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Rules for allotments in Uppsala Municipality

Content

Prologue	3
Conditions for allotment's on Uppsala municipality's land.....	3
Term	3
Start cultivating in Uppsala	4
Terms and conditions for allotments on Uppsala municipality's land.....	5
Who is responsible for what?	5
Lease fee	6
Waste management	6
Decommissioning	6
Contributions	6
Construction.....	7
Animal husbandry.....	7
Enclosure	8
Preparation of land for urban farming	8
Burning.....	8
Sale	8
Queuing system at allotments	8
Environmentally friendly and non-toxic cultivation.....	9
Cultivation purposes	9
Rules of conduct	9
Pool.....	9
Pests	9
Care and maintenance of public areas and unleased allotments.....	10
Access to allotment garden area.....	10
Trees and bushes	10
Toilets.....	10
Traffic	11
Parking.....	11
Water pipes and well equipped with water meters	11
Water consumption.....	12

Prologue

The rules for access to municipal land for allotments are governed by several different regulations and laws. In addition to these, Uppsala municipality, as the landowner, also imposes conditions for the grant of municipal land for cultivation purposes. This document outlines the current rules and conditions applicable to the grant of land for allotments.

Since the conditions in different cultivation areas may vary in terms of, for example, detailed zoning provisions, there may also be specific provisions which differ from one area to another. These special provisions are governed by the agreement between the municipality and the respective association.

The purpose of rules for allotments is to manage the allotments on Uppsala municipality's land in a clear and uniform manner and create good conditions for everyone to farm. The rules provide guidance on how cultivation initiatives and requests for cultivation on municipal land are to be handled. The rules should facilitate dialogue between Uppsala municipality and its citizens so that cultivation becomes something that gives added value for all of Uppsala's residents, not only for those interested in farming. The work was initiated because the agreements between the municipality and the different allotment associations had different conditions. The associations also paid different amounts for one square metre of cultivated land, which is not compatible with the principle of equal treatment.

Conditions for allotment's on Uppsala municipality's land

Term

Cultivation area

Umbrella term for areas leased for allotments.

Allotments

Plot of land (200-500 m²) which is leased for cultivation activities and where a small cottage may be built (usually smaller than 25 m²).

Allotment/collective farming for private cultivation

Plot of land (usually approximately 60 m²) which is leased for cultivation activities and where there are no building rights.

Urban/collective farming for joint/miscellaneous cultivation

When the term 'urban farming' is used in this publication, it refers to farming of a collective character that usually takes place on public land in an urban environment. For example, collective farming means that everyone is welcome to harvest what is grown. This includes other possible forms of cultivation.

Start cultivating in Uppsala

Who can farm?

Allotment gardens in Uppsala municipality are for the inhabitants of the municipality. If you want to sign an agreement for an allotment, you must be registered in Uppsala. In case of relocation, the agreement with the association may be retained. In the case of allotments, exceptions can be made for, for example, students.

Starting cultivating in an existing allotment area or in an urban allotment

The municipality provides land to the associations, which in turn grant the land for cultivation, such as through individual lots with access rights or larger allotments managed collectively by the members.

The allocation of allotments is handled by the respective association, which administers the queues. To enter the queue, the respective association must be contacted. On the municipality's website, you will find a map of existing cultivation areas and the contact information of the various associations. If the contact information is not correct, please contact the City Planning Department.

Buying a garden cottage

There are four allotment garden areas where an association leases the land from the municipality and each association member buys their allotment. The associations have different procedures for purchasing cottages. On the municipality's website, you will find a map of existing cultivation areas and the contact information of the various associations.

Starting a new allotment

Step 1 is to find a suitable spot for cultivation.

Uppsala municipality only handles requests for cultivation on land owned by the municipality. Contact the City Planning Department to find out who owns the land or get suggestions for suitable land to start a farm on. When it has been established that the land belongs to the municipality and the zoning plan allows the type of cultivation to be started, a written request must be submitted to the City Planning Department.

Step 2 is to start an association.

