



# Elstree and Borehamwood Town Council

## Allotment Structure Permission Form

Site  Plot Number

Your Name

Address

Phone Number(s)

Email Address

I wish to apply for permission to erect the following structure on the above-mentioned plot and agree to abide by all the terms, conditions and to maintain it in good repair. On the termination of my tenancy, I will remove the structure, or transfer ownership and responsibility to the next tenant.

The Town Council may insist on immediate removal of any structure on an allotment plot deemed by the Council Warden to be unsafe or out of keeping with the allotment site.

### Description of Proposed Structure

	Sites	Max Length	Max Width	Max Height
<b>Shed/Greenhouse</b>	Melrose Only	2.4m (8ft)	1.8m (6ft)	2.1m (7ft)
<b>Tool Storage Box</b>	All Sites	1.8m (6ft)	1m (3ft)	1.2m (4ft)
<b>Polytunnel</b> (May be required to be dismantled over winter months)	All Sites	6m (20ft)	3m (10ft)	2.1m (7ft)

**Structures must not exceed the sizes above or take up more than 25% of your plot.**

**Structures placed near the edge of your plot must be protected to permit grass cutting.**

**The Town Council cannot be held responsible for any such damage.**

Please tick the structure type ☐ Shed/Greenhouse (Melrose Avenue Only) ☐ Tool Storage ☐ Polytunnel (May be required to be dismantled over winter months)

Age of Structure ☐ New  years old

### Details of the Structure

Length:	<input type="text"/>
Width:	<input type="text"/>
Height:	<input type="text"/>
Colour:	<input type="text"/>

Walls made from:	<input type="text"/>
Roof made from:	<input type="text"/>
Floor made from:	<input type="text"/>

**GLASS IS STRICTLY FORBIDDEN ON ANY STRUCTURE**

## Picture or Sketch of what structure will look like

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## Position of Proposed Structure on your plot

Please include all plot numbers (plot maps are available on the Town Council website)

Plot	Plot	Plot
Plot	Your Plot	Plot
Plot	Plot	Plot

Plot 620	Plot 640	Plot 660
Plot 622	<div>Shed</div> <div>Your Plot</div> <div>Polytunnel</div>	Plot 662
Plot 624	Plot 644	Plot 664

## Rainwater Collection

All structures (except polytunnels) are required to provide collection of rainwater.

I understand that my Shed / Greenhouse / Toolbox will need to have a rainwater collection device and I may be required to remove my structure if I do not provide this.

## Please return completed forms to:

Site Warden, Elstree & Borehamwood Town Council,  
Fairway Hall, Brook Close, Borehamwood. WD6 5BT.  
Email: [warden@elstreeborehamwood-tc.gov.uk](mailto:warden@elstreeborehamwood-tc.gov.uk)

**YOU MUST WAIT FOR APPROVAL BEFORE ERECTING ANY STRUCTURE**

Signed

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Date

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