

- **GATES** Entrance gates are to be locked after entry to and upon departure from the field. The only exceptions being when delivery or collection vehicles are due and on Sunday mornings between 10am and 12 noon. The Keswick Road gate entrance is for pedestrian access only, any vehicles must use the Allerton Road gate.
- **FIRES** are permitted from 1st November to 15th March and must not cause annoyance to local householders and other tenants. Fires must not be left unattended. No plastics, tyres or other hazardous materials including painted wood is to be burnt on site. Fires must be kept small and burnt in a 90 litre bin or incinerator. Waste must not be brought from home. Fires are not permitted on plots 3,4, and 5. A member of the committee can at any time ask a tenant to extinguish their bonfire. Sites are routinely monitored for compliance with The Environmental Protection Act 1990, failure to comply could result in a ban on burning.
- **HOSE PIPES** must only be used to fill water storage butts and for no other purpose. In times of official drought, hose pipes must not be used. The use of battery/rechargeable pumps in water butts connected to hose/handheld lances is not permitted. Tenants using watering cans always take precedence over tenants using hose pipes to fill containers.
- **MOTOR VEHICLES** may be brought onto the hardstanding only, at owners own risk to load and unload materials and as soon as this action has taken place the vehicle must be removed from site so as not to cause obstruction to other tenants. No vehicle traffic is allowed on the grass paths at any time.
- **PATHWAYS**
  - All pathways must be kept free of soil, weeds, stones and rubbish.
  - Tenants are responsible for maintaining the path on the Keswick road side of their plot. This must be kept mown at lawn length and kept level and edged. If not level it is the tenants responsibility to reinstate/level/seed to enable this.
  - It is the plot holder's responsibility to ensure that all paths around their plot are kept cut and level to a maximum of 2ft (60cm) wide.
  - The use of weedkillers on the paths is not permitted.
  - Internal plot paths must not exceed 2ft (60cm) wide, they may be constructed of paving, grass or woodchip, and must be maintained in a level and safe condition. Brick or gravel is not permitted.
- **DISEASED PLANTS**
  - All diseased plants, obnoxious weeds and the like, and all plants affected by 'club root' or 'big bud' must be removed from the plot or burned in the burning season.
  - Any potato crops infected with Blight should have the tops cut off and removed from site. Potatoes should not be placed in compost bins as these can then harbour Blight spores over winter and reinfect new crops.
- **TRADING** the sale of all products from the Big Shed is to be undertaken by the Trading Secretary or another person on the Committee-in-charge nominated by him/her. Only members of the Society and/or their associates are permitted to make purchases from the Big Shed. Deliveries over 1 tonne must be approved by the Committee-in-Charge.
- **DOMESTIC LIVESTOCK**. The keeping of rabbits and hens is not permitted.
- **TENANCY** Tenants may request to move to another plot on the field but only two such moves on the site is permitted. Written requests for a transfer must be made to the Field Secretary giving the reasons for the proposed move. Tenants wishing to up-size must have consistently had 100% cultivation for 12 months.
- **BROKEN GLASS** Broken glass must be removed from site safely by the plot holder, it must not be buried or left in bags on the plot.

