

HAHA

Hungerford Allotment Holders Association

Fact Sheet

No 4

Changing or ending your tenancy agreement

Giving up your plot



If you decide you want to give up a plot, please inform HAHA in writing. This will formally end your tenancy agreement on the plot. Please do not wait until we invoice you for your rent in March/April as there may be people on the

waiting list.

You can give notice that you intend to give up a plot at any time. We will note the date you want to finish, even if it is several months away. We will then try to arrange for your plot to be taken over as soon as you stop working it. This will help to get the new allotment holder off to a good start and make sure the plot does not become overgrown.

If more than six months of the tenancy is outstanding, then 50% of the annual rental will be refunded. Any residual crops may be purchased by the incoming plot holder for a sum agreed with the HAHA Committee.

Changing your plot

If you want to change your plot size or move to another site please contact the HAHA Membership Secretary. We will try to accommodate your request and update your records as appropriate. Please note it may not be possible to increase the size of your plot if there is a waiting list.

Getting help

Please let us know if something has happened that will temporarily prevent you from working your plot. For example if you are going to be in hospital for a prolonged period. We will try to help by find volunteers who can maintain your plot in your absence.

Change of address

If you move house or change your telephone number or email address, please let HAHA know your new details so we can update our records. This is important as we shall continue to write to you at your last known address. This could result in you being issue with a Notice to Quit because you have not received earlier warnings.

Email us at:

membershipsecretary@haha-hungerford.org.uk

Write to us at:

HAHA Membership Secretary

3 Chapel Court
Hungerford, RG17 0HW

Formal Notices

In certain circumstances the Council may need to give formal notice to tenants. For example, the Council must issue a notice when your rent changes and to terminate your agreement. The Town Clerk or Responsible Finance Officer (RFO) can sign the notice which HAHA will be served in one of the following ways:

- by writing to you at the last address you have given to HAHA;
- by putting the notice in a prominent place on the allotment site;
- or by putting the notice in the HAHA Newsletter.

Ending your tenancy agreement

In some circumstances Hungerford Town Council can end your tenancy agreement. This is fully outlined in your agreement; however it may be ended for the following reasons:

The landowner terminates the lease

Both Hungerford allotment sites are leased from private landowners. The landowner can end the lease early but they must give Hungerford Town Council a minimum of twelve months' notice on or before 16 March or on or before 16 September in any year. Hungerford Town Council will then issue a Statutory Notice of termination.

You fail to pay your rent

Your rent is due each year on 1 April (Fairfields) and 1 May (Marsh Lane). If you fail to pay your rent, and your rent is in arrears for thirty days, you will be issued with a formal Notice to Quit.

You don't cultivate your plot

If there is no evidence of you working your plot HAHA will issue you with a Non Cultivation letter. This will give you one month to start working on your plot or advise us of any difficulties you may be experiencing. If you fail to respond and continue to leave your plot uncultivated, you will be issued with a Notice to Quit.



You break your tenancy agreement

If you break the terms of your tenancy agreement, HAHA will attempt to resolve the issue informally. If this is not successful HAHA will liaise with Hungerford Town Council and then formally advise you of any breaches in writing and give you one month to comply with your tenancy agreement. If you fail to comply you will be issued with a Notice to Quit.