact details of the standby must be made available during the absence of the beekeeper

Full contact details for both parties must be given to the allotment administrator prior to siting the hives.

Vandalism- Please try and ensure that long objects are not available near the hives as these may be used to push over hives

Diseases- Beekeepers have a legal responsibility to notify the National Bee Unit (NBU) of certain pests and diseases. The beekeeper must register hives with the National Bee Unit ‘ Beebase ‘ part of Defra.

<https://secure.fera.defra.gov.uk/beebase/index.cfm>

Email : nbu@fera.gsi.gov.uk

Lampton Greenspace reserve the right to advise fera of all beekeepers on allotments and all contact details

Once registered, beekeepers are entitled to free advisory visits from bee inspectors, up to date information about local outbreaks and free access to pest and disease information

8. Withdrawal of Consent

Lampton Greenspace reserve the right to issue 14 days notice for the removal of the hives if :

- The bee keeper contravenes any of the above condition
- Substantiated information is received that requires a review of the arrangements

The beekeeper must supply the following information:

Name of Beekeeper

Site name

Plot Number

Phone/ Mobile

Daytime

Home

Email

Evidence of training

Evidence of Beekeeping Association membership (including Public Liability Insurance)

Number of hives and a plan or map of the site indicating the proposed location of the hives

Procedure that the bee keeper will follow in the event of the colony swarming

Arrangements for the hives and colonies on the termination of this agreement by either party

Name of Standby Beekeeper

Phone/ Mobile

Daytime

Home

Email