



Maldon Town Council

Allotment Beekeeping Policy

Version	Date Policy Adopted	Minute Reference	Review Date
1	18 th August 2025 (Environment Committee)	50.1	August 2027

1. Introduction

Maldon Town Council supports responsible beekeeping on its allotment sites, recognising the environmental benefits and value to pollination. This policy outlines the conditions under which beekeeping may take place, ensuring the safety of all site users and the welfare of the bees.

2. General Conditions

2.1 Honeybee keeping is supported in principle, with priority given to tenant and public safety.

2.2 Tenants are encouraged to support wild bee populations, including solitary bees, through measures such as bee hotels (see Appendix 1).

2.3 Tenants must not introduce bees to a site without prior written consent and a signed Bee Agreement. Unauthorised hives will be subject to immediate removal at the tenant's expense.

3. Application Requirements

3.1 Applications (Appendix 2) are considered individually and must include:

- Minimum of 5 years beekeeping experience (or 3 years with BBKA General Husbandry or equivalent, assessed by the Environment Officer)
- BBKA Basic Assessment Certificate
- Membership of a BBKA-affiliated association
- Proof of Public Liability Insurance specifically for beekeeping risks and Public Liability insurance of £5,000,000.
- Contact details for an alternate registered beekeeper
- Risk Assessment (Appendix 3), updated annually.
- Plot/site plan (approved by local beekeeping association)

3.2 New beekeepers must provide a certificate of attendance from a BBKA-affiliated basic beekeeping course if they do not hold the Basic Assessment.

3.3 Applications will include consultation with plot holders and nearby residents to identify and resolve objections. Maldon Town Council will arbitrate final decisions.

4. Hive Location & Apiary Management

4.1 Each site will have a capped number of hives:

- Brickhouse Farm – maximum of two hives on one plot
- Maldon Hall – maximum of four hives over two plots, at least 30m apart
- Warwick Crescent – maximum of two hives on one plot

4.2 No more than 2 hives and 1 nucleus hive may be permitted per tenant, per plot.

4.3 Hives must be placed in screened enclosures measuring:

- Minimum: 2.5m x 2m
- Optimum: 3m x 3m
- Mesh fence 2m high on all four sides with openings <6mm
- No roof mesh



Example of a Suitable Enclosure

4.4 An additional mesh barrier (2m high) must be installed to encourage upward bee flight.

4.5 The hive entrance must face away from pathways and communal areas.

4.6 Notices must be posted at the apiary with beekeeper and emergency contact details.

4.7 No unused equipment or wax combs are to be left exposed. All equipment must be stored hygienically and securely.

4.8 Hive records (including treatments) must be kept on-site and submitted to the Council annually.

4.9 Hives must be available for inspection by the Council or the National Bee Unit.

5. Colony & Swarm Management

5.1 Bees should be of a docile strain. Re-queening may be required if aggression is noted.

5.2 Tenants must follow a recognised swarm prevention method (e.g., Pagden Method).

5.3 Temporary increase in hive numbers for swarm control must be notified to the Environment Officer and resolved within one month.

5.4 Swarms must be safely recovered. Failure to control swarming may result in revocation of permission.

5.5 All hives must be registered with BeeBase.

6. Safety, Signage & Risk Management

6.1 Emergency contact information must be displayed on the hive.

6.2 No handling of bees when nearby plots are occupied.

6.3 A second person must be present when opening hives.

6.4 Smokers must be used safely and extinguished after use.

6.5 First aid arrangements and advice for bee stings must be part of the risk assessment.

6.6 Preventative measures for vandalism (e.g., fencing, removing nearby long objects) must be considered.

7. Site Notices and Inspection

7.1. The beekeeper must display a site notice on their plot and on the allotment notice board, advising of the presence of bees and including 24-hour contact details.

7.2. Waste (e.g. old frames, wax) must be hygienically removed from site.

7.3. Hives must be made accessible for inspection by Council officers and bee inspectors.

7.4. Sites will be inspected annually by the Council as part of allotment review.

8. Colony and Swarm Management

8.1 Hives must be inspected regularly.

8.2 Swarm control methods such as the Pagden Method or similar must be used.

8.3 Swarms must be collected promptly.

8.4 All feral swarms will be treated as wild and removed.

8.5 Poor swarm management may result in permission being revoked.

9. Exit Strategy

9.1 The main reason for removal of hives would be the non-renewal of the allotment tenant agreement, or eviction due to the tenant committing a breach of the tenancy agreement rules.

