

Register a co-operative society

Section 1 – About this form

Use this form to register a co-operative society under the Co-operative and Community Benefit Societies Act 2014 or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969.

Use this form for either a new registration of a co-operative society, or for a conversion to a co-operative society from either a company or society registered under the Friendly Societies Act 1974.

To register a society we need:

- this completed form
- one signed copy of the society’s rules (or two copies where not submitting electronically)

This form, including any details provided on the form, will be made available to the public through the Mutuels Public Register: <https://mutuals.fca.org.uk>

Before you start completing this form you may find it helpful to read Chapter 4 of our guidance on our registration function under the Co-operative and Community Benefit Societies Act 2014: <https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

Section 2 – About this application

2.1 What are you applying to do?

Register a new co-operative society	<input checked="" type="checkbox"/>
Convert a company to a co-operative society	<input type="checkbox"/>
Convert a friendly society into a co-operative society	<input type="checkbox"/>

2.2 Who should we contact about this application?

Name	Caroline Bates
Position	Treasurer
Postal address	7 Thanet Walk Rowhedge CO5 7EW
Telephone number	07765257875
Email address	setabcaroline@gmail.com

Section 3 – About the society

3.1 What will be the registered name of the society? (This must be exactly as it appears on the society's proposed rules). Please see page 24 of our guidance for further guidance on society names.

Society name	Rowhedge Allotment Association Limited
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All societies must be carrying out an industry, business or trade. Here we are looking to gain a practical understanding of what that is for your society.

3.2 What is the business of the society? For example, will you be providing housing, manufacturing goods, developing IT systems etc.

Rowhedge Allotment Association is a Community, Social and Leisure Co-operative established to manage and lease the allotment site at Weir Lane, Rowhedge on behalf of the member plot-holders.

3.3 What Standard Industrial Classification code best describes the society's main business? Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here: <http://resources.companieshouse.gov.uk/sic/>

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We need to be satisfied that the society is a bona fide co-operative society. Chapter 4 of our guidance provides more information about how we approach this. We generally consider something to be a bona fide co-operative where it is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise.

3.4 Please describe the members' common economic, social and cultural needs and aspirations. In answering this question, please make sure it is clear what needs and aspirations members have in common.

The Rowhedge Allotments is an autonomous, democratically controlled association of members who share common economic, social, and cultural needs and aspirations.

Economic Needs: Members seek to grow their own produce to reduce reliance on commercially produced food, making their food supply more affordable and self-sufficient. The cooperative structure enables members to pool resources for purchasing tools, seeds, and supplies, lowering individual costs and increasing access to quality gardening materials.

Social Needs: The allotments provide a space for members to form a supportive community where they can connect, share knowledge, and assist one another. This sense of camaraderie is essential to the members' social aspirations, fostering an inclusive environment that supports mental and physical well-being through collective gardening activities and shared experiences.

Cultural Needs: Members aspire to engage in sustainable gardening practices, preserving traditional methods and connecting with nature. The allotments offer an opportunity for cultural exchange, with members learning and passing down gardening skills, and embracing values like sustainability and self-sufficiency.

Democratic: The cooperative structure ensures that all members have a voice in decisions, promoting democratic participation and strengthening the cultural practice of communal gardening.

In summary, our members' shared goals of affordability, community, sustainability, and cultural preservation align with the cooperative values, supporting our mission to meet these collective needs.

3.5 How will the society's business meet those needs and aspirations? You have described the society's business answer to question 3.3, and in question 3.4 you have described the common needs and aspirations of members. Please now describe how that business meets those common needs and aspirations.

The Rowhedge Allotment Association's business meets the common needs and aspirations of members by providing a shared space for growing food, promoting self-sufficiency, and reducing food costs. The cooperative structure fosters a strong sense of community, where members can share knowledge, skills, and support each other, fulfilling their social aspirations. Additionally, the business promotes sustainable gardening practices, preserving traditional methods, and encouraging cultural exchange around self-sufficiency and environmental stewardship. By involving all members in decision-making, the Association ensures that their voices are heard, reinforcing democratic participation and aligning with their cultural values. Overall, the Association's activities directly contribute to meeting the economic, social, and cultural needs of the members.