In order to lease land from the municipality, there must be an association as a counterpart to the municipality. The association must be registered with the Swedish Tax Agency and have a corporate identity number. The number is the association's identity number and is used during communication with the municipality and other authorities.

Step 3 is to put together a board and adopt the association's statutes.

In order for Uppsala municipality to sign an agreement with an association, it is required that the association has presented and received the following documents, approved by Uppsala municipality, before signing the contract.

- The association's statutes.
- Minutes of the inaugural meeting showing
 - that the association was formed and adopted a name
 - that statutes have been adopted
 - that a board has been elected
 - who is a member of the board
 - who is/are the signatory(s)

Terms and conditions for allotments on Uppsala municipality's land

Growing areas in Uppsala municipality must be open and accessible to the public. All urban farming must be open to the public and not in any way designed to allow the land to be perceived as privatised. There should be information on site about the association, the cultivation and contact details.

Who is responsible for what?

The municipality's responsibility

- to set aside land for cultivation
- to establish and follow up lease agreements and land leases
- forward invoice costs for water bills and water consumption

The association's responsibility

- compliance with all laws, rules, and conditions in force in this area
- to work towards an inclusive atmosphere for all members and to combat discrimination and bullying
- to ensure compliance with the provisions of the lease/land lease with the municipality with each member
- to have an email address associated with the association for publication on Uppsala municipality's website
- to provide notices of who the board members are and contact representatives with phone numbers and/or email addresses by April 1 every year
- that the area as a whole, including unleased lots and any enclosed hedges and fences, looks well-groomed

Lease fee

The lease fee is calculated based on square inches. However, minor adjustments to the leased area after the signing of new contracts do not have any effect on the lease.

Waste management

The association and its members are not allowed to put the litter from the cultivation in the municipality's waste bins. The disposal of waste must be carried out by the association.

Composting of garden waste

No permission from the municipality is required to compost garden waste. Garden waste may be composted on its own allotment or jointly on the site, provided that this can be done without inconvenience to the surroundings.

Food waste

In order to compost food waste, permission from the association's board of directors is required. It is the responsibility of the individual member to seek the necessary permits for the composting of food waste within their own lot. For a possible joint food waste composting, the responsibility for permitting and care rests with the association. Food waste must by law be listed in a closed container so that no rats or other pests can enter it.

Decommissioning

Area of land for cultivation

When the lease/land lease ends, the association must leave the leased area in a cleared and cleaned condition unless otherwise agreed. The association is not entitled to compensation for facilities or other costs incurred in the area.

Urban farming

If the association wants to decommission the cultivation activities within the leased area, the association is responsible for restoring the area to its original condition or in a condition that meets the associations agreement with the municipality.

If the cultivation activities are not managed and result in repeated complaints from citizens and local residents, the municipality has the right to decommission the cultivation area after consultation with the association concerned. If the association cannot be reached, the municipality has the right to decommission the cultivation area after 1 month at the expense of the association.

Contributions

The municipality does not provide any material or the like. Financial contributions are only relevant in cases where the municipality announces a grant that associations can apply for on equal terms.

Construction

Construction in allotment

Buildings in cultivated areas are regulated, among other things, by building permit legislation, detailed development plan and lease agreements. Regulations around possible construction may differ in different areas and depend on factors such as whether the land is public land, or if the area is outside the zoning area. On public land, construction is generally not allowed, while on allotments located on block land, there may be special provisions on the size of the construction and sometimes even rules regarding the design. In areas where there are no provisions regarding the buildings in the zoning plan or in allotment areas that are outside the zoning area, it is instead primarily the lease agreement that regulates any constructions.

Construction requires building permit. Building permits are applied for by the individual allotment holder. It is therefore not allowed to start building on one's allotment without permission from the board of the association and a granted building permit. Please note that even modification of existing construction may require building permits.

Construction work at allotments and urban farming

In the case of allotments and urban cultivation, construction is normally not allowed, if the association wants to build something intended for communal use, it must first be approved by the municipality as the landowner and then the necessary permits need to be applied for.