- **CARPETS** The use of carpets for any purpose is prohibited by Liverpool City Council. From 1<sup>st</sup> August 2021 Astroturf must not be brought onto the site.
- **CONTRACTORS** shall only be allowed onto the site once per plot, in order to render overgrown plots suitable for cultivation. Under no circumstances are contractors to be used to cultivate plots.
- **TREES/SHRUBS/INVASIVE PLANTS**
  - Invasive plants such as bamboos, all types of willow and conifers, including Christmas trees, are not permitted.
  - The tenants shall not plant any shrubs, conifers or trees that are not fruit bearing or have nonedible fruits.
  - When planting fruit trees tenants must obtain approval, by completing Appendix One. This sets out the guidelines for tree planting and location.
  - Soft fruits such as currants, raspberries, blackberries etc. are exempt from any restrictions.
  - Bluebells are not permitted due to their invasive nature and being difficult to eradicate.
- **SHEDS/GREENHOUSES/POLYTUNNELS** Only 1 shed and 1 greenhouse/polytunnel is permitted on each plot. Please refer to Appendix two which details the City Councils rules and a request form for plot holders. From April to September at least 75% of the greenhouse must be used for growing crops. It is not acceptable to use your greenhouse as additional storage space in the growing season. In order to reduce water usage water harvesting from all structures is mandatory.
- **FRUIT CAGES.** Written permission must be sought from the committee before erecting fruit cages, indicating the location and plan dimensions of the cage, construction materials and type of netting to be used. They must be kept maintained and in a safe condition at all times. Maximum height 2.0 metres (6'0").
- **MACHINERY** Machinery is only to be hired and used by the named plot holder who must sign an indemnity form for insurance purposes. Anyone using their own machinery will not be covered.
- **PONDS** From 1<sup>st</sup> July 2015 new ponds are not to be constructed. Existing ponds must be covered with wire or similar material, strong enough to bear the weight of an adult. This is a Health and Safety requirement.
- **WOOD CHIPPINGS** Any wood chippings brought on site other than those supplied by the Society must be pre bagged so as to reduce spillage.
- **BRICKS AND FLAGS** are allowed solely for the purpose of shed and greenhouse bases/support. Approval from the committee must be sought prior to construction.
  - No bricks, broken flags or building rubble to be brought on to the site.
- **CHILDREN/PLAY EQUIPMENT**
  - Equipment such as climbing frames, slides, swings, trampolines and paddling pools are not allowed on site.
  - Children must always be supervised by a responsible adult and should not be allowed to run around the site due to the number of glass structures and other dangerous objects.
  - Members will be held responsible for the actions of their children and visitors whilst on the allotments.
- **WHEELBARROWS/COMMUNAL EQUIPMENT** must be returned to either of the two stations after use. These are situated 1 against the wall of the substation, 2 the bay by the big shed. They must not be left on the turning circle, people's plots or next to the gates. Do not overload site wheelbarrows.

- **FEEDING ANIMALS**
  - The feeding of animal pests such as rats, pigeons, squirrels and foxes is prohibited.
  - No meat, fish or cooked food waste are to be placed on compost heaps due to problems with rats and foxes.
  
- **COMPOSTING**
  - Plot holders are encouraged to compost vegetable waste and peelings together with annual weeds. Cooked vegetable waste, fat, bones or meat must not be added to compost heaps. In accordance with good practice they should be turned regularly and kept wet. The bins must be covered with a lid or covering.
  - Compost bins must be kept in a good condition or removed, they must not be used as additional storage areas.
  
- **PLANTING BOUNDARIES** Plots holders are only permitted to plant along the fence line or on the hedgerows with permission and in collaboration with the Committee.
  
- **AREAS OF CULTIVATION**
  - A maximum of 25% of the plot can be used for sheds, greenhouses/polytunnel, compost bins or paths. Internal paths must not be more than 2ft (60cm) wide
  - At least 75% of each plot must be in cultivation within a complete growing season. (New tenants 50% in their first year)
  - Of that 75% it is suggested that
    - $\frac{3}{4}$  be used for growing edible crops (vegetables and fruit)
    - $\frac{1}{4}$  be used for growing allotment flowers.
    - Not more than  $\frac{1}{3}$  of cultivated land should be used for fruit trees and soft fruit.
    - Full cultivation is taken to mean at least one or more of the following.
      - i. The plot
      - ii. The Plot is in readiness for growing
      - iii. The plot is well stocked with growing produce relevant to the time of year.
      - iv. The plot is in the process of being prepared for the following crops or season.
  - An area that is annually cleared of weeds yet remains uncropped or unplanted during any one year will be considered non cultivated.
  
- ***An uncultivated area left to go wild is not acceptable as a legitimate wildlife/rewilding area***
  
- **RUBBISH**
  - It is the plot holder's responsibility to remove from site any rubbish that accumulates and which cannot be composted or burned (in the permitted season). This includes broken glass due to storm damage.
  - Any items stored on plots should be stacked neatly and secured against high winds.
  - Any plot holder with unsecured items causing damage to adjacent greenhouses etc could be liable to damage claims.
  
- **DOGS** Must be kept on a leash at all times and dog fouling must be removed from the site.
  
- **ZERO TOLERANCE** Any tenant using physical or verbal abuse or threatening behaviour in response to a lawful action by a member of the committee will be required to leave immediately.

