



Bishop Auckland Town Council

Application to Register an Allotment Co-worker

Allotment Site	
Plot No(s)	

Tenant's Name	
Address	
Contact Number	
Email Address	

I wish to register the following person as an allotment co-worker for the above allotment.

Co-worker's Name	
Address	
Contact Number	
Email Address	

By signing this agreement both Tenant and Co-worker agree to abide by the Council's Allotment Rules and Regulations. An extract relating to Co-workers is set out on the reverse of this form. This application supersedes all previous agreements.

General Data Protection Regulations (GDPR) Statement

The General Data Protection Regulations became effective on 25th May 2018. The Town Council collects personal data, i.e. names, addresses, telephone numbers etc. to administer and manage the Council's allotments. Data is processed in accordance with the GDPR. It will be stored securely and only used for the purpose that it was given. We will never sell, trade or rent your personal information to other organisations. You can find out more about how we use your data from our Privacy Notice which is available on our website at: www.bishopauckland-tc.gov.uk/legal-information/privacy-statement or from the Town Council Office.

Tenant's Signature		Date	
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Co-worker's Signature		Date	
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Please return this form to:

Bishop Auckland Town Council, Kingsway Court, 54 Kingsway, Bishop Auckland, Co Durham DL14 7EH
Tel: 01388 207110 Email: council@bishopauckland-tc.gov.uk

Office Use Only

Bishop Auckland Town Council Allotment Committee resolves to complete Transfer of Tenancy to the above named Co-worker:

Committee Member Signature		Print Name		Date	
Town Clerk Signature		Print Name		Date	

Extract from Allotment Rules and Regulations

4. Co-workers

- 4.1 A co-worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. Co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted. The tenant must have a regular involvement in the maintenance of the allotment garden. The tenant continues to be responsible for the plot even if he or she nominates a co-worker.
- 4.2 The Council will allow the tenant of an allotment plot to register another person as described in 4.1 above as an "allotment co-worker". The tenant is responsible for the co-worker and must inform the Council of co-worker arrangements by submitting an Allotment Co-worker Agreement; this must be signed by both the tenant and the co-worker. A tenant may register only one co-worker.
- 4.3 Co-workers are obliged to abide by the Allotment Rules and Regulations. Any breaches of the Allotment Rules and Regulations will result in a review of the tenancy. The tenant therefore is responsible for the co-worker's actions at all times. Both tenant and co-worker would have to vacate the plot if the tenancy was terminated by the Council. It is the responsibility of the co-worker to make themselves aware of, and comply with, the allotment tenancy rules.
- 4.4 Transfer of tenancy to co-workers will only be considered if the co-worker has been registered for a period of three years or longer than the next person to be offered a plot on the waiting list.
- Please note** that in accordance with Allotment Rules and Regulations No 12.3 the keeping of larger animals e.g. horses, ponies, goats etc is prohibited on all Council owned allotment sites. The exemption given to tenants of plots at Mill Race as at 12th December 2017 to continue to keep such animals will not be transferred to other plots or new tenants.
- 4.5 A co-worker can only be registered as a co-worker on one Town Council allotment garden tenancy.
- 4.6 The tenant is allowed to terminate a co-worker agreement at any time. The Town Council must be informed of the termination.
- 4.7 The Council reserves the right to refuse to accept an application where, in the view of the Council, there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues, or where there is an ongoing dispute or investigation.

The Allotment Rules and Regulations can be obtained on the Council's website at:
www.bishopauckland-tc.gov.uk or by request from the Town Council at the address below:

Bishop Auckland Town Council
Kingsway Court
54 Kingsway
Bishop Auckland
Co Durham
DL14 7EH

Tel: 01388 207110 Email: council@bishopauckland-tc.gov.uk