A cold frame may be erected, but shall be designed in such a way that injury to humans and animals cannot occur. The permanent part of the cold frame shall not be higher than 0,9 metres. The height of the cold frame is calculated from the ground level on the surrounding land. It is therefore not allowed to dig out or fill up the ground in order to have a higher cold frame.

During the growing season, it is permissible to set up greenhouses that can be disassembled, protection against pests, or the like if they do not require planning permission.

Regarding urban farming, the design must be approved by the city planning department at Uppsala municipality before it is built.

Animal husbandry

It is allowed to have pets such as dogs, cats, and small rodents in the allotment. However, the primary purpose of the area is cultivation, so if there is a conflict in the issue, for example, regarding allergy or fear, the animal owner must respect his co-farmers and remove the animal.

A permit from the Environment and Health Protection Board is needed to keep animals such as fur animals or poultry that are not pets (e.g. chickens) in an area that is detail planned. The association's board of directors must approve the application before it is submitted to the Environment and Health Protection Board. The approval of the Board of Directors is attached to the application.

Enclosure

Any fencing around the area must be financed and maintained by the association. The lease area may be kept locked to some extent during September and October in order to prevent theft of the allotments.

Allotments

The allotment garden may be fenced with fences or hedges.

Area of land for cultivation

Fences at allotment areas shall not be higher than 1,1 metres.

Urban farming

The cultivated land may, after consultation with the City Planning Department, be marked with shrubs, fences or the like, but in such cases, there must be unlocked gates so that the public can pass.

Preparation of land for urban farming

The municipality is responsible for taking soil samples in the area in question to ensure that the area is not contaminated. Cultivation may only take place above land in cultivation boxes, raised beds or the like if soil samples for any contamination have not been carried out. This is true even if the samples taken show that the land is not suitable for use. If the land is fit, edible plants may be cultivated in soil.

Burning

In an urban area (where there is a detailed development plan), you are allowed to burn leaves, twigs, and other garden waste between 15-30 April and 15-31 October. In other areas, there are no fixed times, but burning should always be done with safety precautions and with consideration taken to neighbours. Contact the Environment and Health Department if you have any questions about burning garden waste. Regulations on the burning of garden waste can be found in Section 6 of the Regulations on Environmentally Hazardous Activities and Health Protection.

Barbecues are allowed in pre-prepared grilling areas. It is against regulations to burn/grill directly on the ground in the areas.

Sale

Commercial sales are not allowed. However, the sale of surpluses may take place, as long as it is within the framework of the Tax Agency's regulations on income from hobbies. Events such as harvest parties, plant exchange days, and the like are allowed.

Queuing system at allotments

The municipality leases land to the associations, which in turn grant the individual lots with access rights to their members. The allocation of allotments is managed by the respective association, which also administers the queues. Anyone who wants to may enter the queue.

No more than two allotments are allowed per user, including other family members with the same registered address. As long as there is a queue, a maximum of two allotments may be leased per household. If a household has more than two allotments and a queue is formed, only two of the allotments may be retained.

The responsibility for renting out allotments rests with the association.

Environmentally friendly and non-toxic cultivation

Uppsala Municipality wants cultivation on the municipality's land to take place in an environmentally friendly way. This means growing plants in a way that benefits the environment, and not burying things in the soil that cannot decompose such as plastic, glass, and rubber. Fertilisation is beneficial with grass clippings, green fertilisation, and manure. The weeds can be combated with coverage of, for example, newspaper, or grass clippings.

Plant protection products with classifications 1, 2, or 3 may not be used. For pest control, it is permissible to use other methods such as crop rotation, to choose resistant varieties and to promote other animals and insects that keep the pests under control.

Cultivation purposes

Farming purposes of allotment garden

The allotment garden may only be used for cultivation purposes. They may not be used as a storage site, for commercial activity or the like.

Farming purposes allotment

Since the land is leased for cultivation purposes, most of the total area of the allotments must be intended for cultivation.

Rules of conduct

Associations have the right to impose their own rules of procedure as long as they do not violate these rules and conditions or the lease agreement.

Pool

It is forbidden to build buried pools. Please note that the pools according to the General Statute of Public Order and the Building Office's building regulations must be provided with protection to prevent accidents.

