

**ALLOTMENT RENTS – GUIDANCE NOTES**

**RENT PERIOD**

The annual rent period is from 1 February – 31 January. If a tenancy begins after 1 February, the rent and water fees will be charged on a pro-rata basis.

There are various rent charge bands according to the size of your plot (see below):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Plot Size** | **Plot Rent** | **Plot Size** | **Plot Rent** | **Plot Size** | **Plot Rent** | **Plot Size** | **Plot Rent** |
| 51 – 100 sq yds | **£51.60** | 351 – 400 sq yds | **£69.90** | 651 – 700 sq yds | **£88.20** | 951 – 1000 sq yds | **£106.00** |
| 101 – 150 sq yds | **£54.50** | 401 – 450 sq yds | **£72.70** | 701 – 750 sq yds | **£90.90** |  | |
| 151 – 200 sq yds | **£57.70** | 451 – 500 sq yds | **£75.60** | 751 – 800 sq yds | **£93.60** |
| 201 – 250 sq yds | **£60.70** | 501 – 550 sq yds | **£78.70** | 801 – 850 sq yds | **£96.90** |
| 251 – 300 sq yds | **£63.50** | 551 – 600 sq yds | **£81.70** | 851 -900 sq yds | **£99.90** |
| 301 – 350 sq yds | **£66.50** | 601 – 650 sq yds | **£84.70** | 901 – 950 sq yds | **£103.10** |

Every plot has a **WATER CHARGE** of **£23.30**

The TOTAL CHARGE due is made up of the PLOT RENT + the WATER CHARGE.

Unless otherwise advised, City of Lincoln Council, will, where an email address is provided, send the invoice, by default, to the email address listed on the signature section of the tenancy agreement.

**DISCOUNT CRITERIA**

**The following persons are entitled to discount on their allotment rent charge:**

* Persons in receipt of means tested benefits, eg. Universal Credit, Pension Credit, Job Seekers Allowance, Income Support, Council Tax Benefit, Housing Benefit, Disability Living Allowance, Incapacity Benefit, PIP, Attendance Allowance etc.

If you feel you are entitled to a discount because you are in receipt of state benefits, please complete the ‘Allotment Rent Reduction Application’ form and provide official evidence of your circumstances to the City of Lincoln Council. Your invoice will then be amended accordingly. **A 50% discount will only be applied to the rent part of the invoice**. **Water charge must be paid in full.**

Existing tenants whose circumstances change after 1 February 2024 **may** be entitled to the lower rate from 1 February 2025.

**CLAIMING DISCOUNT**

1. By post – send in proof of circumstances, completed form and the ORIGINAL invoice (mark ‘FOR THE ATTENTION OF LISA TURNER’).
2. By email – send in proof of circumstances, completed discount request form by email (photo of documents or a screen shot & form is acceptable). Once processed, you will be advised by email of the amended amount. Email address to send to is [lisa.turner@lincoln.gov.uk](mailto:lisa.turner@lincoln.gov.uk) or [allotments@lincoln.gov.uk](mailto:allotments@lincoln.gov.uk)

The invoice will be amended manually and returned back showing what the new amount to be paid is. A new invoice will NOT be issued.

**HOW CAN I PAY MY INVOICE?**

You can pay in any of the following ways:

**a.) By phone** - Our automated telephone payment line number is 01522 873666. Allotment charges are classed as ‘Sundry Debtors’ (OPTION 5).

**b.) At the bank or at the post office** – You should be able to pay, for no additional charge, at your own bank. You may also pay at our bank which is Lloyds TSB. There is a branch on High Street, Lincoln. If you pay at the Post Office with your invoice (a bar-code must be obtained from the Revenues Team on 01522 873369), there is no charge. If you pay via Trans cash, there will be a charge.

**c.) Via website** – [www.lincoln.gov.uk](http://www.lincoln.gov.uk). You will need your invoice and payment card details available. Allotment charges can be paid by choosing ‘PAY FOR IT’ then choosing allotments – pay an invoice (choose option OTHER then PAY AN INVOICE).

**\*ALL INVOICES MUST BE PAID WITHIN 40 DAYS OF BEING ISSUED\*\***

**UNPAID RENT**

If the rent remains unpaid for more than 40 days, your tenancy will be at risk from being terminated.