



Fleetwood Town Council

Onward to a Better Future

Co-worker Policy

The Tenant is permitted to have up to two nominated co-workers (buddies) to help with the maintenance of their plot.

Any co-workers must be registered at Fleetwood Town Council's Larkholme Allotment Site.

The following information is required per co-worker:

- **Requires two forms of identification including one form of photographic I.D**
- **Key Deposit.**

Co-workers can attend the plot without the presence of the tenant. However, if the Tenant is not going to be in attendance at the plot for more than a month, then Fleetwood Town Council must be informed (please see the Tenancy Agreement regarding Notice of Absence). Copies of Notice of Absence forms are provided within your tenancy pack or can be requested from Fleetwood Town Council.

Only two keys are permitted, one for the tenant and one for the co-workers, in which a deposit must be paid for both.

Once the co-worker(s) has been registered, we will send the Tenant a letter of confirmation via email which we recommend the Tenant keeps for their records.

See co-worker proforma form on the following page.

Please note co-workers must follow the rules of the tenancy agreement, if it is found only the co-worker(s) are maintaining the plot and not the tenant, then the Tenant is in breach of the agreement, and the Enforcement Process will be initiated.



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Details of Specified Co-Workers – Plot number

Co-worker 1

Name:	
Address:	
Contact no:	
Email:	
Proof of I.D.	<input type="checkbox"/> Photo identification received <input type="checkbox"/> Council Tax Bill received <input type="checkbox"/> Other received
Signature of Co-worker	
Signature of Tenant	

Co-worker 2

Name:	
Address:	
Contact no:	
Email:	
Proof of I.D.	<input type="checkbox"/> Photo identification received <input type="checkbox"/> Council Tax Bill received <input type="checkbox"/> Other received
Signature of Co-worker	
Signature of Tenant	