



BAACIO

**BUSTARDTHORPE ALLOTMENTS
ASSOS CIO**

**MEMBER
&
ASSOCIATED MEMBER**

GUIDE BOOK

SEPTEMBER 2026

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Welcome to the BAACIO Community

We hope this guide is a useful resource for new and existing members.

It is important members also refer to our tenancy agreement. This document is reviewed regularly. It is available on our website and a hard copy is available in the shop.

If you have any questions or suggestions please contact us.

Email : bustardthorpeallotment@gmail.com

Website: bustardthorpeallotments.org

Telephone: None at present

Address: Bishopthorpe Rd, York, YO23 2QA.

Delivery Address & Location : what 3 words: truck.weep.singer

FaceBook : <https://www.facebook.com/groups/902723499215801/>

Instagram: <https://www.instagram.com/bustardthorpe>

WhatsApp group: use the QR code in the shop and posters on site or email BAACIO to be added.

BAACIO

Bustardthorpe Allot Assos CIO is an allotment near York Racecourse set up in 1908, previously run by City York Council until 2007. It was self-managed since then and then became a charity in 2025. It has 295 plots over (TBC) m2 of land between York Racecourse and Bishopthorpe Village.

BAACIO is run by Trustees and volunteers who also have plots on site. Currently we have the following Trustees.

1. Richard
2. Andy
3. Jim
4. Cristina
5. Harry
6. Luke

The BAACIO constitution advises that we can have between 5-11 trustees who can hold a position up to 3 years before being put up for re-election at the AGM.

How are decisions made and how is the Charity run?

The Charity is managed by the trustees for the members, in accordance with UK charity guidelines. Trustees have regular meetings to discuss on going matters, the members are updated via the quarterly newsletter and at the annual AGM.

Who can be a trustee?

Any paid up member, see details on our website and email BAACIO if you wish to join the team.

What is the difference between a member and an associate member?

A member has a tenancy agreement, pays for the plot has the legal responsibility. The associate member is FOC, does not have a plot of their own but can link with one and benefit from the community areas. Members can vote at the AGM, associate members can attend but cannot vote. All can be on the newsletter mailing list.

Our Constitution

This can be found on our website and can be amended with a majority vote at our AGM.

HOUSE KEEPING

Tenancy Agreement

The tenancy agreement is the legal agreement between the member and BAACIO. A link to the agreement and this guide is on our website and is sent when we issue invoices and payment of the invoice is deemed to be acceptance of the terms of the tenancy agreement and guidelines in this guidebook.

- You are responsible for the maintenance of the plot, its structures and internal boundaries. Track side boundaries and external boundaries are maintained by BAACCIO.
- The plot is not to be used as a residence or campsite.
- It is not permitted to sublet any part of the plot or pass the tenancy to another person. Only the Letting Officer can allocate plots in line with the Waiting List Policy.
- Plot holders must not enter another plot holder's plot without permission of that plot holder. Trustees may enter any plot for any purpose without permission
- Plot holders must not remove any item from another tenant's plot, or a vacant plot, without the written authorisation of that tenant or BAACIO. The tenant's permission should be emailed to bustardthorpeallotments@gmail.com.
- Must advise the Trustees of any change of circumstances that affects their ability to cultivate their plot. Please contact the Trustees if the plot is too large for you.
- Must ensure that they read all emails sent to them by BAACIO.
- Must advise BAACIO of any change of contact details.
- Only plot holders, their close family and friends can cultivate and work on their plot
- Plot holders may apply to be added to the special plot list or the general waiting list after their first year of tenancy. Please email the lettings officer with your request.

Rent & Invoicing

BAACIO offers a tenancy for a plot for the calendar year (12 months in total). Starting 1.1.2026 to 31.12.2026. Prices are listed on our website and in the invoice. Invoices are emailed out in October and are due to be paid by early December. Dates will be clearly stated in the invoice. The

tenancy does not automatically roll over to the next year. New plot holders are offered a half plot initially.

