Issues Identified

No – No action required.

Yes – Begin Stage 1.

Repeat Issue?

YES = Where a previous warning letter has been issued within the preceding 12 months, you will receive a second warning letter. This could be an immediate Notice of Termination.

Stage 1

Warning letter followed by a further inspection within 4 weeks.

Note that new and existing plot holders have 1 month between March and September or 2 months between October and February to cultivate / maintain their plot.

Inspection

ISSUE RESOLVED?

YES - No further action but warning letters will remain on file for 12 months from date of issue.

NO – Begin Stage 2.

Stage 2

Allotments Officer will seek approval from the Chair of Council for termination of tenancy.

Stage 3

NOTICE OF TERMINATION GIVING 14 DAYS TO CLEAR YOUR PLOT