

Allotment Waiting List Procedure

1. Introduction

Northleach with Eastington Town Council manages one allotment site with 22 plots situated at the Nangles Gardens, Northleach GL54 3HJ.

2. How to register

To register on the waiting list, applicants must write to the Council office with their full name, address and contact details, including telephone number and email address if you have one. These details will be kept on file in accordance with our [Privacy Policy](#).

3. Tenant conditions

Prospective tenants must be:

- individuals (applications for the benefit of community organisations must therefore be made on their behalf by a named person, who would remain responsible throughout the tenancy);
- over 18;
- resident in the parish of Northleach with Eastington or within one mile of it;
- not people we have good reason to believe would be unsuitable tenants (in other words, we have evidence they may not comply with the contract if offered a tenancy).

Owing to the current high demand for allotments, the policy is that a tenant will not, in future, be allocated more than one allotment plot at the Nangles Gardens allotments. Therefore, it is not possible to include existing tenants on the waiting list unless they are looking to surrender their plot in exchange for another one.

4. Requests for specific plots

Requests may be made for specific allotments, but we offer no guarantee of being successful.

If there is a co-worker on an allotment who would like to be considered for the tenancy when the plot becomes vacant then they should register that interest by applying to join the waiting list. They will become eligible to take on the plot when their name reaches the top of the list.

5. Vacancy procedure

On the surrender of an allotment contract, all allotments are returned to the general stock list and after inspection will be re-let in line with this procedure.

In the event of a death of a tenant, the tenancy will have automatically lapsed, and the allotment will be due for return to the available stock list.

Direct transfers of allotments are not permitted.

6. Priority for offers

If the last tenancy of an available allotment ended because the tenant died, it may be offered to a close family member (a spouse, partner, son, daughter etc. living at the same address) provided that:

- the last tenant had occupied the allotment for longer than 12 months;
- the close family member meets the tenant conditions, and
- does not already have an allotment tenancy.

If there is more than one family member the tenancy may be offered to (following the death of the tenant), we will consult with them but our decision as to who we offer the tenancy is final.

Subject to local discretion and flexibility in clause 7, new tenancies will be offered to the person who has been on the waiting list for the longest provided they meet the tenant conditions.

7. Local discretion and flexibility

We retain the discretion to act flexibly in response to local circumstances. The aim is to ensure that those without an allotment tenancy and on the waiting list have a fair opportunity of being offered one.

We will consider requests by existing tenants to exchange allotments with each other or for another available.

When an allotment becomes available, we may offer more than one tenancy (in other words we may offer two or more tenancies of what will then be smaller allotments).

But we will not permit arrangements if they disadvantage those on the waiting list who do not already have an allotment tenancy.

8. Responding to offers

Offers may be made by telephone or in writing by email or letter.

Applicants will be removed from the waiting list when either they have accepted an offer or they have refused three offers. But in either case (immediately or at any time thereafter) applicants may re-register on the waiting list as new applicants with no accrued priority.

If you are offered an allotment and we do not receive a response within 15 working days, then you will be deemed to have refused that offer.

9. Keeping the waiting list up to date

Applicants are responsible for notifying the council of any changes to their contact information.

If we have reason to believe your contact details are invalid (for instance you have moved away), then we reserve the right to remove your name from the waiting list.

From time to time (but no more than annually), a review of the waiting list will be undertaken. This will be done via email or letter and anyone not confirming they wish to stay on the list will be removed from the list after 15 working days.

10. Getting in touch with us

If you have any questions, please contact admin@northleach.gov.uk or 01451 861 499.

To write to us, the address is: Westwoods Centre, Northleach, Cheltenham GL54 3QJ.

Policy adopted 27 September 2021.