

Worcester City Council

Allotment Concessions Policy

Title	Concessions Policy
Status	FINAL VERSION
Document Version	V3
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Owner	Allotment Officer
Approved by	Sandra Green/Douglas Henderson
Approved date	17/05/2024
Review frequency	3 years
Next Review:	March 2026

Version History

Version	Date	Description
0.1	14.03.2023	First Draft
0.2	03.05.2023	Final Version
0.3	15.05.2024	Amended

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1. Introduction

This Policy applies to all allotment sites and Tenants managed by Worcester City Council. All other allotments sites within Worcester are either self-managed or owned and managed privately.

The council aims to provide an allotment service that is accessible for all tenants within Worcester City.

2. General Information

To be eligible for an allotment to be allocated a person must be 18 years or older and resident within the Worcester City Council area.

Any Tenant who moves out of the City Council area, or existing Tenants that do not currently reside within the City Council Area, will lose any, and all, concessions that they receive. This concession removal will be applicable from the next 1st October following the date of moving outside of the city council area.

3. Charges and Annual rent

One full size plot (1/16th acre) is charged at the current applicable annual rate. Half, Quarter plots and raised beds are charged accordingly. Any Tenants that commence their tenancy after 1 October will pay the pro-rata amount of rent advised to them.

All allotment plots are let on an as-seen basis. Plots in poor condition may be offered with a first-year rent discount, or, prior to letting, the Council may undertake improvement or clearance work.

The Council is entitled to vary the annual rent by giving the Tenant 3 months' notice of their intention to do so together with the date effective from.

A one-off, non-refundable, administrative charge of £10 is payable by new Tenants applying for a first plot (whatever size) and payable by existing Tenants applying for a new or additional plot. This administration charge is per application and not per plot.

The tenancy year runs from 1st October to 30th September. Invoices for the annual rent will be sent out to Tenants in September. The Tenant must pay the

full rental amount, less any permitted concessions on or before 1st October each year. Any invoices not paid 14 days after payment is due, will be issued with a notice to pay. Failure to pay invoices after 30 days, will be taken as indication of cessation of tenancy and the tenancy will be terminated. Any unpaid rent or associated costs (including reasonable administration costs) will be recharged to the outgoing tenant.

The Council is entitled to charge the Tenant the full cost (including any reasonable administration charges) of repair or replacement of any property damaged by the Tenant or their guests (including roads, paths, gates, fences etc.).

If a termination takes place before the end of the allotment year (1st October – 30th September), the Council will not refund any rent pre-paid for the remainder of that year.

Where a tenancy terminates, for whatever reason, no compensation or refund of any rent paid in advance, will be payable by the Council.

4. Concession eligibility Criteria

A Advance 33% concession of rent is available to tenants who can evidence that they are:

- Over 61 years of age up to 1 October 2024 and then 62 years
- Pension award letter/bus pass/document confirming date of birth (driving licence/birth certificate/passport) Paperwork required first year only
- Student (full time)
- Under 25's on the following:
 - A. Modern Apprenticeship letter from training provider
 - B. NVQ training schemes letter from training provider stating net income and scheme (earning less than job seekers allowance)
 - C. Life skills training letter from training provider stating net income and scheme (earning less than job seekers allowance)

Other advance 33% concession is given to tenants if they fulfil one of the criteria:

Carers allowance/Registered Carers - Current award letter/Bank statement

Child tax credit - Exemption from health charges certificate and current award letter/allowance book. (Maternity Exemptions Certificates are not acceptable)

Council tax benefit (not discount schemes)- Current award letter/Bill with rebate/Bank statement

Disability living allowance – current award letter

Employment and support allowance - current award letter

Foster carers - Worcestershire County Council Foster Carers' I.D. Card/ISL Approval Letter

Housing benefit - Current award letter/Rent card

Income support - Current award letter/Rent card

Jobseekers allowance - Current award letter/Giro cheque/Bank statement
(recent in the last 4 weeks)

Pension guaranteed credits - Current Award Letter/Bank statement

Personal Independence payment - current award letter

Universal credit - Current award letter/bank statement – To provide regular assessment and provide statement for months leading up to invoice (July)
Concession letter to go out in May/June

Working tax credit - Exemption from health charges certificate and current award letter/allowance book

It is the responsibility of the Tenant to inform Worcester City Council if they are entitled to a concession and provide evidence of eligibility.

If there are any changes in circumstances or the Tenant is no longer eligible to receive a concession, it is the responsibility of the Tenant to inform the Council. Falsely claiming a concession may result in termination and payment becoming due to the Council for any falsely claimed concession.

Where a Tenant realises that a concession has not been claimed to which they were entitled, the Council will not pay back the unclaimed amount.

On becoming eligible for a concession, this will be applied to the following years charges and will not be backdated.

Please note that all concessions are limited to a maximum of first full plot or the equivalent, only.

Tenants can only apply for one concession, the largest concession applicable will be applied to the maximum of first full plot or equivalent, and multiple concessions will not be applied. Therefore, the maximum concession that can be applied is 33% per Tenant up to the maximum of first full plot or equivalent, only.

5. Discounts for Volunteer Site Coordinators

There is a discount for all active Site Coordinators of a maximum of first full plot or the equivalent, free. Site Coordinators are only eligible for this discount. No other discounts will be applied to any other plots.

Deputy Site Coordinators may receive up to the maximum of 50% concession for the first full plot or equivalent. No other concessions will be applied to any other plots.

The qualification of an active member is assessed against the measure below:

1. Attendance at Quarterly Allotment meetings held by Worcester City Council in line with guidance from the Tenancy Agreement
2. Management of their site as recorded by numbers of tenanted plots, and empty plots in conjunction with the number on the waiting list.
3. To attend training if required for the role as a Volunteer.
4. Active participation in, and contributions to allotment events, and in all respects the wider life of Worcester City Allotments e.g., responding to Surveys; and active participation

The qualification of an active Deputy Site Coordinator is assessed against the following measures:

1. In the absence of Site Coordinator, to attend Quarterly Allotment meetings held by Worcester City Council in line with guidance from the Tenancy Agreement
2. To support the Site Coordinator with the management of their site and in the absence of the Site Coordinator.
3. To attend training if required for the role as a Volunteer.
4. Active participation in, and contributions to allotment events, and in all respects the wider life of Worcester City Allotments e.g., responding to Surveys; and active participation

Any Site Coordinator or Deputy, falling short of these criteria will be highlighted by the Allotment Officer and will be subject to investigation by the council. The outcome of the investigation may mean the applied discount is removed.

The Site Coordinator or Deputy has the right to appeal if they are dissatisfied with the outcome of the Officer's investigation, in regard to:

- The findings of the investigation;
- The decision taken to remove the discount;
- The action taken against the site coordinator or deputy site coordinator;

Any appeal must be lodged in writing within seven working days of the date that notification confirming the decision of the Officer is received.

The appeal is the final stage, and the Elections Protocol may be put into effect.

Where a concession or discount is to be removed, this will be applied immediately, and any concession or discount will be removed from the allotment invoice for the year ahead as from 1st October following.

For more information, please see Worcester City Council allotment pages [Allotments - Worcester City Council](#).

Related Documents

Co-Worker Policy

Allocations Policy

Tenancy Agreement

Contact Form

Elections Protocol