

SUTTON PARISH COUNCIL

APPLICATION FOR THE ERECTION OF EACH NEW BUILDING / SHED / GREENHOUSE /STRUCTURE OR ALTERATION TO AN EXISTING BUILDING

LYME GREEN ALLOTMENT SITE:

PLOT NO:

Plot holder's full name: (only the registered plot holder may apply)

Address:

Postcode:

Tel No:

Email address:

Although formal 'Planning Consent' is not required, neither is there any statutory obligation upon the Council to permit any buildings or structures to be erected on its allotment plots. Whilst recognising the desire for some plot holders to erect a shed or greenhouse on their tenanted allotment, this will only be permitted at the Council's discretion, and subject to the conditions and guidelines set out in this application form.

You should use this application form if you are the registered plot holder and would like to construct or erect a structure on your plot or alter, extend, replace or move an existing structure. Structures you need to apply for include sheds, greenhouses, tool stores, fruit cages, pergolas etc. Compost bins do not require permission, neither do removable raised beds, but the latter must be removed upon cessation of tenancy.

The primary purpose for an allotment is for the growing of vegetables, fruit and some flowers and it is important that the proposed shed / greenhouse shall only occupy an area compatible with the total plot area, and to satisfy the requirement to have the minimum of 75% of the plot area under cultivation. Design, size, positioning & colour of buildings must follow the guidelines below to preserve the visual amenity value of the allotment plot and the allotment site. Applicants should take into consideration the area required for access to the building and its subsequent maintenance. Permission for any other structure, except compost bins and raised beds, which reduces the area available for cultivation should also be sought. For the purposes of this application a 'Half-plot' shall have an area of between 75 sqm. and 125 sqm. A 'Full-plot' shall have an area of a minimum of 125 sqm. to a maximum of 250 sqm. Smaller plots with an area of less than 75 sqm. may NOT have buildings erected upon them, but may have a small tool store or chest placed upon them.

Existing greenhouses/sheds that are bigger can be left however, as the old sheds and greenhouses are replaced the tenant needs to show the Parish Council their plans-designs or catalogues descriptions and to apply for permission to erect the same.

Application is hereby made for the erection of a building/structure subject to the following guidelines and conditions:

1. Design, Size, Colour, Number of structures

An half-plot may not have shed greater than 6ft (1.8m) x 4ft (1.2m) and, or, a greenhouse greater than 8ft (2.4m) x 6ft (1.8m), and the height from the ground level to the highest point of the roof shall not be more than 7 ft (2.13 m). The total number of buildings / other structures permitted on a half-plot should not exceed 2 (two); a shed and, or, greenhouse or other structure. For a 'full-plot', a maximum

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of 2 structures are also permitted, comprised of a shed, 8ft (2.4m) x 6ft (1.8m) and one (1) greenhouse, also of 8ft (2.4m) x 6ft (1.8m) maximum. All sheds shall be treated with a timber preservative coloured either dark green or dark brown. Timber greenhouses shall be painted white or green, and metal greenhouses should be natural non-corrodible metal finish or possess a green coloured coating. Materials, preservative treatments or chemicals that are a hazard to the environment, wildlife and users or that would cause long term damage to the soil should not be used in the construction or maintenance.

2. Construction of structure

Sheds shall be of timber and of sectional construction and assembled in such a manner as to be capable of being dismantled and removed upon cessation of tenancy. They may have a pitched or pent roof design. Greenhouses may be of timber or metal construction, sectional, and capable of disassembly and removal upon cessation of tenancy. It shall be of pitched-roof design only. Foundations of concrete or mortared brickwork are not permitted, neither is the use of hardcore nor gravel. Readily removable dry-laid concrete slabs (flagstones) or bricks are acceptable. The base shall be level so that the erected building is perpendicular and not leaning. The building should be anchored firmly to the allotment plot to prevent wind-blown movement.

3. Positioning of structure upon the allotment plot

The building / structure should be erected at either end of the plot. Buildings / structures should not be positioned where they might create problems of shade, water run off, access, or any other any difficulties or hazards for neighbouring plot holders or problems for other users or neighbours of the site Buildings / structures should be set back from roadways, adjacent plots, communal access pathways and boundary hedges or fences. Buildings / structures should be capable of being maintained wholly from within your plot boundary without accessing other plots and sufficient space of a minimum of 0.5 metre wide should left for such purposes.

