



## SPADE AID

### Procedural & Criteria Notes

1. The service applies to gardens of the Council's housing stock.
2. The service will be provided on a first come first served basis.
3. The service will only be provided once per property per year. Tenants should be advised that, if they require assistance in future years, they will need to apply each year.
4. The tenant must meet all of the following criteria in order to qualify for the service:
  - Tenancy with Ashfield District Council for over 12 months
  - No other breaches of tenancy other than gardens
  - Have tenancy support Officer / Care Co Officer / DLA
  - Tenants / adults living with them unable to do the work
  - No family members living within 5 miles or no regular contact
5. The service can be requested by the tenant. No referrals – Tenants must apply by written application or by telephone.
6. Some tenants may be accepted onto the scheme but will be expected to help.
7. All plants and bulbs etc must be provided by the tenant. Pupils can refer hedges and trees to the Estates Team.
8. All applications should be forwarded to the Tenant Participation Officer.
9. A decision on the application will be made by the Tenant Participation Officer and the Pupils.
10. If approved the tenant will be contacted.