9.2 In the event that the tenant beekeeper does not renew their tenancy agreement, or they cease their involvement on the allotment site, it is their responsibility to ensure that the hives are relocated appropriately, and all beekeeping equipment must be removed within 28 days.

9.3 Should the allotment tenancy cease, and the bees are still on site, any cost incurred by the Town Council, for the removal of the hives, will be charged to the tenant.

9.4 Every tenant beekeeper agrees that by placing a hive on their allotment plot, they will comply with these rules.

9.5 Failure to comply with the rules will result in a request to quit keeping bees and their immediate removal.

9.6 The Town Council accepts no liability for damage or loss.

9.7 The council reserves the right to have beehives removed at any time for any undisclosed reason should a situation arise. This clause is a last resort and will only be invoked if all other solutions have been exhausted. This may also include the immediate removal of the bee hives at the tenant's expense by an appointed beekeeper.

10. Sales

10.1. Honey or other hive products must not be advertised for sale on the allotment site.

11. Monitoring, Complaints

11.1. Any complaints received from other allotment tenants will be reviewed by the Environment Officer and the Chairman of the Environment Committee.

11.2 Annual review of beekeeping permissions and inspections will take place each October.

11.3 If the bees are deemed to be a significant nuisance to other tenants, this will be discussed with the beekeeper, in the first instance. The Town Council will actively engage supporting the beekeeper to address concerns.

12. Policy Review

12.1 This policy will be reviewed annually and updated in line with best practices.

Appendices

- **Appendix 1: Resources and Links (e.g., BBKA, BeeBase, local associations)**
- **Appendix 2: Beekeeping Application Form**
- **Appendix 3: Risk Assessment Template**
- **Appendix 4: Emergency Contact Display Template**

Appendix 1 - Useful Links

The British Beekeepers Association

<https://www.bbka.org.uk>

National Bee Unit (Bee Base)

<https://www.nationalbeeunit.com>

Maldon & Dengie 100 Beekeepers

<https://maldonbeekeepers.wordpress.com>

Appendix 2 - Beekeeping Application Form

MALDON TOWN COUNCIL



ALLOTMENT BEE KEEPING APPLICATION FORM

Please complete and return to: environment@maldontowncouncil.gov.uk or;

Maldon Town Council, Town Hall, Market Hill Maldon, Essex, CM9 4RL.

For queries, please contact 01621 857373 or the above email.

1. APPLICANT'S DETAILS

Name:	
Address:	
Telephone Number:	
Email Address:	
Allotment Site:	
Allotment Plot Number:	

2. BEEKEEPING EXPERIENCE AND MEMBERSHIPS

Have you kept bees before:	Yes* ☐	No ☐
If yes, for how long?		
Are you a member of a beekeeping association?	Yes* ☐	No ☐
If yes provide the name of the association and membership number.	Association Name:	BBKA Number:
		Bee Base Number:
Do you hold public liability insurance for beekeeping?	Yes* ☐	No ☐
If yes, confirm you have attached proof or insurance	Yes* ☐	No ☐

3. HIVE PLACEMENT & MANAGEMENT PLAN

Proposed number of hives (maximum of 2 unless	
--	--

otherwise agreed)	
Proposed location of hives on your plot (use the space below to sketch a map of your site showing the proposed location of the hive/s	
PROPOSED LOCATION OF HIVE/S ON ALLOTMENT PLOT	
What screening will be used to direct bees upwards and minimize disturbance?	
How will you provide a water source for the bees?	
What measures will you take in the event of a swarm?	

4. EMERGENCY & COMPLAINT HANDLING	
Please provide a Risk Assessment (see policy for template)	
Name and contact details of a beekeeping mentor or local beekeeper for advice.	
How will you address complaints from other allotment tenants if they arise?	

5. DECLARATION

I, the understand, confirm that:

- I will comply to Maldon Town Council's Allotment Beekeeping Policy and any additional guidance provided.
- I understand that permission to keep bees can be revoked at any time.
- I will inform the Council or any changes to my beekeeping set up, including hive numbers and location.

