



## Land and Environmental Services

### ALLOTMENT GARDENS – SESSION 2017

NAME.....**1**.....  
(Name: Title, Mr, Mrs, Ms, Other, First name, Last name)

ADDRESS...**2**.....  
(Address: Flat/House Number, Street Name, City, Full Post Code)

Telephone Number...**3**.....

Email Address ...**4**.....

Agree to rent from Glasgow City Council, **5** Plot No.....

At **6**..... Allotments at a rental payment of:

**7**

☐ (£34.50 standard full plot)

☐ (£17.25 half plot)

☐ (\*£25.00 full plot concession)

☐ (\*£12.50 half plot concession)

For the year to 31<sup>st</sup> December 2017 on the condition approved by Glasgow City Council, a copy of which I hereby acknowledge to have received.

**8 \* Concessions can only be applied for if you meet one of the following criteria:**

Aged 60 or over, Full Time Student, Housing Benefit, Job Seekers Allowance, Income Support, Incapacity Benefit, Disability Living Allowance, Working Family Tax Credit, Carers Allowance, Unemployment Award Letter

To claim a concession individuals are required to provide their National Insurance (N.I.) number in the space provided below

**9** N.I. Number.....

Plotholders are **not** required to provide proof of eligibility to their allotment association.

I agree for my details to be shared with Glasgow City Council and its ALEO's. This information will not be shared with third parties.

SIGNATURE:**10**.....

DATE: .....

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This portion to be signed by the Secretary of the Area Association

The above named is a member of the ...**11**..... Area Association

SECRETARY:..**12**.....

DATE: .....

## Instructions

Please ensure fields 1 to 9 are completed in **Block Capitals**

**1 Name**      Your Name

**2 Address**      Your Address

(**The address must be your main residence of the plotholder; business addresses are not acceptable.**)

Where applicable a flat number **MUST BE ENTERED.**

Post Codes **must** also be completed.

**3 Telephone Number**      Either a landline or current mobile number is acceptable

**4 Email Address**      Must be completed (where available)

**5 Plot Number**      The number of the plot you rent **must be completed.**

**6 Association**      Your Association **must be completed.**

**7 Plot Size\***      Please ensure you indicate the correct plot size being rented.

\*(incorrect information supplied here could lead to inaccuracies in billing)

## **8 Concessions**

Plotholders claiming a concessionary plot rental will be required to provide their National Insurance Number when completing their Missive of Let.

(This will remove the need for concessionary plot holders to provide proof of eligibility to Land and Environmental Services within two weeks of completing their missive)

Concessionary plot holders are **not** required to show proof of concession to their association.

## **9 National Insurance Number**

This must be provided when claiming a concessionary plot; failure to do so may mean full rental charges are applied.

**10 Signature**      Your Signature **must be completed.**

## **Association Members**

Please ensure you have completed parts 1 to 10 before returning your Missive to Let to your Association Secretary for completion and forwarding to Land and Environmental Services.

## **For Use by Association Secretaries Only**

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This portion to be signed by the Secretary of the Area Association

**11 Association Verification** To be completed by association secretary.

**12 Secretary** Association Secretaries signature confirming the plotholders membership of the above named association.

Please ensure all details entered by plotholders match the details for the plotholder held by the association.

Please ensure all fields are complete.

Failure to do so could mean missives being returned for completion and delays in invoices being raised.