



# ALLOTMENT APPLICATION FORM

**Henleys Allotment, London Road, Thatcham**

To apply for an allotment tenancy you must be a permanent resident within the Parish of Thatcham and aged 18 years or over (Proof of residency will be required for all new tenancies).

## Waiting list position and waiting times

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 as a result of a tenant relinquishing a plot or if a tenancy has been 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 Thatcham Town Council.

Please make sure that you notify us of any change of address or other contact details so that we can contact you.

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## Information for applicants after joining a waiting list

- It is the responsibility of the applicant to keep Thatcham Town Council informed with up to date 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 is refused, citing an acceptable mitigating circumstance, the prospective tenant will remain on the waiting list until such time as the mitigating circumstances expire, at which time the prospective tenant will be offered the next plot available.
- If the plot is refused, citing an unacceptable mitigating circumstance, the prospective tenant will be moved to the bottom on the waiting list.
- If a prospective tenant refuses two plot offers, for unacceptable mitigating circumstances, 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 your name will be removed from the waiting list.
- Joint applications will be considered on an application basis.

# Allotment Application Form

I, the undersigned hereby make application to Thatcham Town Council for the tenancy of an allotment at Henleys Allotments, London Road, Thatcham.

Questions marked with an asterisk (\*) must be completed.

Title .....

Name \* .....

Address \* .....

.....

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Postcode \* .....

Telephone \* .....

Email .....

Do you hold any other allotment at this site?\*  YES /  NO

If yes, please tell us the plot number.....

**Please note** if you are in receipt of the State Pension or any other benefits please fill out the Concessionary Rent Application Form and return with this application.

## Privacy Notice

When you sign and return your Allotment Application the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your allotment tenancy. Your personal information will not be shared or provided to any other third party.

## The Councils Right to Process Information

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

## Information Security

Thatcham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected and only for as long as is necessary. After which it will be deleted.



# Thatcham Town Council

Brownsfield Road, Thatcham, RG18 3HF

W: [www.thatchamtowncouncil.gov.uk](http://www.thatchamtowncouncil.gov.uk)

T: 01635 863592

E: [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk)



ThatchamTC

## **Your Rights**

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at: [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk)

### **Information Deletion**

If you wish Thatcham Town Council to delete the information about you after you have either withdrawn your allotment tenancy application, surrendered your allotment tenancy or have been given notice to quit, please contact: [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk)

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected, you may object: Please contact [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk)

### **Rights Related to Automated Decision Making and Profiling**

Thatcham Town Council does not use automated decision making or profiling of personal data.

### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Thatcham Town Council Data Information Officer: [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

In the event of my application being granted by Thatcham Town Council, I agree to enter into a tenancy agreement required by Thatcham Town Council.

I confirm that I have read and understand the information contained within this allotment tenancy application form.

I confirm that I have read and understand Thatcham Town Council's Privacy Notice. I agree by signing below that Thatcham Town 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.

Thatcham Town Council reserves the right to refuse any application.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return your completed application form to:**

Thatcham Town Council  
Council Offices  
Brownsfield Road  
Thatcham  
Berkshire  
RG18 3HF

Email: [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk)

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**For Official Use Only**

Date received: \_\_\_\_\_

- ┆ Entered onto Database waiting list.
- ┆ Letter/Email sent to confirm receipt of application