



## Appendix 3(iv)



### NEW ROMNEY TOWN COUNCIL

## ALLOTMENT TENANCY INSPECTION, TERMINATION AND APPEALS PROCEDURE

1. The Town Clerk and the Inspection Team should be made aware of any special circumstances relating to a plot holder whose plot is deemed to be unacceptable (ie. Illness etc). Any information provided will be dealt with confidentially and each instance will be dealt with on a case by case basis.
2. Following an inspection which identifies an unacceptable plot, or if payment in respect of rent charges is overdue, a Tenancy Notice will be sent to the plot holder. The Notice will detail the unacceptable criteria. The plot holder will then be given 21 days within which to rectify the situation and / or to explain satisfactorily, in writing, the reasons for the unacceptable condition of the plot or for overdue payment.
3. After the rectification period, a further plot inspection will be undertaken to ascertain whether significant progress has been made in improving the condition of the plot. In the absence of evidence of significant progress and / or satisfactory explanation, in writing, for the lack of improvement, a Reminder will be issued, reaffirming the statements made in the initial Tenancy Notice. This Reminder will require an immediate improvement within 21 days of the date of issue of the letter and / or a satisfactory explanation as to why the initial Tenancy Notice was ignored, failing which the tenancy will be terminated.
4. In the case of overdue payment of rent charges, after the initial rectification period, if payment remains overdue, a Reminder will be issued as per point 3 above, reaffirming the statements made in the initial Tenancy Notice. This reminder will require full payment within 21 days of the date of issue of the letter and / or a satisfactory explanation as to why the initial Tenancy Notice was ignored, failing which the tenancy will be terminated.
5. If there is no immediate improvement / payment made or satisfactory explanation received within 21 days, a Termination Notice will be issued to the plot holder. The plot holder must then vacate the plot within 28 days of the date of issue of the Termination Notice.

6. A plot holder may appeal against the termination – in writing – within 14 days of the date of issue of the Termination Notice, providing reasons for failing to rectify matters raised in the initial Tenancy Notice and subsequent Reminder, together with any supporting evidence and reasons as to why the Termination Notice should be withdrawn.
7. The Town Clerk will consider any appeal and reply to the plot holder within 14 days of receipt of the appeal letter. The decision of the Town Clerk is final.