# Brundall Parish Council

BRUNDALL ALLOTMENTS

INFO 107: WAITING LIST POLICY

**Eligibility for an Allotment**

Prospective tenants must meet the following conditions:

 Being over the age of 18

Not being a person who the Parish Council has information about which would give the Parish Council reason to believe that the person would be an unsuitable tenant (ie evidence that they may not comply with the requirements of the tenancy)

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 Brundall residents. If at times there are vacant plots and there are no Brundall residents who wish to take them up, then plots may be made available to non-residents. However, Brundall residents will always have priority on the waiting list. Residents of the adjacent parishes of Postwick, Blofield and Strumpshaw will have priority over residents from further afield, as they are seen as more likely to already be or to become involved with the Brundall allotment community.

**Joining the Waiting List**

Applicants should make a formal request, 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 read 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. For example, that they are only interested in a specific plot, an adjoining plot, or one close by, then this should be made known.

Tenants will not be allowed to hold more than the equivalent of one full-size plot.

**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 preference, if stated

The waiting lists will be maintained in order of date the application was registered regardless of whether the applicant is an existing plot holder or not. Brundall residents will be given priority over non-Brundall residents regardless of the date of application.

**Being Offered a Plot**

When a plot becomes available, it will be offered to the applicant at the top of the waiting list (ie the applicant who has been waiting longest).

If that offer is not taken up within 2 weeks, the vacant plot will be offered to the next person on the waiting list, and so on down the list.

If no Brundall residents wish to take on the vacant plot, the plot will be offered to the first non-Brundall applicant. Offers will be made first to residents of the local parishes (as above), in date order, and then to non-residents from further afield, again in date order.

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 such circumstances, the applicant may make a new application and be allowed to join at the bottom of the waiting list.

**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) or with whom they have lived as husband, wife, or partner provided they lived with the deceased as part of their household for at least one year before their death.

The decision by the Parish Council on who will take on the plot of a deceased tenant will be final.