Pests

The association must hire the municipality's game keeper in case of need for shooting/decontamination of pests.

Care and maintenance of public areas and unleased allotments

Care and maintenance allotment

The association is responsible for and pays for all maintenance and investments within the leased area, including any hedge or fence within the boundaries of the leasehold.

The association is obliged to ensure that the leased area is kept clean and tidy. Plants, fences and other holdings located in an allotment must not be neglected and must always be kept in an overly well-kept condition.

Care and maintenance allotment garden

The association shall undertake the full execution and all costs for the usual care, operation and maintenance required for the operation. The association should keep the area neat and well-maintained. The association shall also provide and pay for the operation and maintenance of the water pipes, roads, and other community facilities that the allotment gardening in the area requires.

Care and maintenance in urban farming

The association is obliged to ensure that the leased area is kept clean and tidy. If vandalism or other type of destruction of the cultivation area occurs, it is the responsibility of the association to clean up and restore it.

Access to allotment garden area

The area shall be accessible and open to the public – at least from 1 May to 30 September, between 8:00 and 20:00. The association shall put up a sign at the main entrance, stating clearly that the public is welcome and opening hours as above.

Trees and bushes

Felling of trees and shrubs in the area, on common areas, shall be carried out in consultation with the municipality and funded by the association.

If the association wishes for vegetation outside the area and on municipal land, the board must submit a so-called tree form available on [uppsala.se](http:// uppsala.se).

Toilets

Installing/building a toilet or porter potty adjacent to the area is the associations responsibility, but it is optional for the associations to do so. Before a toilet is built or placed in the area, it must be approved by the municipality as the landowner, after which the necessary permits must be applied for. Keep in mind that a new construction requires a building permit.

On the individual allotment garden, it is allowed to have an earth closet or incinerating toilet after approval by the board. Contact the environmental department at Uppsala municipality to investigate what permits are required.

Traffic

No one is allowed to use the walking and bicycle paths other than pedestrians and people riding bicycles and Class II mopeds without an issued dispensation. It is also not allowed to drive motor vehicles in the terrain. Terrain includes everything that is not a road, such as grassy areas, parks, and woodlands.

Parking

Vehicles may only be parked at designated locations. Parking in terrain is not allowed.

Water pipes and well equipped with water meters

Allotments

The association is obliged to manage and pay for the operation and maintenance of all water pipes and water wells equipped with meters within and outside the area directly linked to the cultivation activities.

It is not allowed for individual allotments to connect to the drinking water network or drilled wells.

The association is obliged to maintain drainage as well as open ditches and wells, and also wells equipped with water meters within and along the lease hold.

The association pays all costs for carrying out drainage or other improvements approved by Uppsala municipality. The association is not entitled to compensation for this.

Area of land for cultivation

The association undertakes to manage and pay for the operation and maintenance of all water pipes and wells equipped with water meters within and outside the area directly linked to the cultivation activities.

Major measures concerning water pipes and wells are financed by the municipality. The municipality only pays for measures characterised as an investment measure, such as major repairs or replacement of end-of-life facilities. What characterises investment measures in this context is that the municipality is responsible for costs that are not financially justifiable for a non-profit-making association to bear.

The conditions for the municipality to pay for measures related to water pipes and wells are assessed on a case-by-case basis in consultation with the municipality and the representative of the association in question.

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The association pays all costs for carrying out drainage or other improvements approved by Uppsala municipality. The association is not entitled to compensation for this.

Water consumption

Allotments

The association may only provide water for allotments between 1 April to 31 October. Between 1 November to 31 March, the association is responsible for the closure of the water pipes for allotment. The association may decide on turning on the summer water later or shutting it off earlier. The association is responsible for turning on the water in the spring and shutting it off in the autumn.

The association must pay the basic fee for the water bill and for the water consumed in accordance with the applicable rules and the current water and waste fare.

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The association must pay the basic fee for the water bill and for the water consumed in accordance with the applicable rules and the current water and waste fare.

Urban farming

The association is responsible for arranging and paying for appropriate irrigation facilities for urban farming.