



# **BROADBRIDGE HEATH PARISH COUNCIL**

**The Parish Office, Sargent Way,**

**Broadbridge Heath, West Sussex RH12 3TS.**

## **ALLOTMENT WAITING LIST POLICY**

### **Eligibility for an Allotment**

Prospective tenants must meet the following conditions:

- Being over the age of 18
- Reside in the postal area of Broadbridge Heath

If a prospective tenancy is to be taken by an association, club or other organisation, the tenancy will need to be held by a nominated individual, who will remain personally responsible for the tenancy on behalf of that organisation.

The allotment facilities are provided by the Parish Council for the benefit of Broadbridge Heath residents.

The Parish Council reserve the right, to change the following at their discretion.

### **Joining the Waiting List**

- Applicants should make a formal request, in writing, by email if possible.
- They should provide their name, address, telephone number(s) and email address.
- Applicants will be provided with basic information about the allotment service and guidance about the time and effort required to be able to maintain a plot to the required standard.
- Only after applicants have indicated that they have noted that guidance and that they wish to pursue a tenancy, will they then be added to the waiting list.

### **Existing Tenants**

- Where possible the Parish Council will be supportive of existing tenants who wish to upsize, downsize, move or exchange plots. To do so, existing tenants must indicate their interest by registering to join the waiting list. Such tenants should indicate the reasoning behind their request. If, for example, they are only interested in a specific plot, an adjoining plot, or one close by, this should be made known.

- Second plots are not available at this time for applicants of the same residential address.
- On acceptance of a plot, the current place on the list is rescinded and subsequent requests for other plots are treated as a new application for a plot. (This includes all sized plots).

### **Waiting List**

The waiting list will hold the following details:

- Date the application was accepted
- Name, address and contact details of the applicant
- Information on plot size or location preference, if stated

The waiting lists will be maintained in order of date the application was registered.

### **Being Offered a Plot**

- When a plot becomes available, it will be offered to the applicant at the top of the waiting list for the applicable site (ie the applicant who has been waiting longest).
- If that offer is not taken up, the vacant plot will be offered to the next person on the waiting list, and so on down the list.
- If an offer is refused because of special personal circumstances which would prevent proper use being made of the plot in the immediate future, the applicant may ask that their request be deferred for an agreed period, or a specific event has occurred. In that way their position on the waiting list can be preserved.
- The Parish Council may remove an applicant from the waiting list if they repeatedly refuse plots that become available. In these circumstances, the applicant may make a new application and be allowed to join at the bottom of the waiting list.
- Vacated plots are accepted and taken over as seen.

### **Death of a Tenant**

- If the last tenancy of an available plot ended because the last tenant died, consideration will be given by the Parish Council to it being taken over by a family member. It may be (for example) that a couple cultivated the plot together, but the tenancy agreement was in the name of the deceased.
- If more than one family member wishes to be considered for taking up the tenancy, the Parish Council may consult with interested parties.
- “Family members” means somebody who is related to the deceased (by blood, marriage, civil partnership, adoption, or other legal formality).
- The decision by the Parish Council on who will take on the plot of a deceased tenant will be final.

Agreed by Full Council on: 2<sup>ND</sup> October 2023