

Guidance regarding the ACT System

This guidance is issued jointly by Liverpool City Council (LCC) and the Association of Liverpool Allotments (ALA). This guidance does not supersede any site-specific rules from LCC or an Allotment Society's Constitution or Rules.

In order to judge whether an allotment plot is being used to its full potential, it is recommended that sites use the ACT system. This is an acronym for – **Activity** and **Cultivation** over **Time**.

All allotment holders are expected to follow these ACT criteria; and if not, notifications of Breach of Plot Tenancy Agreements may be issued.

Activity

1. You are visiting your plot regularly and frequently.
2. Any bushes/hedges, fences, and structures are properly and safely maintained.
3. Changes are happening on your plot: and there is evidence of activity during the "growing season." Obviously, during the winter months, actual cultivation is not expected, but there are plenty of opportunities to dig and prepare the soil, clear weeds, etc.

Cultivation

1. Your plot has a variety of vegetables/fruit/flower plants growing, are being tended accordingly, and cultivated to 75% of the plot.
2. Weeds and bushes/hedges, trees are kept under control and are not causing a nuisance to adjoining plot-holders.
3. Uncultivated land is temporarily covered to smother weeds, a "green manure" is growing to facilitate fertility or is left fallow as part of managed rotation system.
4. The plot does not contain a large quantity of rubbish/debris; and is kept neat and tidy.

Time

1. If you are not active and/or your plot is not cultivated to an acceptable standard, over a distinct period, you will be given a notification of Breach of Plot Agreement, under the terms of the Liverpool City Council Allotment Agreement.
2. If appropriate remedial work is not undertaken and you do not rectify the situation within a defined time frame, a second notification will be issued to you, and ultimately a final notification and notice to quit.

(Please see Guidance regarding warning letters issued by Liverpool City Council)

Listed below are the rules and standards that the tenant must meet.

1. To keep the plot clean from weeds and disease. **Rule 3e**
2. The plot must be maintained in a good state of cultivation and fertility and condition. **Rule 3e**
3. Keep any pathways including within or abutting to the plot free from obstruction and reasonably free from weeds. This includes half the width of the main path and if appropriate the boundary hedges, and trees. **Rule 3e**
4. To repair and maintain in tenantable condition any building structures that are already on the plot, for example, greenhouse(s), shed, cold frame, fence, railing, gate, composters, etc. **Rule 3f**
5. If a plot holder wishes to erect a structure, then written permission is compulsory. There is a standard form to do this. **Rule 3g**

(See LCC Allotment Building Application form)

6. A tenant must not use barbed wire as a fence adjoining any paths or site boundary fence to their plot. **Rule 3h**

7. A plot holder must not plant any trees or bushes, which may cause a nuisance or are detrimental to their neighbours. **Rule 3i**
8. Fruit trees or bushes must be kept to an acceptable size. **Rule 3i**
9. Hedges must always be properly cut and trimmed to a height not exceeding 1.2 meters. **Rule 3i**
10. A tenant must not erect walls of turf or earth on the plot. **Rule 3m**
11. Not to keep any animals' livestock or birds except hens. A tenant who wishes to keep hens must meet the necessary guideline stated in their Tenancy Agreement. They must register their hens with DEFRA. Written permission from the Committee must be sought. **Rule 3n**
12. Not to keep bees without the Committee's agreement. The tenant must be a member of a bona fide beekeeping society. **Rule 3o**
13. Dog(s) brought onto the allotment site must be kept under control. **Rule 3p**
14. Sub-letting is not permitted. **Rule 3r**
15. The tenant must remove any rubbish identified by the committee. Liverpool City Council will evict any tenant who is caught fly tipping. **Rule 3a**
16. Fires must be kept under control and only in line with LCC's guidance on fires. Failure to do so will be reported to Liverpool City Council.

(See LCC Guidance on Fires)

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