



Ipswich Borough Council

Notice of Non-Cultivation & Termination Procedure

Stage 1

If a plot is not cultivated to the criteria set out in the Allotment Garden Rules the Tenant of the plot will be sent a 1st Notice of Non-cultivation Letter advising the Tenant that the plot needs to be brought back into cultivation with 14 days.



Stage 2

If the plot is not cultivated to the criteria set out in the Allotment Garden Rules within the 14 days a 2nd Notice of Cultivation Letter will be sent advising that if the plot is not brought back into cultivation within 7 days a Notice of Termination will be served on the Tenant with immediate effect.



Stage 3

When a Notice of Termination is served the Tenant must remove all items from the plot and return the key to the Field Secretary within 14 days of the Termination Letter.

Please note, after the 14 day Termination Period, if any items of waste, including structures, that need to be removed from the plot remain, the ex-Tenant will be invoiced at the full cost for its removal.

Complaints Procedure – Allotment Tenants

Stage 1

Plot holder is to raise the complaint with the **Field Secretary** in the first instance with the aim to resolve locally.



Stage 2

If no resolution can be found the Plot holder and/or the Field Secretary should escalate the complaint to an **IAHA Field Representative**.



Stage 3

If still no resolution has been found the IAHA Field Representative should escalate the complaint to the **IAHA Chair**.



Stage 4

Only in the event of non-resolution the IAHA Chair will contact the **IBC Allotment Officer** to request IBC intervention.

IBC intervention is not guaranteed.

The IBC Allotment Officer may offer advice, information or recommend a course of action that the IAHA should take.