

My Ref: AHO/CH/337, 355

2016

## BEES – SUITABLE SITE CONSULTATION NEARBY PLOTHOLDERS

«TenantTitle» «TenantForename» «TenantSurname»  
«Address1»  
«Area»  
«Town»  
«Postcode»

Dear «TenantTitle» «TenantSurname»

**ELECTORAL DIVISION:** \_\_\_\_\_  
**ALLOTMENTS**  
**REQUEST FOR BEE HIVE**

A request has been received from Plot \_\_\_\_\_ at the  
\_\_\_\_\_ Allotments for permission to locate a beehive on the plot.

As the plot is in the section of the site where you have a plot, I am writing to ascertain whether you have any objections before the request is discussed further.

I would be grateful if you could provide a written reply to the Council's Allotments Officer at the Parks, Sport & Harbour Authority, Queen Alexandra House, Cargo Road, CARDIFF CF10 4LY, Email: [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk) by **(3 weeks from date of letter)**.

If I do not hear from you by this date, it will be assumed that you have no objection. Should you require any further information, please contact Celia Hart, Allotments Officer on Cardiff 22330235 or email [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk)

Yours sincerely

Jon Maidment  
**Operational Manager**  
**Parks, Sport & Harbour Authority**

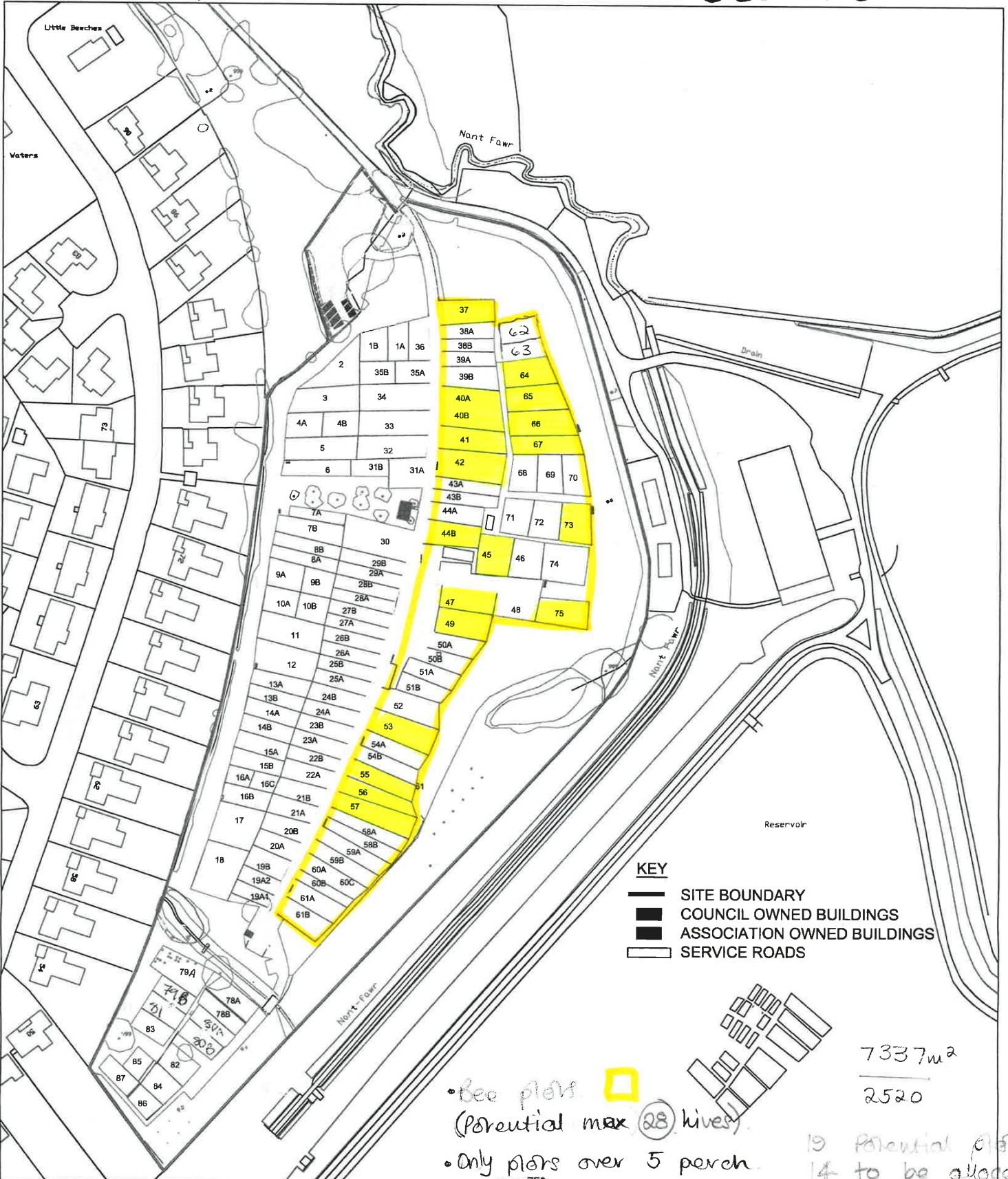
*Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.*

*The Council welcomes correspondence in English and Welsh and we will ensure that we communicate with you in the language of your choice, whether that's English, Welsh or bilingual as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.*

**PLEASE REPLY TO:** Parks, Sport & Harbour Authority, Queen Alexandra House, Cargo Road, CARDIFF CF10 4LY Tel (029) 2233 0235, Email: [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk)

# SOUTH RISE

# BEE PLOTS



Adran Parciau a Phrofedigaeth  
 Parc Y Mynydd Bychan,  
 Caerdydd CF14 4EP  
 Ffôn: 029 20684000  
 Ffacs: 029 20684001



