

Application For an Allotment Plot

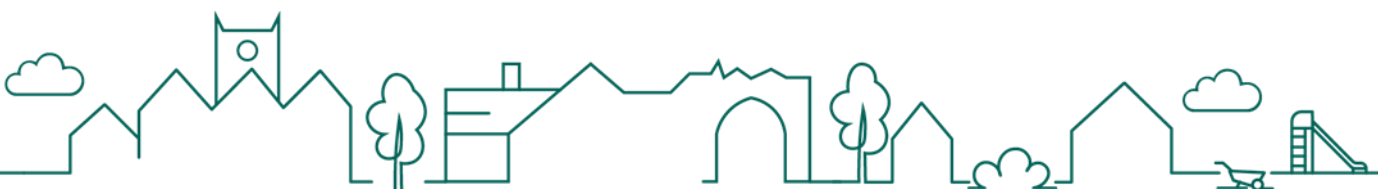
To apply for an allotment tenancy, you must be a permanent resident within the Parish of Old Basing & Lychpit and aged 18 years or over (proof of residency will be required for all new tenancies).

WAITING LIST POSITION & WAITING TIMES

Allotment plots are allocated in strict order from the waiting list. Unfortunately, we are unable to advise applicants of how long they can expect to remain on a waiting list before they are offered a plot. Allotments usually become available when a tenant relinquishes a plot or if a tenancy is terminated. As a result, it is not possible to accurately predict how many plots may become vacant during any given period. We ask you to be patient whilst waiting for a plot to become available. Once you reach the top of the waiting list and a plot becomes available you will be contacted by a representative of Old Basing & Lychpit Parish Council. Please make sure that you notify us of any change of address or other contact details so that we can contact you at that time.

INFORMATION FOR APPLICANTS AFTER JOINING THE WAITING LIST

- It is the responsibility of the applicant to keep Old Basing & Lychpit Parish Council informed of any changes to contact details.
- Applicants who cannot be contacted due to incorrect contact details will be removed from the waiting list.
- Three attempts will be made to contact an applicant, if an applicant does not respond to invitations to view plots they will be removed from the waiting list.
- If the plot offered is refused, the prospective tenant will remain on the waiting list until such time an alternative plot becomes available.
- If a prospective tenant refuses two plot offers, they will be removed from the waiting list.
- If you are sent a tenancy agreement for an allotment plot and you do not return a signed copy of this within two weeks of receipt, you will be deemed to have refused the offer of the plot and it will be offered to the next person on the waiting list and your details will be removed from the waiting list.
- Joint applications between people from different households will be considered on an application basis.



Allotment Application Form

I, the undersigned hereby make application to Old Basing & Lychpit Parish Council for the tenancy of an allotment at Riley Lane, Old Basing.
Questions marked with an asterisk (*) must be completed.

Title

Name *

Address *

Postcode *

Telephone *

Email

Do you qualify for a concessionary rate (over the age of 60)? YES NO
If answering yes, documented proof of date of birth will be required.

Do you hold any other allotment at this site?* YES NO
If yes, please tell us the plot number

In the event of my application being granted by Old Basing & Lychpit Parish Council, I agree to enter into a Tenancy Agreement required by Old Basing & Lychpit Parish Council.

I confirm that I have read and understood the information contained within this Allotment Tenancy Application Form.

I confirm that I have read and understand Old Basing & Lychpit Parish Council's Data Protection Policy.

I agree by signing below that Old Basing & Lychpit Parish Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Old Basing & Lychpit Parish Council reserves the right to refuse any application.

Signature:

Print:

Date:



Please return your completed application form to:

Old Basing & Lychpit Parish Council
The Pavilion
The Recreation Ground
The Street
Old Basing
RG24 7DA
Email: assistant.clerk@oldbasing.gov.uk

For Official Use Only

application

Letter/Email sent to confirm receipt of

Date received: _____

Entered onto Database waiting list

DATA PROTECTION POLICY

Old Basing & Lychpit Parish Council recognises its responsibility to comply with the Data Protection Act 1998. The Act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

The Data Protection Act

The Data Protection Act 1998 as amended by the General Data Protection Regulations of 2018 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper. Old Basing & Lychpit Parish Council has also notified the Information Commissioner that it potentially holds personal data about individuals.

When dealing with personal data, Old Basing & Lychpit Parish Council's staff and any Councillor must ensure they comply with the eight enforceable principles of good practice:

- Data is processed fairly and lawfully.
This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
- Data is processed for specified purposes only.
- Data is relevant to what it is needed for.
Data will be monitored so that only data that is needed should be held.
- Data is accurate and kept up to date.
Personal data should be accurate, if it is not it should be corrected.
- Data is not kept longer than it is needed.
Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals.
Individuals must be informed, upon request, of all the personal information held about them.



- Data is kept securely.
Only staff and Councillors can access the data. It cannot be accessed by members of the public.
- Data is not transferred to a country or territory outside the European Economic Area (EEA) unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

Storing and accessing data

Old Basing & Lychpit Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff and Councillors must be honest about why they want a particular piece of personal information.

Old Basing & Lychpit Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept by the Clerks and Councillors and are not available for public access. All data stored on the Clerks' computers is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer, whichever is applicable.

Old Basing & Lychpit Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them:

- They must be sent all the personal information that is being held about them
- There must be an explanation as to why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by Old Basing & Lychpit Parish Council and amended in line with inflation from time to time.

Confidentiality

Old Basing & Lychpit Parish Council's staff and Councillors must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Nominated Officer

Our Data Protection Officer is the Parish Clerk.

