



## CRANLEIGH PARISH COUNCIL

### **Allotment Structures Policy**

#### **Policy**

Waverley Borough Council has confirmed that planning permission is not required for temporary allotment structures that meet the following requirements;

- Structure size 6' x 4'.
- Mounted on non-permanent base, e.g. railway sleepers
- Is easily removable.

#### **Conditions**

- No more than one structure per plot.
- A structure is a poly tunnel or shed.
- The precise location of the structure on the plot will be at the discretion of the Grounds Manager taking into account ground conditions, and locations of other structures on plots to avoid overshadowing plots.
- The plotholder will be responsible for structure security.
- Maintenance responsibility lies with the plotholder.
- Structures will remain on site as long as they are adequately maintained.
- Unsafe or poorly maintained structures will be removed if the plotholder fails to make repairs after notice.
- The Council accepts no liability for loss, damage or theft from allotment structures.
- Permission in writing must be sought from the Parish Council prior to installation of the structure using the form in Annexe 1.

October 2022

**Policy Review Date: October 2026**

**Annex 1**  
**Allotment Structure Permission Form**

Please complete, print and return to: Cranleigh Parish Council, Council Office, Village Way, Cranleigh, Surrey GU6 8AF

**Section A**  
**Your Contact Details**

Name .....

Address .....

Telephone .....

E-mail .....

**Section B**  
**Your Allotment Plot**

Allotment Site            Amlets Lane/Beryl Harvey/Elmbridge            (Please circle)

Your plot number.....

**Section C**  
**Requested Location**

Please specify your preferred location for the structure below:

I would like my structure to be installed on my plot in the following location:

.....  
.....

Please include a map or photograph of the preferred location.

I hereby wish to apply for permission for the installation of an allotment sstructure on the plot specified in section B at the location specified in section C and agree to abide by the Parish Council's Allotment Structures Policy. Failure to abide by this policy may result in the termination of permission and removal of the structure by the Parish Council.

Signed: \_\_\_\_\_  
PLOTHOLDER

Date: \_\_\_\_\_

Cranleigh Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) for further information)