Invoice payment is through BACS with your unique reference which will also be noted in the invoice. Cheques can be accepted; however we prefer bank transfer. All cheques need to be written in black ink and have your name, plot number and mobile on the back. Cash is no longer accepted since 2026. Any returned plots during the year will not be issued a refund. Any plots taken on during the year will be issued an invoice and payment is due within 5 days via transfer only.

The scale for mid-year tenancy is as follows:

- January to June -full amount
- July to September – 50% of the full amount
- October to December – no rent charge

Concessions

Concessionary rents can only be applied for, on production of proof of receipt of state pension (currently 67). It is preferable to email BAACIO once you become eligible so we can update our database, ideally before the end of September to avoid having to re issue the invoice. If you receive a full invoice, you have 30 days from date of invoice to request the concession. A new invoice will be issued. Refunds will not be provided part way through the year.

Deposit

We currently do not charge a deposit for plot holders. However, this maybe something we consider in the future. We currently charge for site keys (sold at cost), once you return your key you will be refunded the amount you paid. If you lose your key you will need to purchase another, this can be done at the shop.

Associate Membership

Our Associate Membership scheme enables anyone who wants to be part of our community and agrees to our Objects to be a non-voting member. They can link to a plot holder once they or the plot holder has emailed BAACIO to register them. This is for site security purposes. This will allow them to take advantage of all the communal areas, can volunteer to help in the public access areas and will receive all information emails. Every November BAACIO will email the associate

member to ensure they still wish to remain. If no response is received within 15 days they will be removed from our database. This membership is free of charge.

Sharing & Co-tenants

If you wish to share your plot with someone else, please discuss this with the Lettings Officer who will give you options. Once agreed they will be registered as sharing. If you wish the person who assists you to have tenancy rights, they need to be added to the tenancy agreement as co-tenants. Any co-tenant needs to be registered for at least 2 years before they are eligible to take over the tenancy, this is at the discretion of the Lettings officer.

Visitors on Site

Plot holders are responsible for the behaviour and safety of visitors, children, vulnerable adults and dogs anywhere on the site, on the plot and particularly on the tracks, in the Nature Reserve and communal areas. Visitors must abide by the rules of the site as detailed in this Tenancy Agreement. Plot holders and their visitors must not cause wilful damage, anywhere on site. The plot holder and their visitors must not cause a nuisance or annoyance to other plot holders or visitors on site, and must not use abusive language, gestures, or aggressive behaviours. The plot holder must ensure that their guests have left site before leaving themselves.

Keeping connected

To reduce environmental impact and cost we aim to do 90% of our communications online. Using email, our website and social media. All updates and invoices are emailed out. Please ensure you keep us updated of any changes. If we receive any bounce backs, we will make 2 attempts to contact you (via call and text). We cannot be responsible for non-receipt of emails. Please add our email to your safe list, so communications do not end up in your junk folder.

We also have posters around the site (by the shop and by the side entrance) and in the shop. Hard copies of the AGM minutes and the quarterly newsletter can also be found in the shop.

Ending your tenancy

Termination of Tenancy by Plot holder

A plot holder may give 1 month's written notice to quit at any time by emailing BAACIO, or by written notice posted in the Allotment Shop. There is no refund of rent if the tenancy is terminated before December 31st.

The plot holder must remove all property from the plot prior to the termination date unless otherwise agreed with the Trustees. Any property and structures left on the plot after the tenancy terminates will become the property of BAACIO. Upon completion of the notice period, the plot will immediately be returned to the waiting list and be available for viewings.

Death of the plot holder

In the event of the death of a plot holder, the tenancy will be first offered to the plot holder's partner, co-tenant or close relative for the remainder of the rent year, and if accepted, further rent for the year will not be charged. Requests from deceased plot holder's relatives will be dealt with on a case by case basis. The tenancy of a plot or any property on that plot will not automatically pass to any other tenant, associate member or non-immediate family member.

