**Allotment waiting list policy (Broughton Parish Council)**

**Policy for the management of Great Broughton allotments known as Coldgill and Nook.**

The allotment sites waiting list is open to anyone; however priority will always be given to Broughton Parish residents. As the supply of allotments is limited it is strongly recommended that non-residents apply to their own authorities for an allotment

1. **Eligibility**. In order to be eligible to have an allotment plot at one of the 2 allotment sites (Coldgill & Nook) managed by Broughton Parish Council, members of the public must be 18 years or older
2. **Allotment Waiting List Advertising**. The Parish Council reserve the right to advertise that there is a waiting list & if there are vacant plots both within the Parish and to a wider geographical area**.**
3. **Allocation methodology:**
	1. *Residents of the Parish:* Allotments will be allocated on a chronological basis and will be allocated to residents from within Broughton Parish first.
	2. *Residents from outside of the Parish:* If there are no residents of Broughton Parish Council on the waiting list then allotments will be allocated to residents from outside of the parish on a chronological basis
	3. Existing plot holders wanting a second plot are treated in the same way as new applicants to the waiting list.
	4. Requests for specific sites will be also be in chronological order i.e. Requests may be made for specific plots, but offer no guarantee of being successful as priority will always be given to the person waiting for a plot the longest
	5. Once your request has been approved, we will write to confirm which site waiting list your name has been added to, where you are on the list and approximately how long you will expect to wait.
4. **Allotment Offers:**
	1. Once an allotment plot becomes available at the site that you are waiting for, you will be sent information about the vacant plot. If you do not respond to this letter within 14 days, you will be removed from the waiting list.
	2. If more than 2 offers are declined, that person will be placed on the bottom of the waiting list, by changing the date on list to the current date.
	3. Where a plot has been offered and accepted but the rent has not been paid within twenty eight days the offer shall be withdrawn and the applicant removed from the waiting list.
	4. We strongly advise that you view the available plots before deciding to take one as they are taken on an "as seen" basis.
5. **Direct transfers**. These are not permitted. In the event of a death of a tenant the executors of the deceased estate should contact the council for advice and if appropriate make an application. The contract will have automatically lapsed and the allotment will be due for return to the available stock list unless a non-contentious is made.
6. **Annual 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.

The Council reserves the right to amend its waiting list policy from time to time to accommodate changes and demand and legislation.

Adopted by Broughton Parish Council- Feb 2018.