

Humberston Parish Council
Protocol for induction of new tenants

Clerk receives confirmation that a plot has been vacated



Clerk identifies person at the top of the Parish waiting list, or the general list if the former is empty. Vacant pensioner's plots will be allocated as above.



Clerk contacts new potential tenant to offer vacant allotment and invite person(s) to visit the allotment at their convenience to inspect if they wish to do so for suitability. The potential tenant is allowed to visit the allotment site unaccompanied and the Clerk will inform HAHA that this is a possibility. Potential tenant to then confirm whether allotment is acceptable to the Clerk.



If plot is accepted the new tenant will be sent an agreement by the Clerk and informed that public liability is required either through HAHA or otherwise. Tenancy will not commence for 2 weeks from date of initial acceptance of plot. During this time, the Clerk will contact Chair of HAHA to inform of new tenant and site visit arranged with new tenant and HAHA for introduction.



At site meeting the tenant will be informed of the general regulations, including arrangements for provision of shed and greenhouse, and rules on female hens. The need for public liability insurance will be explained. HAHA representative will have available a welcome pack, including an invitation to join.



During the first month of the tenancy the site manager will support the new tenant and ensure that a smooth transition is achieved