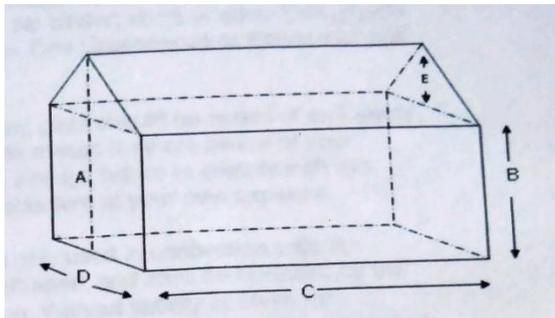
**Seeking Permission to plant a fruit tree [Appendix One] (One Page)**

Before you plant a tree on your plot, please ensure you meet the requirements of the current AAS Byelaws, complete the following form and submit it for formal approval by the AAS committee. Planting without permission may result in you being asked to remove the tree:

Plot holder name and plot number	
Type of fruit tree? Please note ONLY fruit trees can be planted	
Variety of fruit?	
Root stock Trees must be on dwarf root stock i.e. M26 or smaller for apples, Quince C for pears and quince, pixy for plums, damsons and gages Gisela 5 for cherries.	
Tree habit/shape Trees managed as Cordon or Steptover offer less shade to your plot and allow more trees to be planted on a plot. However, they must be managed to retain shape.	
Position on your plot Trees must be planted 1.5m from any edges of your plot and must not interfere with your neighbours or paths. Please roughly sketch (it does not need to be to scale) the position you would like to plant your tree indicating any other trees, shed, greenhouse already on your plot with measurements in this box	
<p>I agree to keep all trees on my plot less than 2.1M (7ft) high, and ensure none cause obstruction or cause hazards to others. I will ensure the tree is maintained / pruned to the agreed shape, ensure plant health and remove any diseased wood from site</p> <p>Signed (plot holder) Date</p> <p><b>This application has been approved/declined</b></p> <p>Signed AAS committee member: Date: Reason for declined application:</p>	

**Allotment Buildings Application Form [Appendix Two] (two pages)**

The building must be a span type (Lean-to form will not be permitted) and be of an accepted size and shape, not exceeding the following:

**Shed**

- A Height to ridge 2.3 metres (7'6")
- B Height to eaves 1.8 metres (6'0")
- C Length 2.4 metres (8'0") minimum 1.8metres (6'0")
- D Width 1.8 metres (6'0") minimum 1.2 metres (4'0")

**Greenhouse/Polytunnel**

- A Height to ridge 2.3 metres (7'6")
- B Height to eaves 1.6 metres (5'6")
- C Length 4.6 metres (15'0") minimum 1.8metres (6'0")
- D Width 3.0 metres (10'0")
- E Eaves to ridge 0.45 metres

Permission for 6 metres (20'0") length may be allowed in special cases

- \* Due to their unique structure, polytunnel dimensions may vary slightly from greenhouses, be sure you clearly indicate the size you intend to fit on your plot

The buildings must be constructed of sound material which must be approved by the Committee-in-Charge. Sheds are to be raised 0.15 metres (6 inches) above the ground; Greenhouses must be constructed on 112mm (4½ inch) brick or pre-cast concrete walls as side framing instead of wood.

All buildings must be re-painted at regular intervals to present a smart appearance, plain wood finishes will be acceptable.

Greenhouses shall be constructed of glass or rigid clear Perspex. Polythene and corrugated plastic coverings is not acceptable.

The shed or greenhouse must be placed in the position decided by the Committee. No cinder, shale or other type of path may be made across any plot without consent. Only one Greenhouse or Polytunnel and one shed will be permitted on each plot.

Both the Site Committee and your neighbouring plots should be aware of and agree with your application. It is your responsibility to ensure they are aware of your intention before proceeding. Disputes arising through failure to comply with this instruction could result in the removal of the structure at your own expense.

The building shall be deemed temporary and only used in connection with the cultivation of the plots on which they are situated and shall be removed by the tenant on their tenancy ceasing for any reason. Without liability or claim for compensation being made against the City Council and their site shall be reinstated as cultivable land.

With reference to polytunnels, as there is no means of conserving rainwater from these structures you should, first check with the Committee-in-charge to see if any charges will be made for the extra water consumption.

No permanent attachments must be made to any buildings.

Please complete the form below and send to AAS Committee.

**Allotment Buildings Application Form**

<b>Name</b>		
<b>Plot Number</b>		
<b>Date</b>		

I hereby, make application to erect a building on the above plot and consent to comply with the Regulations of the City Council in respect of the Building Maintenance and use on Allotments and any AAS by laws.

*Please tick appropriate box*

Greenhouse	
Polytunnel	
Shed	
Fruit cage	

*Please indicate dimensions*

Height to ridge	
Height to eaves	
Length	
Width	

Material for fruit cage

a location plan is attached

*\* if you are applying for more one structure, please complete a separate form*

The greenhouse is glazed with

Glass	
Perspex	

Address

Postcode

Signed

Date

Permission granted by

AAS

Signed

Dated