

# Worcester City Council

## Allotment Co-Worker Policy

Title	<b>Co-Worker Policy</b>
Status	Final
Document Version	V1
Author	Thalia Booth
Owner	Allotment Officer
Approved by	
Approved date	
Review frequency	3 years
Next Review:	April 2026

### Version History

<b>Version</b>	<b>Date</b>	<b>Description</b>
0.1	04.04.2023	First Draft
0.2	28.09.2023	Second Draft
0.3	04.10.2023	Final

## Contents

Contents.....	2
1. Introduction.....	3
2. Aims and Objectives .....	3
3. Registration .....	3
4. Tenant Obligations.....	3
5. General Information .....	4
Related Documents.....	5

## **1. Introduction**

A Co-Worker is defined as a person registered with the Council by the Tenant, who is helping to cultivate and maintain the Tenant's Plot.

## **2. Aims and Objectives**

To assist with the management and maintenance of allotment plot registered with the council.

Keeping the plot in good order, in accordance with the allotment tenancy agreement conditions.

## **3. Registration**

The minimum age for a Co-Worker is 18, as per the tenancy agreement, to be eligible for an allotment, a person must be 18 years or older and resident within the Worcester City Council area. Any children attending the allotment site in connection with a Tenant or Co-Worker, must be always supervised.

To register a prospective Co-Worker the Tenant must complete a Co-Worker application form. The preferred method is via the online form, accessed via the website. This can also be completed as a paper form.

1. Tenant's full name/address/contact number/Email address
2. Provide Contact details including Full Name/Address/contact number/Email of Co-Worker
3. The plot number and site name
4. The reason the tenant would like to appoint a Co-Worker to the plot
5. The Tenants relationship to the Co-Worker
6. Is the proposed Co-Worker on a waiting list for this site or another allotment site?
7. Read and sign the application form, the Co-Worker and Tenant consent to their details being shared by the council with the Site Coordinator and/Deputy or assistant when required.

## **4. Tenant Obligations**

To register a Co-Worker with the Council. Only the Tenant can do this.

- The Tenancy of an Allotment is personal to the Tenant. Pursuant to Section 27 (4) of the Allotment Act 1908, Tenants may not assign, sublet, or part with possession of the allotment plot, or any part of it, under any circumstances.
- The Tenant must fully comply with all statutory or local requirements, byelaws, orders, or regulations affecting the allotment, as well as any rules or requests made by the Council.
- The tenant should notify the council immediately of any change of the nominated Co-Worker.
- Any complaints about the Co-Worker will be addressed firstly with the Tenant, then, as necessary with the Co-Worker directly. The Site Coordinator will also be notified.

- Each allotment tenancy (full or half plot) is made in the name of one person only, even if more than one person works on the plot. The named person will be the person responsible for all matters relating to the tenancy.

## **5. General Information**

A Co-Worker will have permitted access onto site to work only on the plot they have been registered as a Co-Worker against.

A Co-Worker can be added to one plot if requested by the tenant of that plot, an application per plot/tenant will be required. If a Tenant has more than one full sized plot or more than one half sized plot, the Co-Worker will only be registered against one plot.

The Co-Worker will have access to site when the tenant is not on site and therefore have access/key codes onto the site.

A Tenant may apply to the Council for approval to transfer their plot to a Co-Worker who has worked with them for a minimum of 12 months. The transfer to any Co-Worker must be approved in advance by the Council, who will consult with the Site Coordinator.

Transfer of a plot will only be considered on resignation of existing tenant or if there is a need for a special allocation.

A Tenant would only be permitted to request a transfer of one plot (full or half) to a Co-Worker, the remainder of the plot(s) will be re-let following the Allocations Policy. A registered Co-Worker is subject to the same rules and regulations as the Tenant, a copy of the Tenancy Agreement will be sent to the Co-Worker once a Co-Worker has been approved.

A nominated Co-Worker is not permitted to access the site, until approval has been granted, the only exceptions are, if the Co-Worker is already a Tenant on the nominated site or accompanying a Tenant on site.

The Co-Worker must inform the Council of any change of address, telephone number and/or email addresses in case of emergency they should complete a contact details form.

If a registered Co-Worker moves outside of the city, they will not be considered for transfer.

The tenancy shall terminate one month after notification of the death of the Tenant. Where applicable, the immediate next of kin may apply to the Council for the tenancy to transfer to them, this is subject to approval by the Council.

If the registered tenant has a co-worker working on the plot and has been on the plot for more than 12 months, the Allotment Officer will consider offering the plot to the Co-worker, as per the Allocations Policy.

Details of Co-Workers will be supplied to Site Coordinators at each site, for emergency purposes only or to pass on urgent information.

If a tenancy is terminated by the Council, the tenancy will not transfer to the Co-Worker.

A Co-Worker will be removed from the Tenant's record at the tenant's request, this request must be in writing either by email or post.

A registered Co-Worker is subject to the terms and conditions of the tenancy agreement.

If there is a high demand for plots, consideration may be given to splitting plots to accommodate the need.

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

### **Related Documents**

Co-Worker Application Form  
Allocation Policy  
Waiting List application form  
Concessions Policy  
Tenancy Agreement  
Contact Form

