



Fleetwood Town Council

Onward to a Better Future

Allotment Plot Termination – Appeals Procedure

1. Purpose

This procedure outlines how an allotment holder may appeal against the termination of their plot tenancy, ensuring fairness, transparency, and the opportunity to present mitigating circumstances.

2. Right to Appeal

Any allotment holder who has received a written notice of termination has the right to appeal the decision within **7 calendar days** of the date on the termination letter.

3. How to Submit an Appeal

Appeals must be **in writing** (letter or email) and include the following:

- Your full name and plot number
 - Date of the termination notice
 - Grounds for your appeal (e.g., factual errors, mitigating circumstances, procedural concerns)
 - Any supporting evidence (e.g., photographs, medical notes, witness statements)
 - Send to: The Town Clerk, Fleetwood Town Council. 122 Poulton Road, Fleetwood, FY7 7AR or email clerk@fleetwoodtowncouncil.org.uk
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4. Acknowledgement of Appeal

The appeals panel will acknowledge receipt of your appeal within **5 working days**.



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5. Appeal Hearing

- A hearing will be arranged within **21 days** of receiving your appeal.
 - You may attend in person or submit a written statement.
 - The hearing will be conducted by an **Appeals Panel**, which consist of the Northwest Regional Representative from the National Allotment Society, a member of the Council and a Committee member all of whom are not directly involved in the original decision.
 - The plot holder will retain ownership of the plot whilst the appeal is being considered.
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6. Decision

- The Appeals Panel will consider all evidence and make a decision within **7 days** of the hearing.
 - The decision will be communicated in writing and will be **final**.
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7. Possible Outcomes

- **Termination upheld** – the original decision stands.
 - **Termination overturned** – you retain your plot.
 - **Conditional reinstatement** – you retain your plot with a probationary period of 6 months, where any further breach of the Allotment Tenancy Agreement will result in immediate termination with no right of appeal.
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8. Confidentiality

All appeal matters will be handled confidentially and in accordance with data protection laws.