Termination of Tenancy by BAACIO

The Tenancy may be terminated either on 7- or 21-days' notice:

7-day Notice of Termination

- The rent has not been paid by the December due date of the previous year.
- The plot holder receives a second warning letter within the current tenancy year.
- The plot holder trespasses on another plot (i.e. being there without permission of the plot holder or the Trustees).
- Abuse (verbal or otherwise), or other antisocial behaviour deemed by the trustees to be to the detriment of the mental or physical well-being of other plot holders, volunteers, contractors or trustees.
- Where a 7-day notice is served, there is no right of appeal.

21-day Notice of Termination

- The 21-day Termination Procedure will be instigated if the plot holder is in breach of the tenancy agreement.

7-day - Non-payment of rent

- An email will be sent to the plot holder 3 days after the invoice due date, giving seven days' notice to pay rent or vacate the plot.
- If no response is received, the tenancy automatically terminates on 31st December, and the plot will immediately return to the vacant plot list.
- If a plot holder pays rent within the 7 days' notice period, an administration charge of £20 will be added to the rent to cover the increased costs to the Association.

- At the end of the 7-day termination period any property and structures left on the plot becomes the property of BAACIO, unless alternative prior arrangements are agreed with BAACIO. BAACIO are not responsible for the safety or condition of any property left on the plot pending removal once the tenancy has terminated.

7-day – Serious breach of Tenancy Agreement

- An email or written letter will be sent to the plot holder giving seven days' notice to vacate the plot.
- If no response is received, the tenancy automatically terminates at the end of the set 7- day period, and the plot will immediately return to the vacant plot list.
- At the end of the 7-day termination period any property and structures left on the plot becomes the property of BAACIO, unless alternative prior arrangements are agreed with BAACIO. BAACIO is not responsible for the safety or condition of any property left on the plot pending removal once the tenancy has terminated.

Breach of Tenancy Agreement

- When the Trustees become aware of a breach of tenancy conditions informal resolution will be sought.
- If this is not successful a formal 14-day warning by email or letter will be sent to the plot holder setting out the details of the breach of the Tenancy Agreement, the remedial action required and the date by which such action must be taken. Should there be any extenuating circumstances as to why this compliance has not been met, it is the tenant's responsibility to advise BAACIO immediately after having received any such communication.
- If the plot holder does not comply by the date specified, a 21-day written notice of termination will be sent.
- During the 21-day notice period, the plot holder may appeal to the BAACIO by emailing bustardthorpeallotments@gmail.com and setting out reasons why the Tenancy should not be terminated.
- BAACIO's decision on the appeal is final and will be notified to the plot holder by email, letter or phone call.
- If the appeal is unsuccessful the tenancy will automatically terminate at the end of the original 21-day period.
- Upon termination the plot will immediately return to the vacant plot list.
- The plot holder must remove their property by the termination date. After that date any structures and their contents will become the property of BAACIO.

Complaints & Disputes

In the case of any dispute between plot holders and/or between a plot holder and the Trustees, the parties shall attempt to resolve the dispute. In the case of a complaint please email the BAACIO at bustardthorpeallotments@gmail.com.

Data Protection

Data Protection Act 2013, GDPR 2015 and Data (Use and Access) Act June 2025.

Plot holders are advised that their name, address, email address and telephone numbers are stored on a computer database compiled and maintained by the admin support to BAACIO.

To fulfil their roles, the Treasurer and Lettings Officer also have access to this database. The purpose of this database is solely for running the Bustardthorpe Allotment Association site and for no other reason. The information will not be given to any other 3rd party unless requested by an authority legally able to have access, e.g. the police in the investigation of a crime. BAACIO regularly carries out data cleanses and only stores information for a maximum of 7 years. Under current legislation there is no requirement for BAACIO to be registered under the Data Protection Act 1998. For further information please refer to the plot holders Privacy Notice which can be accessed on our website.

Insurance

BAACIO carries Public and Employers Liability Insurance covering the public areas of the site, a notice of which is displayed in the allotment shop.

Tenants are responsible for the insurance of their personal property, tools, plants, structures, livestock and structures on their plot.