CYNGOR SIR CAERDYDD  
 CARDIFF COUNTY COUNCIL

Parks Services  
 Heath Park,  
 Cardiff CF14 4EP  
 Tel: 029 20684000  
 Fax: 029 20684001

Drawing Title / Teitl y Dyluniad

**SOUTH RISE**  
**LOCATION PLAN**

Scale / Graddfa TO FIT	Date / Dyddiad FEB 07	Checked / Gwiriwyd	Drawn by / Dyluniad Gan DTO'R
---------------------------	--------------------------	--------------------	----------------------------------

Drawing Number / Rhif Dyluniad  
**SOUTH RISEFEB07**

BASED UPON THE ORDNANCE SURVEY  
 With the Sanction of the Controller  
 of HMSO LICENCE No. LA 09005L  
 Crown Copyright Reserved

My Ref: AHO/CH/0355

Your Ref:

DATE

## **BEES – SUITABLE SITE and PLOT LETTER TO REQUESTING PLOTHOLDER**

Mr

Dear Mr

### **ELECTORAL DIVISION:**

**----- ALLOTMENTS: PLOT -----  
REQUEST TO KEEP BEES**

Thank you for your email of \_\_\_\_\_ 2016  
requesting consent to keep bees on plot number \_\_\_\_\_ at  
\_\_\_\_\_ Allotments.

We will consider granting consent for you to keep bees on plot number  
\_\_\_\_\_ at \_\_\_\_\_ Allotments subject to the  
following conditions being satisfied:

1. There is a trial period of 12 months
2. The number of hives is limited to two hives plus one nucleus
3. You have provided details of current membership of a beekeeping association
4. You have provided details of current insurance cover
5. There are no objections received from adjoining plots or plots in close proximity – the Council will contact plotholders
6. There are no objections received from neighbouring landowners

Before the consultation process can begin you must provide copies of current membership of a beekeeping association and copies of current insurance cover.

Please note that until we have carried out the necessary consultation you should not proceed with incurring any expenditure in respect of equipment and/or facilities as you will not be compensated if consent is not given.

We will contact you once the consultation has been completed and should consent be granted we will write to you again with details of any specific requirements. A copy of this letter will be sent to the site representative,  
\_\_\_\_\_ for their information.

I hope the above information is helpful, if you need any further information, please contact Celia Hart, Allotments Officer, on Cardiff 2233 0235 or email [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk)

Yours sincerely

Jon Maidment  
**Operational Manager**  
**Parks, Sport & Harbour Authority**

Cc \_\_\_\_\_ Site Representative \_\_\_\_\_ Allotments

**PLEASE REPLY TO:** Parks, Sport & Harbour Authority, Queen Alexandra House, Cargo Road, CARDIFF CF10 4LY Tel (029) 2233 0235, Email: [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk)

## **PROCEDURE: BEE HIVE AND LIVESTOCK APPLICATIONS 2016**

### **BEE HIVE**

1. Application to keep Bees received
2. Check if the request relates to a Permitted Site
3. If Permitted Site = No, advise applicant and site representative  
Check the plot when carrying out the next scheduled site visit

If Permitted Site = Yes

Check if the request relates to a Permitted Plot

If Permitted Plot = No, advise applicant and site representative  
Check the plot when carrying out the next scheduled site visit

If Permitted Plot = Yes

Consult with Ranger Service and ascertain whether request will impact on local pollinator species. If no negative impact can be identified -

Send "Suitable Site and Suitable Plot" letter to plotholder  
Note deadline date on Calendar for follow up

Write/email plotholders/landowners in near vicinity to ask if there are objections and request a response within 3 weeks from the date of the letter/email.  
Note deadline date on Calendar for follow up.

If Objections are received by deadline date, advise plotholder and site representative that objections have been received and that consent will not be granted.

If No objections are received by deadline date

Advise applicant that current membership details of beekeeping association and insurance details are required and advise date for providing details before consent can be given.

Installation of hives cannot be carried out before membership and insurance details have been checked.

5. When membership and Insurance details have been received write to plotholder and confirm consent has been given.  
Check the plot when carrying out the next scheduled site visit  
Note on date Membership and Insurance expires on Calendar for follow up

My Ref: AHO(P)/CH/0355

Your Ref:

DATE

## **BEES – SUITABLE SITE, UNSUITABLE PLOT LETTER TO REQUESTING PLOTHOLDER**

Mr

Dear Mr

**ELECTORAL DIVISION:** \_\_\_\_\_  
**ALLOTMENTS: PLOT** \_\_\_\_\_  
**REQUEST TO KEEP BEES**

Thank you for your email of \_\_\_\_\_ requesting consent to keep bees on plot number \_\_\_\_\_ at \_\_\_\_\_ Allotments.

Plots which are considered suitable for keeping bee hives must be 5 perch in area or larger. Unfortunately as \_\_\_\_\_ is \_\_\_\_\_ perch in area it is not considered suitable for the siting of bee hives.

Please let us know if you wish to go on the waiting list for a 5 perch plot which is suitable for siting bee hives.

I hope the above information is helpful, if you need any further information, please contact Celia Hart, Allotments Officer, on Cardiff 2233 0235 or email [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk)

Yours sincerely

Jon Maidment  
**Operational Manager**  
**Parks, Sport & Harbour Authority**

Bcc via email \_\_\_\_\_ Site Representative

**PLEASE REPLY TO:** Parks, Sport & Harbour Authority, Queen Alexandra House, Cargo Road, CARDIFF CF10 4LY Tel (029) 2233 0235, Email: [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk)

BLANK - PLOTHOLDER REQUEST BEES UNSUITABLE PLOT 2017