Signature:		Date:	
OFFICE USE ONLY			
Date application form received:			
Decision	☐ Application Approved ☐ Application Rejected		
Reviewed by:	Name:	Date:	
Documentation received	☐ Public Liability Insurance ☐ Location plan ☐ Beekeeping mentor details ☐ BBKA Current Membership verified ☐ Risk Assessment attached		
Notes:			

Appendix 3 - Risk Assessment Template

Risk Assessment MATRIX

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Risk Assessment

What are the risks hazards?	Who is impacted ?	Controls in Place	Risk assessment {Probability / impact}	Do you need to do anything else to control this risk?	Action by who?	RISK
Sting by bees	Beekeeper Public other allotment holders	Apiary Policy applies. Protective clothing. Locked gate and fence to reduce risk of general public entering site when no beekeepers at apiary.	Moderate [P3 – I1]	First Aid kit onsite First Aid kit held by each of the Team when onsite Signage – stating location of nearest First Aid point	Beekeeper	Trivial [P1-I1]
Sting by wasps	Beekeeper Public other allotment holders	Problematic in July onwards	Moderate [P3 – I1]	Signage – stating location of nearest First Aid point	Beekeeper	Trivial [P1-I1]
Slips and trips	Beekeeper	Keep ground tidy. Keep hive area tidy.	Moderate [P2 – I2]	First aid kit	Beekeeper	Trivial [P1-L1]

What are the risks hazards?	Who is impacted ?	Controls in Place	Risk assessment {Probability / impact}	Do you need to do anything else to control this risk?	Action by who?	RISK
	Public other allotment holders	No rubbish to be kept on site. No storage of equipment on site.				
Fire	Beekeeper Public other allotment holders	Training in the use of smokers No smoker is left unattended.	Moderate [P2 – I2]	Smoker to be stored in metal case	Beekeeper	Trivial [P1-L1]
Cuts	Beekeeper Public other allotment holders	Training in tool use. First Aid kit	Moderate [P2 – I2]		Beekeeper	Trivial [P1-L1]
Anaphylactic shock	Beekeeper Public other allotment holders	Beekeepers to be aware of dangers of anaphylactic shock. Beekeepers encouraged to attend suitable training and the use of EpiPens.	Moderate [P2 – I2]	Signage – stating location of nearest First Aid point	Beekeeper	Tolerable [P2-L1]
Manual handling	Beekeeper	Beekeepers should only lift weights that are within their limits.	Moderate [P2 – I2]	Manual handling training	Beekeeper	Trivial [P1-L1]
Swarms	Beekeeper Public other allotment holders	Management of hives to reduce chance of swarming. Contact names of swarm collectors provided to Allotment Committee. Contact names displayed around each of the sites on notice boards.	Moderate [P2 – I2]	List of Emergency contacts onsite signage	Beekeeper	Trivial [P1-L1]
Unauthorised access	Other allotment holders Public	Locked gates to reduce risk of general public entering site when no beekeepers in the apiary. Warning sign 'Bees on site' provided with notice who the beekeeper is.	Tolerable [P1 – I2]			Trivial [P1-I1]
Hives falling or being	Beekeeper	Hives sited within a fenced compound.	Trivial [P1-L1]	Signage Bee Aware		Trivial [P1-I1]

What are the risks hazards?	Who is impacted ?	Controls in Place	Risk assessment {Probability / impact}	Do you need to do anything else to control this risk?	Action by who?	RISK
knocked over (including by cars)	Other allotment holders Public	No cars near to compound or hive location.				

Date of risk assessment: 18th July 2025

Updated: 18th July 2025

Review: July 2026

Risk Assessment Declaration and Agreement

I, the undersigned allotment tenant, confirm that I have read and understood the Beekeeping Risk Assessment provided by Maldon Town Council. I agree to comply fully with all control measures, procedures, and good practices set out in the document. I understand that failure to adhere to the risk assessment may result in permission to keep bees being withdrawn.

I will ensure that the beekeeping is carried out responsibly and with due consideration to the health, safety, and wellbeing of other allotment users and the wider public.

Tenant Name (print): _____

Signature: _____

Plot Number: _____

Date: _____

Council Approval

I confirm that the tenant has been granted permission to keep bees on the allotment, subject to ongoing compliance with the agreed risk assessment and monitoring arrangements.

Signed (Environment Officer): _____

Name (print): _____

Date: _____

Appendix 4 - Emergency Contact Display Notice



Beekeeping Emergency Contact Notice

A copy of this completed form must be displayed on the beehive/s and on the allotment notice board

Beekeeper's Full Name: _____

Primary Contact Mobile Telephone Number _____

Email Address (optional): _____

Standby Contact Name: _____

Standby Contact Mobile Telephone Number: _____

Email Address (optional): _____

Hive Location Description Including Plot Number:

Emergency Procedures

In the event of a beekeeping emergency:

- Do **not** approach, disturb, or attempt to move the hive.
- If a **swarm is observed** or bees are behaving aggressively, **stay calm and keep away**.
- If someone is **stung and shows signs of an allergic reaction**, **call emergency services immediately (999)**.
- Once safe, contact the beekeeper or standby person listed above.

Thank you for helping to protect our bees and ensure community safety.