

Haslemere Allotments Waiting List Policy

HAA believes that the procedure for notifying prospective tenants of a vacancy should be fair and transparent. We also recognise the need for a speedy process if plots are not to become derelict while vacant, and the right of people on a waiting list to know where they stand on the list at any time.

1 APPLICATION AND ACKNOWLEDGEMENT PROCEDURE

- 1.1 Applications for an allotment are made on an online form accessed on the HAA website <https://www.haslemereallotments.org.uk/getting-a-plot/>
- 1.2 Applications are received by the Plot Lettings team and recorded on the waiting list chronologically.
- 1.3 Applications are checked to ensure that they are eligible for consideration:
 - i) Applicant lives in W5, W7 or W13. Applications received from residents in other local postcodes will be considered at the committee's discretion.
 - ii) Applicant does not already have another allotment, on Haslemere or any other site
 - iii) Applicant is at least 18 years old
- 1.4 Applications are acknowledged by email, with applicants informed of their position on the waiting list and directed to the cultivation standards on the HAA website to give them a good idea of what taking on a plot will entail.
- 1.5 From this point on applicants will be invited (by email) to participate in site activities such as socials, information events and working parties.

2 REVIEW OF WAITING LIST

A regular review of the waiting list will be undertaken to ensure it is accurate. This will be done initially via email with a response requested within two weeks. If no response is received, a follow up letter will be sent and if no response is received within a further two-week period, their name will be removed from the waiting list.

3 ALLOCATION OF ALLOTMENTS

When an allotment is vacated and is therefore available for reallocation:

- 3.1 Any full plot will be split into two half plots
- 3.2 The person at the top of the list will be contacted by email and text to offer them the opportunity to view the plot. If there is no response within one week, the plot will be offered in the same way to the next person on the waiting list. If there is no response within three weeks, the first person is removed from the list.
- 3.3 Applicants will be allowed two opportunities to turn down vacant plots. On the third occasion they will be expected to take the plot or will be removed from the waiting list.
- 3.4 When offered a plot the new tenant must sign the tenancy agreement, agreeing to the cultivation standards, and pay the appropriate rent to Pathways. Once this is done, they will be issued with a key to the site.

- 3.5 If the rent has not been paid within 28 days of the contract being issued the offer shall be withdrawn and the applicant removed from the waiting list
- 3.6 Plots allocated mid-year will be charged for on a monthly pro rata basis, with the full standing charge payable at any point during the year.
- 3.7 Applicants who are removed from the waiting list can make a new application at any time and will rejoin the bottom of the list.

4 SHARED PLOTS

Where a plot is shared and worked together by two or more people who do not live at the same address, the tenancy will be in the name of one person only. If the helper(s) wish to apply for the right to stay on the plot if the tenant gives up their tenancy, they need to complete an application form. When their application gets to the top of the waiting list, rather than be assigned a plot immediately, their application will be put on a holding list. They will give up the right to take on their own tenancy of another plot, but their application will be kept on file so that should the tenant of their shared plot give up their tenancy for any reason, the helper's application becomes active and they are given the opportunity to take on the plot in their own name.

This arrangement is only applicable to plots that are consistently worked by both or all parties. Before a plot is transferred in this way, the committee will take steps to verify that this has been a genuine shared plot since the time that the helper's application was made, and reserves the right to refuse transfer if this is found not to be the case.

Tenant and helper(s) are both responsible for observing and complying with the rules of the association. If the plot fails a plot inspection and the tenancy is terminated, this will apply to both tenants, and the helper's application will be removed from the waiting list.

Haslemere Allotments Association

January 2020