

**Allotment Co-worker Agreement**

Both the tenant and co-worker should complete and sign two copies of this agreement, return one copy to Cramlington Town Council at the above address and keep the second copy for their own records.

Allotment Site .....  
 Plot Number: .....  
 Tenant's Name.....

**Co-workers Details**

Name.....  
 Address.....  
 Postcode ..... Tel. No: .....  
 Email address.....  
 Date of Birth.....

**Co-Worker Policy**

1. Co-workers will NOT be automatically placed on the allotment waiting list. If you wish to apply for your own plot, please fill in a separate application form. If the original tenancy ceases, co-workers will only be considered to take on the allotment if they have been registered as a co-worker on that plot, for at least **five years**.
2. Payment of the annual rental invoice is the responsibility of the tenant, not the co-worker.
3. It is the responsibility of the tenant to inform the Cramlington Town Council office if the tenancy is to be surrendered before the end of the current rental period and the co-worker would like to adopt the tenancy, failure to inform the Cramlington Town Council office will result in the plot being assigned to the next person on the waiting list.
4. A person who is an existing allotment tenant cannot become a co-worker on another plot. A co-worker can only be a co-worker on up to two plots in total.
5. The co-worker must make themselves aware of, and comply with, the allotment tenancy rules.
6. For any breach of the tenancy rules, notice of termination may be served on the tenant i.e. the named tenant is responsible for the actions of the co-worker, and both would have to vacate the plot.
7. The named tenant is allowed to cease the co-worker agreement at any time, the Cramlington Town Council office & the co-worker must both be informed in writing of this action.
8. The council reserves the right to end co-worker status for a co-worker if they are breaching allotment rules or are involved in incidents of harassment or undertaking any illegal activity.
9. The council reserves the right to deny co-worker status for any individual who is currently involved in an allotment dispute or investigation, whether inside or outside the Cramlington area - failure to make Cramlington Town Council aware of existing allotment dispute or investigation will invalidate any co-worker application and this can be applied retrospectively if this is brought at a later date to the attention of Cramlington Town Council.
10. The council reserves the right to deny future co-worker status to any individual who has had co-worker status ended for misconduct, harassment or undertaken an illegal activity on an allotment.
11. The council will only allow residents from Cramlington to become co-workers on Cramlington Town Council Allotment Sites. Only co-workers who reside in Cramlington can take over a tenancy for these sites, a new tenancy agreement must be entered into with the Cramlington Town Council; this may be different to the initial tenancy agreement.
12. Co-worker registration is required for any person requiring to become a co-worker on any allotment site within the Cramlington area; this even applies if husbands & wives share a plot.

Tenant's Signature.....Date.....

Co-worker's Signature.....Date.....