**Allotment Allocation Process (Broughton Parish Council)**

**Process for the Allocation of Allotments (supported by the Allocation Waiting List Policy)**

Once a person has been added to the waiting list the following process will be followed by Broughton Parish Council for the allocation of available plots as they come up:

1. Once a week the Clerk will provide an update to relevant Councillors on any currently available plots and the up to date waiting list information.
2. A Councillor will contact the person/persons at the top of the waiting list as per the Waiting List Policy to organise a site meeting to show the person/s the available plot.
3. The Councillor & the prospective tenant will confirm via email to the Clerk broughtonparishcouncil@hotmail.com if they wish to take on the plot shown. The email needs to include the site & plot number.
4. No occupation of the plot by the new tenant will take place until the Clerk has produced the legal tenancy agreement and it has been received by the new Tenant.
5. The Clerk will prepare the legal tenancy documents within 1 week of the email being received (step 3) these will be posted 1st Class to the address provided by the prospective tenant on their application to join the waiting list.
6. The new tenant will be free to take up occupation of the new plot from the date on the Tenancy agreement.
7. Signed tenancy agreements along with fees must be returned to the council within 30 working days. If a tenancy agreement is not signed & paid within the relevant period the offer lapses and the individual will be removed from the Council records. If the individual in question wishes to be placed back on the waiting list they can reapply and will be added to the bottom of the waiting list in compliance with the Waiting List Policy.

Adopted by Broughton Parish Council- 20th August 2018