ALLOTMENT & SITE

Take time to plan your allotment and don't be shy, ask fellow plot holders. Take time to plan the layout of your plot and think of ways of making it easy maintenance in the long run. Here is a helpful check list:

1. Create a yearly planner of what you will grow
2. Think about shade throughout the seasons, growing space and watering
3. Narrow planning beds are easier to manage and access
4. Use crop rotation and companion planting to help with soil & plant health
5. Manure your plot regularly to maintain soil fertility
6. Ensure you have good paths and clear of hazards
7. Slow and steady is best so you don't get overwhelmed

The Hub & Polytunnels

We have a shop on site that is run by volunteers, they sell items to help you along with your plot such as compost, fertilizer, plants, netting etc... Prices and lists can be found outside the shop or on our website. If you wish to help, then visit them and talk to them. We also have 2 polytunnels where we grow plants between April to August, for sale at the shop. These are also run by volunteers; any profit from the sales are all re invested in the shop and The Hub (shop and plant teams) aim to keep prices as low as possible. Only members and associate members can buy from the shop.

Common areas & Community

We have several common areas which are for the enjoyment of members, associate members and their visitors. The veranda by the shop, The Lupin Garden, the remembrance garden, the orchards and the nature reserve. These are all cared for by volunteers so feel free to join in and find out how you can help.

Facilities

We have parking around the site, a chemical toilet that is regularly serviced, seating areas through out the site. There are tea/coffee making facilities in the shop for volunteers. There are areas with free manure and wood chippings as and when they are available.

We encourage sharing items so we have a sharing table for any excess produce or when people vacate their plot they leave tools there. It is not for depositing rubbish.

Cultivation

The plots are for growing vegetables, fruit, flowers , trees. For your own personal use and for the benefit of our environment and bio diversity. You are not allowed to run the allotment as a business, any surplus can be shared with family, friends or we suggest donating it to the **Collective Sharehouse** (a local charity we support, more details on our website).

Please contact BAACIO if you are either planning on being on holiday, are unable to garden your plot due to ill health or due to other special circumstances, for one month or more during the growing season (April to October). We will see if help can be found.

- The plot must be regularly maintained, kept free of seeding weeds and in a good state of fertility. If you cannot maintain your plot in this manner, please contact BAACIO. If plots are not cultivated during the growing season the lettings officer will send out a notification letter.
- The plot must not be left uncultivated for longer than 1 month during the growing season. Throughout the growing season, the whole plot must be cultivated or worked on, meaning it is cultivated, prepared for growing or actively managed to reduce weeds and improve fertility.
- The whole plot must be kept tidy and safe from trip hazards throughout the year.
- Perennial plants must be kept under control by regular pruning or mowing.
- Weeds must be removed before they go to seed and either composted or taken away from the allotment site.
- Grassed areas, whether paths or small lawns must be kept mown or strimmed throughout the growing season and not allowed to run to seed.
- Carpets and tyres are banned on site.

Hedges & Shared Paths & Tracksides

If your plot includes a hedge, maintaining it is your responsibility. If you are unable to do this, please discuss with the lettings officer who will try and find an alternative plot. Please note it is an offence to disturb nesting birds and we recommend you do not cut the hedge between 1st of March until mid August, or if there is any evidence of nest activity. Please note it is against the law to deliberately disturb breeding birds.

Hedges and perimeter fences shall be kept to a maximum of 5ft high (1.5m) and should not shade or obstruct other plots.

Please do not remove internal dividing fences without the prior discussion with BAACIO and written approval. It is the plot holder responsibility to maintain shared fences. Track side fences are maintained by BAACIO, please inform them of any that require repair.

Trees

You must not grow trees other than fruit trees. Invasive or forest species such as Oak, Chestnuts, Leylandii, Bamboo, Elm, Willow, Buddleia must not be grown. Maximum height of any new trees is 2.5mts unless part of the BAACIO tree schedule maintenance plan. Please ensure any new trees do not cause shade to neighbours.

