

Application to erect a structure on an allotment

Please read the following notes before completing this application form.

- The size of your structure needs to adhere to the criteria on pages 24–26 of the allotment rules (please see document on allotments web page).
- You must attach water collecting equipment (eg water tanks or butts) to all new structures as per the allotment rules. The locations of these must be shown on your drawing.
- Your structure must not be set on concrete footings or have mortared walls. Footings should ideally be set on a limited number of concrete pavers.
- If building a shed, ideally it will be a prefabricated timber structure that simply needs erecting and roofing – the simpler and less bulky the better. Polycarbonate or plastic will also be considered safer and are often cheaper than glass.
- Your shed/structure must be made of acceptable materials eg no glass casement windows or double glazed units or doors. MDF, old painted timber and bulky metal or plastic materials should not be used in construction.
- If an unsafe structure is being replaced, the original materials must be disposed of before putting up your new structure. This includes broken glass.
- Your structure should be sited in a sensible and considerate location; it must not block shared access or obstruct vehicle access. Your shed should not cause excessive shading of neighbours' plots.

If your new structure is to house livestock, please complete the livestock registration form, which can be found on the allotments web page.

Contact information

Name:

Address:

Telephone: Email:

Allotment site: Plot number:

Type of structure

Please tick the structures that you wish to apply for on your allotment.

- | | | | |
|-----------------------|--------------------------|--------------|--------------------------|
| Greenhouse/polytunnel | <input type="checkbox"/> | Shed | <input type="checkbox"/> |
| Pond | <input type="checkbox"/> | Hen house | <input type="checkbox"/> |
| Hen run | <input type="checkbox"/> | Rabbit hutch | <input type="checkbox"/> |
| Rabbit run | <input type="checkbox"/> | | |

Please check the allotment rules first to make sure the position and size of your structure meets with the requirements of these.

Sizes

Please detail the types and sizes of your structure below.

	Structure	Length	Width	Height	Depth (ponds only)
1					
2					
3					

Sketch

Please draw a sketch below of where you will place your structure (please include any existing structures).



Please return this form by email to info@norwich.gov.uk or post it to:

Allotments
Norwich City Council
City Hall
Norwich NR2 1NH
Or you can drop it in to City Hall main reception.

Once received, we will confirm by email or post if your application has been accepted.