



## **Didcot Town Council's Inspection Procedure**

At the start of your tenancy, where possible, a photograph will be taken of the allotment plot. This will act as a guide and will remain on file for the duration of your tenancy.

Didcot Town Council reserves the right to inspect the allotment plots at the discretion of the Outdoor Services Manager and/or Allotments Administrator.

1. If the plot is deemed to be in a poor condition, uncultivated and overgrown, Didcot Town Council will write to the tenant by letter and/or email, allowing them two weeks to bring the plot up to a decent standard. A second inspection will take place at the end of the two-week period.
2. During the probationary period, the Outdoor Services Manager/Supervisor will inspect the plot (usually after two months). If the plot is deemed to be in a poor condition, uncultivated and overgrown, Didcot Town Council will write to the tenant by letter and/or email, allowing them two weeks to bring the plot up to a decent standard. A second inspection will take place after this time.
3. Should the tenant fail to work the allotment plot to an acceptable standard by the end of the two-week period, the Outdoor Services Manager will instruct the Allotments Administrator to write to the tenant giving them a further two weeks to improve the condition of their plot.
4. If the tenant fails to comply, the Outdoor Services Manager will terminate the tenancy, giving the tenant two weeks to clear the plot of their belongings. If at the end of the three-month probationary period it is deemed that no work has been done and/or no improvements have been made, the tenancy will be terminated immediately.

A photograph will be taken of the final condition of the plot. If the plot is not cleared within this time frame, Didcot Town Council reserves the right to dispose of anything left on the plot. The Town Council's Appeals Procedure may be used, this can be found on our website.

5. At this stage, the Outdoor Services Manager will decide whether the returnable deposit will be payable, as per the returnable deposit scheme policy, by comparing 'before' and 'after' photos of the plot. A percentage of the deposit may be deducted for various states of cultivation.

If a new allotment tenant fails their three-month probationary period, no percentage of the deposit will be returned.

6. The following schedule will be applied to deposit deductions:

		State Provided			
		Good	Acceptable	Poor	Very Poor
State Returned	Good	0%	0%	0%	0%
	Acceptable	25%	0%	0%	0%
	Poor	50%	25%	0%	0%
	Very Poor	100%	50%	25%	0%