Livestock

A plot holder must have gardened the plot to the satisfaction of the trustees for at least 12 months before requesting permission to keep poultry. Poultry may be kept only with written approval of BAACIO. Plot holder keeping poultry must comply with all government guidelines including registering their flock with DEFRA.

The keeping of any other creatures on plots, including bees, pigeons and rabbits is currently prohibited.

Structures & Ponds

Permanent structures such as sheds, greenhouses and polytunnels can be erected only with written approval of BAACIO. You do not need permission for water butts, compost heaps or bins and small areas for relaxation or for children's play. Guidelines are available on our website.

If you are thinking of digging a pond, please email BAACIO to obtain approval, guidelines to ensure everyone safety are available on the website.

Recreational & Play equipment

Allotments are primarily intended for horticultural use, however they play an increasing recreational role. Below are some guidelines to ensure everyone's safety and enjoyment.

Trampolines or larger equipment used for ball games (such as football or cricket) are not permitted.

Hosepipes & Water

The most environmentally sustainable way to keep the plot watered is to harvest rainwater off all roof surfaces on the plot. BAACIO encourages this and can give advice if you wish to harvest rainwater for your plot. Guidance on watering your plot can be found on our website.

The plot holder shall only use the mains water from the trackside taps for filling water butts (to a maximum of 200 litres per butt) and watering cans. IBC tanks can only be used to harvest rainwater.

Track-side taps must not be left unattended when running water into the track-side bins, even when taking filled watering cans back to your plot. Trackside water bins must only be filled just high enough to dip watering cans and should be left with the minimum amount of water in and the lid or cover replaced.

A hosepipe or sprinkler system connected to the trackside mains water tap must not be used to water the plot or fill ponds. Hoses may be attached to butts on the plot.

Hosepipe bans may be imposed by Yorkshire Water, or by BAACIO in extreme weather conditions. Such bans will affect the use of trackside taps.

Water taps are turned off usually at the end of October and are turned back on during March.

Fires & Bonfires

(including burning/bonfires/incinerators/barbeques, collectively called "Fires")

Fires are permitted on the plot but must be contained in a suitable metal container. The waste/items burned should be dry, and the container heated sufficiently to minimise smoke.

Smoke must not drift across Bishopthorpe Road, as this causes a hazard to road users and is a nuisance to our neighbours at Grange Farm. Be aware of wind direction and force.

Smoke must not be an annoyance to neighbouring plot holders.

When burning, buckets or watering cans of water must be readied in advance and kept close to hand to douse the fire if it gets out of control. Do not rely on filling from a water butt/IBC or nearby tap if the fire gets

out of control as it would take too long to get a useful volume quickly to bring the fire back under control.

You must not bring rubbish from home to burn on the plot. Plastic, synthetic and painted materials must not be burnt as these cause noxious fumes.

Do not burn green or damp weeds, strimmings and compostable materials as it is often difficult to get the fire to a sufficient temperature to burn them effectively without causing a lot of smoke. These should be either composted or removed from site for disposal at home or a local recycling centre.

Fires must not be left unattended and must be fully doused with water before being left.

If having a barbeque, you must consider the comfort of other plot holders, both for smoke and noise.

When adverse conditions prevail, BAACIO may impose a ban on fires.

Please note if neighbours complain to the council regarding smoke the tenant can be fined up to £5000.

Pesticides & Weeds

BAACIO encourage the use of an organic approach to gardening to protect our wildlife and environment. If you must use chemical pesticides the consider the following:

- Follow legislation
- Do not contaminate your neighbours or local water course
- Consider harm to wildlife, pets and children
- Keep any product securely and in original packaging
- Use protective clothing and gloves
- Wash hands after use
- Dispose of responsibly

Composting

Why compost? It is a great way to recycle, help the environment and your soil. We have guidance notes on the website for safe composting.

Rubbish

When you take on your plot if there are items you are struggling to remove on your plot let BAACIO know and we will help with the use of volunteers if possible.

Please do not let rubbish build up and consider what you bring to the plot, we do not recommend bringing tyres. Please be aware that since

2026 we have started charging a clean up fee if plot holders do not remove excess rubbish from their plot.

