



South Swindon Parish Council

Guidelines for Sheds & Structures

Background Information

Your allotment tenancy states that 'The Tenant shall not without the written consent of South Swindon Parish Council erect any building or structure on the Allotment Garden and shall be responsible for the removal of any building or structure on or before the termination of the tenancy'. Planning law does not give allotment tenants any automatic right to put up a shed, greenhouse or other structure on their plot.

Technically all such structures need planning permission. To avoid the expense and delay of a formal planning application for each shed, local authority planning departments informally delegate control of small structures on allotment gardens to the body that manages the allotment sites, in this case SSPC. You must fill in a Structure Permission Form and wait for permission before starting to put up a shed or other structure on your plot.

Do You Need a Shed?

What do you need to store on your plot? Allotments are vulnerable to theft and vandalism so it's best not to keep valuable tools and equipment on your plot. If you only want to store a selection of basic garden tools, you may not need a traditional shed. Possible alternatives to a shed include:

- a small, steel storage unit, securely fixed to a temporary base
- a homemade wooden tool box, hidden behind a low fence, hedge or fruit bushes
- an empty, plastic compost bin or lidded water butt, partially sunk into the ground

You do not need to apply for permission for a structure less than 3 ft 6" or 1m high.

Shed Size

The size of shed allowed depends on the size of your plot:

- On small plots (up to 65m²) sheds should be no larger than 6 x 4ft (1.8 x 1.2m)
- On medium and large plots sheds may be up to 6 x 8ft (1.8 x 2.4m)

Shed Design & Materials

A standard size doesn't mean that all sheds have to look the same. You may choose to buy a ready-made shed and paint it a distinctive colour, or to build one from re-used materials. Suitable materials for shed walls and roofs include:

- new or reclaimed timber
- plywood and roofing felt
- galvanised steel
- durable plastics

Asbestos cement sheeting must not be used.

The Right Place for Your Shed

Each allotment site has established rules for the positioning of sheds. The general rule is that the sheds on any row of plots are lined up at one end or the other of the plots. The approved position for sheds on any site is chosen to:

- reduce the shading of gardens by sheds
- give easy access to sheds and plots
- consider site features such as hedges and fences

The permission form asks for a plan to show the proposed location of your shed. On your plan please show:

- the boundaries of your plot and adjoining paths
- the position of any sheds on neighbouring plots

If in doubt, ask your site secretary's advice before filling in the form.

Greenhouses & Polytunnels

ANY NEW GREENHOUSE CONSTRUCTED AFTER OCTOBER 2017 MUST BE FITTED WITH POLYCARBONATE SAFETY GLAZING AND NO GLASS TO BE USED.

If you want to raise early seedlings and to shelter tender crops, a greenhouse is an obvious choice. On the other hand, a greenhouse can be an expensive investment and may be damaged by vandals or winter storms. Instead of a full-sized greenhouse you could consider:

- low polythene crop tunnels
- a zip-up mini-greenhouse for seasonal use

You do not need to apply for permission for these small, temporary structures.

If you want to grow more exotic crops or winter salads and to have somewhere to garden out of the rain, possible options are:

- a polytunnel, maximum size 8 x 16ft (2.4 x 4.8m)
- an aluminium framed greenhouse with polycarbonate safety glazing, up to 8 x 10ft

If you plan to make a greenhouse out of reclaimed materials, we may need to ask some extra question before making a decision on your application.

Chicken-Coops

Please refer to the **SSPC Guidelines for Keeping Hens on Your Plot** you will need to submit both the Allotment Hen Agreement and Temporary Structure Application forms before you erect your chicken coop.

Arbours, Summerhouses & Playhouses

Shelter may be particularly important if you bring young children to the plot with you, or if a medical condition means you need to rest regularly. You can apply for permission to install an open-fronted shelter, a summer house with porch or a playhouse for your children. Each application will be considered on its own merits but in general:

- the maximum sizes given for sheds apply to summerhouses and other structures
- you will not be given permission for an additional structure if you already have a shed and a greenhouse or polytunnel on your plot.

South Swindon Parish Council cannot be held responsible for any loss by accident, fire, theft or damage of any personal property left on the allotment site managed by the Parish Council. Any such items are left on the property at the owner's risk, any theft should be reported immediately to the Police.

Applying for Permission:

Please complete the Structure Permission Form below on page 4, to give full details of size, materials and location of your proposed structure. This form must be authorised by the Parish Clerk.

Return the form to: Allotment Administrator. South Swindon Parish Council, Gladstone Street, Swindon SN1 2AU or email a copy to allotments@southswindon-pc.gov.uk



TEMPORARY STRUCTURE/SHED APPLICATION FORM

Site Name: _____ Your Plot Number: _____

Your Name: _____

I wish to apply for permission to erect the following structure on the above-mentioned plot. In completing and signing this form, I agree to maintain it in good repair and to abide by the terms of use outlined in my tenancy agreement. I understand that upon termination of my tenancy, I must remove the structure/structures from the plot at my own expense. I understand that if, upon termination of my tenancy, the Council have to remove any structures from my plot, I will be charged for the full cost of removal.

Note 1: CARAVANS ARE NOT PERMITTED ON ALLOTMENT SITES.

Note 2: ASBESTOS CONTAINING MATERIALS ARE NOT PERMITTED ON ALLOTMENT SITES UNDER ANY CIRCUMSTANCES.

DESCRIPTION OF STRUCTURE

Please tick the relevant box/ boxes:

Shed Greenhouse Poly-tunnel Chicken-coop

Other (please specify) _____

Age of structure: New _____ Used _____ years old

Please provide brief details of the structure:

Materials and size

Walls: _____

Roof: _____

Floor: _____

Please use the back of this form to draw a diagram or attach a photo showing the size and appearance of the structure. Please include details of where it will be situated in relation to your plot and neighbouring plots.

*****Please DO NOT erect any structure on the plot until you have received written permission from the Parish Clerk*****

Signature of Tenant: _____ Date: _____