3.6 How will members democratically control the society? For example, will the members elect a board at an annual general meeting; will all members collectively run the society.

The Rowhedge Allotments Association will ensure democratic control through the election of board or committee members at its Annual General Meeting (AGM). Any proposed changes to the rules will be notified to members at least 14 days prior to the AGM and will be voted on by the members. A quorum for General Meetings will be defined as 25% of the membership, ensuring broad participation in decision-making processes. This structure allows all members to have a voice in the management and direction of the Association.

3.7 What will the society do with any surplus or profit? For instance, will you pay a dividend to members (and if so, on what basis); will money be reinvested in the business; put into reserves; used for some other purpose?

Any surplus or profit generated by the Rowhedge Allotments Association will be placed into reserves to cover the running costs of the allotments for the following 12 months. The reserves will not exceed 12 months' worth of operating expenses. Income is primarily derived from annual membership fees and plot rental fees. If the reserves exceed 12 months' running costs, the association will reduce membership and rental fees for the following year, while also accounting for potential price increases. In the event the association is closed, a minimum of 12 months' notice will be given to the landlord, East Donyland Parish Council. The reserves will then be used to settle any outstanding debts and cover the closure costs of the business.

In order to satisfy ourselves that the society is a bona fide co-operative, we need to understand the society's relationships with other key stakeholders.

3.8 Please state any close links which any of the founding members or directors has, or intends to have, with any society, company or authority. 'Close links' includes any directorships or senior positions held by directors or founding members of the society in other organisations.

The Rowhedge Allotments Association has no close links with any founding members or directors holding directorships or senior positions in other societies, companies, or authorities. None of the board members are directors of any other organisation. The Association is a member of the National Allotment Society, which supports and advocates for allotment gardeners nationwide, but this membership does not involve any close links with other organisations or entities.

3.9 On what date do you want the society's financial year to end? This is the date the society's financial year will end, every year after the society is registered. If you have a preference (e.g. 31 March) please specify that here. If you do not select a date the society will be given the anniversary of the last day of the month it was registered in.

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Section 4 – The society’s rules

4.1 If you have used a sponsoring body to submit this application please include their details here.

Name of sponsoring body	National Allotment Society
Name of model rules	National Society of Allotments and Leisure Gardeners Ltd model rules 2019
Signature on behalf of sponsoring body (unless submitted by email by the sponsor)	
Date	

The Act requires rules of societies to make provision for all of the matters listed below. If you have not made provision for all of the matters listed below we will not be able to register your society.

4.2 Please complete this table

Provision required by the Act	Number of the rule(s) covering this E.g. '2.3-2.7'
The society's name	1.1
The objects of the society	5.1.1 - 5.1.3
Place of the society's registered office, to which all communications and notices may be addressed	3.1
The terms of admission of the members, including any society or company investing funds in the society under the provisions of the Act	6.1.1, 6.2.1 - 6.2.2 - 6.6.4
The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules	9.1-9.2
The appointment and removal of a committee (by whatever name) and of managers or other officers and their respective powers and remuneration	10.2 11.1 -11.5
The maximum amount of the interest in the shares of the society which may be held by any member otherwise than by virtue of section 24(2) of the Act	8.1 -8.3
whether the society may contract loans or receive moneys on deposit subject to the provisions of this Act from members or others, and if so under what conditions, under what security, and to what limits of amount	13.1.1 - 13.1.4
Whether any or all shares are transferable, and provision for the form of transfer and registration of shares, and for the consent of the committee to transfer or registration Whether any or all shares are withdrawable, and provision for the method of withdrawal and for payment of the balance due on them on withdrawing from the society	8.1
Provision for the audit of accounts in accordance with Part 7 of the Act	13.8.1 - 13.8.3
Whether members may withdraw from the society and if so how, and provision for the claims of the representatives of deceased members and of the trustees of the property of bankrupt members	6.5, 6.6.1 - 6.4

(or, in Scotland, members whose estates have been sequestrated), and for the payment of nominees	
The way in which the society's profits are to be applied	13.1
If the society is to have a common seal, provision for its custody and use	n/a
Whether any part of the society's funds may be invested, and if so by what authority and in what way	13.5

Section 5 – converting to a society

You only need to complete this section if you are converting from a company or friendly society to a co-operative society. If this does not apply to you please move on to section 6.