Wildlife

We encourage beneficial wildlife which has a positive impact on the plots. Consider this when planning your plots and see how you can help.

We regularly monitor unwelcome destructive wildlife, such as rats, pigeons, mice and rabbits. We recommend you keep composts covered, use netting and fencing where possible, and keep your plot tidy. BAACIO have some rat traps around the site, if you see any dead rats do not touch them, please inform BAACIO.

Personal Health & Safety

- Plot holders are responsible for the safety of their personal property, tools, plants, structures, livestock etc., their own personal safety, and the safety of visitors, associate members, dogs and children on the plot.
- There is a first aid kit in the shop, if you use it please complete the book.
- Use the proper equipment, particularly gloves and wash hand regularly.
- Be aware of the weather, particular when sunny or extremes.

Site Security

Everyone ones to enjoy the allotment life, if you experience or witness any vandalism please report it to the police (101 number) and send a copy to BAACIO.

- The plot holder shall display their plot number.
- The plot holder must ensure that the side gate onto the racecourse is always locked and when leaving via the front gates onto Bishopthorpe Road ensure they are closed and locked whenever there are no cars in the car-park, or if it is dark.
- When driving on site, speed must be kept to a maximum of 5mph. The whole site is a pedestrian priority area.
- The use of any type of firearm anywhere on site is prohibited.
- Dogs must be kept on a lead at all times when in the car park or trackways and inside your plot if it has a shared accessway. Dog fouling must be picked up and removed from the site

- You must keep the perimeter fence and gate well maintained.
- Structures must be well maintained.
- Barbed wire must not be used for any fence bordering or access paths used by other tenants.
- Trampolines, swings, climbing frames and similar equipment are not permitted on plots.
- Paths and access to other plots must not be obstructed. Where there is a shared access, gate keys or combinations to locks must be given to the other plot holder.
- Fly-tipping of rubbish (compostable and non-compostable) on any part of the site including directly outside plots or outside the shop is absolutely forbidden.
- Plot holders are responsible for the removal of all rubbish from the Bustardthorpe Allotment site.
- Poisonous, harmful or noxious contaminants must not be kept on the plot.
- Petrol or other inflammable substance must be stored in an appropriate container and kept securely.
- Materials, eg. timber, paving slabs etc must not be stored in amounts beyond that reasonably needed for general maintenance or projects on the plot during the year.
- Plot holders must take all reasonable steps to minimise the presence of pests such as rats and rabbits on their plots by maintaining the integrity of boundaries, turning over compost heaps and keeping the plot tidy, free of rubbish and weed free.

Work parties & Volunteering

What is required : we need people to help us carry out tasks that are required to keep the site ticking over and safe for all. You don't need to have any special skills, but any previous experience is very welcome.

What need help with :

- Website updates
- Social media updates
- Manuals and other doc updates
- Responding to general enquiries
- Keep volunteers updating of jobs on go
- Common area maintenance (Lupin gdn, Nature reserve, orchard area)
- Helping with bonfires
- Fixing boundary fences
- Clearing rubbish of site

What are work parties and task days: gathering of various plot holders to carry out site tasks, such as clearing plots, repairing fencing, weeding the common areas, fixing site tracks. Any volunteer can do these we just ask you keep us informed so we can update the list.

What are planned works : these are more specific planned works that are required on site, usually one off and coordinated with the site and lettings officer.

Who can volunteer : any member can be a volunteer. Associate Members and people on the waiting list can join our work parties and task days for site maintenance and repairs. We just ask you let a member know you are coming. It's a great way for them to get a taste of the allotment life and meet some members.

What to do if there is a problem

Please contact BAACIO via email or text for a problem, query or suggestion. The allotment is for the enjoyment of everyone and we wish to continue to improve what others have created over the years.

HAPPY ALLOTMENTING!!!

**IF YOU HAVE NOT FOUND THE ANSWER HERE THEN JUST EMAIL
BAACIO**