4. Maintenance of structure

All buildings should be safe, structurally sound and kept in a well-maintained condition, used for its original purpose and present a tidy appearance at all times. A badly-maintained structure may attract vandalism and it is advisable to keep sheds securely locked when you are not present on the plot. All preservative treatments shall be of approved type and colour and be renewed not less frequently than every third year. Roofs shall be kept watertight and any weather-proof membrane (roofing felt) should be free from rips or other damage. Glazing for windows or greenhouses shall be of sheet glass or shatter-resistant plastic (acrylic or polycarbonate). Any broken panes shall be replaced promptly, and broken glass or plastic removed from the allotment site and disposed of safely. Failure to do so or respond to requests from the Council for repairs / maintenance / removal, could result in the Council carrying out the work and recharging you with the cost and / or your tenancy terminated.

5. Modification, Alteration

The building/structure should not be modified, altered or extended without the prior written permission of the Council following a written application from the tenant. If applying to alter an existing structure please clearly identify the existing and proposed alterations on the accompanying drawings.

6. Removal of structure upon Cessation of Tenancy

The granting of permission applies only to the named tenant for the particular plot and must be re-sought upon change of tenant or plot. Upon cessation of tenancy the building(s)/structures must either, be removed entirely from the plot and site, including any foundations used, or, by written

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agreement between outgoing and incoming tenant, transferred to the incoming tenant and copies of that agreement lodged with the council. Failure to remove or transfer any buildings within four weeks from cessation of tenancy will be treated as abandoned buildings, and will be either removed by the council, with the cost of removal being charged to the outgoing tenant. The site formerly occupied by removed buildings/structures shall be reinstated to a condition suitable for cultivation.

7. Polythene tunnels

- a) The structure must be made of clear plastic sheeting which has been u-v treated so it does not disintegrate after a few years.
- b) All structures must be prefabricated and bought commercially (Fig 1.).



Fig 1 Example structure.

- c) Proper horticultural polythene should be used which lasts at least 5 years.
- d) Structures must be regularly maintained, and maintenance must be carried out within four weeks if requested.
- e) The polytunnel should be no longer than 15ft, no wider than 10ft, and no higher than 8ft (4.5m long, 3m wide and 2.4m high).
- f) Insecticides must not be used within the structure.
- g) Polytunnels must be properly secured.
- h) The tunnel should be at least 2ft (60cm) away from the site boundary.
- i) If permission is granted to erect a structure, this does not imply any form of planning permission and it is the responsibility of the Member to check and comply with any planning or building regulations.
- j) Structures must be removed on termination and the site cleared. Alternatively, they can be donated for the benefit of other tenants. If not removed within one month of termination, it will be assumed that they have been donated.
- k) We reserve the right to remove or have removed any structure.
- l) It is the responsibility of tenants to secure the contents of structures and Sutton Parish Council take no responsibility for any loss or damage.
- m) The structure should be positioned at the bottom of the plot.
- n) Poly tunnels already in place at the start of the tenancy can be kept however, they must be replaced once they show signs of deterioration.

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Materials used:

Please list all the materials used in the construction / alteration of the structure below, including base and

Walls:

Roof:

Base:

Floor:

All other materials (including preservative treatment & colour):

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APPLICATION FOR THE ERECTION OF EACH NEW BUILDING / SHED / GREENHOUSE /STRUCTURE OR ALTERATION TO AN EXISTING BUILDING PART TWO

DRAWINGS OF SIDE & FRONT OF BUILDING / STRUCTURE

Supply drawings of side and front elevations of the building/structure and mark the length, width and height at the highest point. If applying to alter an existing building/structure clearly identify the existing and proposed alterations.

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DRAWING SHOWING LOCATION OF BUILDING/STRUCTURE ON PLOT

Supply a plan drawing showing the proposed position of the building/structure on the plot and its relation to any other existing buildings/structures, access routes, structures on adjacent plots, plot or site boundaries.

Remember to leave adequate space around the building for maintenance access (minimum 0.5 metre).

If applying to alter an existing structure clearly identify between the existing structure and proposed alterations. Please indicate the direction of North on your plan and indicate the percentage of the total plot area this structure will occupy.

I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS

Signed:..... Date:.....

YOU WILL BE NOTIFIED BY THE COUNCIL WHEN THIS APPLICATION IS APPROVED

You are advised not to purchase or commence erection of any building/structure before approval is

Request for consent by email/letter to:

Address:

Sutton Parish Clerk
Sutton Parish Council
9 Sutton Road
Poynton
SK12 1SU

Email: suttonparish@aol.com

Approved: 23rd July 2020

Review Date: July 2021