Requirements

If you are converting a company into a society, three copies of a special resolution to convert the company, with the following information included in the resolution:

- Company name & number
- Date the resolution was passed
- Names of three members appointed to sign the society's rules and to either: accept alterations to the rules made by the FCA without further consulting the company; or lay any such alterations before a general meeting of the company for acceptance

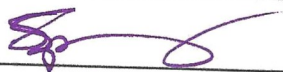
Details

5.1 Please provide details of the friendly society or company you are converting from.


Name	
Registration number	
Registered office address	
Postcode	


Section 6 – Member details

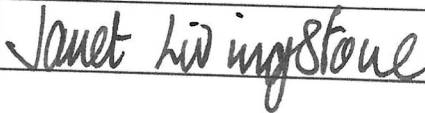
6.1 Please provide the details of the secretary below. All societies must have someone fulfilling the role of secretary.

Name	Sarah Sprackling
Month of birth	October
Year of birth	1965
Signature	
Date	4/1/25

6.2 Please provide the details of 3 members below.

Name	Caroline Bates
Month of birth	March
Year of birth	1957
Signature	
Date	

Name	Paul Warner
Month of birth	July
Year of birth	1950
Signature	
Date	

Name	Janet Livingstone
Month of birth	November
Year of birth	1955
Signature	
Date	

6.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no proposed director is disqualified under that Act:

No proposed director is disqualified

Section 7 – Submission details

7.1 Please complete the submission checklist below.

Items	Options
<p>The society's rules signed by three members and the secretary</p>	<p><input type="checkbox"/> Two copies attached - submitting by post</p> <p><input type="checkbox"/> One copy attached - submitting by email</p>
<p>Marked-up copy of rules showing what changes the society is making to the model rules</p>	<p><input checked="" type="checkbox"/> One copy attached</p> <p><input type="checkbox"/> Not attached - not using model rules</p> <p><input type="checkbox"/> Not attached - using model rules with no changes</p>
<p>Special resolution to convert the company to a society, including the following information:</p> <ul style="list-style-type: none"> • Company name & number • Date the resolution was passed • Names of three members appointed to sign the society's rules and to either: accept alterations to the rules made by the FCA without further consulting the company; or consult the company about any such alterations 	<p><input type="checkbox"/> Three copies attached - submitting by post</p> <p><input type="checkbox"/> One copy attached - submitting by email</p> <p><input type="checkbox"/> Not attached - not a company converting to a society</p>
<p>Cheque for registration fee made payable to the Financial Conduct Authority</p> <p>Please indicate below which fee is applicable to you, then select a box on the right to show how you are paying it:</p> <ul style="list-style-type: none"> <input type="checkbox"/> £40 - using model rules with no changes <input type="checkbox"/> £120 - using model rules with 1-6 changes <input type="checkbox"/> £350 - using model rules with 7-10 changes <input type="checkbox"/> £950 - using model rules with 11 or more changes <input type="checkbox"/> £950 - not using model rules <input type="checkbox"/> No fee - Friendly society converting to a society 	<p><input type="checkbox"/> Cheque attached - submitting this form by post</p> <p><input type="checkbox"/> Cheque posted separately - submitting this form by email</p> <p><input type="checkbox"/> No fee - Friendly society converting to a society</p>

Section 8 – Submitting this form

Please submit a signed, scanned version of your application by email to:
mutual.societies@fca.org.uk

Or please submit by post to:

Mutual Societies
Financial Conduct Authority
12 Endeavour Square
London
E20 1JN

This form is available on the Mutuals Society Portal: <https://societyportal.fca.org.uk>

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