

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.

Haslemere Allotments Association

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