

The Anne Turner Memorial Allotments Association

Waiting List Policy

1. Introduction

Under the terms of the lease with North Ferriby Parish Council, the Anne Turner Allotments Association is required to:

- a) Maintain a list of potential Allotment holders and let any vacant Allotment in accordance with the Tenant rules regulations and byelaws (if any) which shall include provision for a waiting list to be maintained, and vacant Allotments offered in order of date of application. If requested to do so to provide the Landlord with full details of the tenancies and waiting lists.
- b) Not offer an Allotment to an existing Allotment holder for so long as there are applicants on the waiting list.
- c) Use the site as allotment gardens as defined in legislation for inhabitants of the Parish of North Ferriby.

This document sets out how the Association will meet these requirements.

2. Eligibility

To join the waiting list, applicants must:

- a) Be aged 18 years or over.
- b) Complete a Waiting List Application Form with all the personal information required including name, full postal address, email address and telephone number.
- c) Agree to comply with the Association's rules and tenancy conditions if offered a plot.

2. Waiting List Management

- a) Applications will be recorded in the order they are received.
- b) The Secretary (or designated officer) will maintain the waiting list.
- c) Applicants will receive confirmation that they have been added to the waiting list and receive a copy of the Association's tenancy rules.
- d) The waiting list will be reviewed annually.
- e) The Association will also maintain a suspended list of individuals who wish to be considered for an allotment at some future point in time but are not actively seeking a plot at the current time. It will be the responsibility of the individuals on the suspended list to notify the Association of their intention to join the active waiting list.

3. Applicant Responsibilities

Applicants must:

- a) Notify the Association of any change in contact details.
- b) Respond to communications from the Association within the specified time.

- c) Confirm annually, if requested, that they wish to remain on the waiting list.

Failure to respond to correspondence within 28 days may result in removal from the waiting list.

4. Plot Size and Preferences

Applicants may indicate preferences for:

- a) Full plot
- b) Half plot
- c) Smaller plot

The Association cannot guarantee that preferred plot types will become available

5. Allocation of Vacant Plots

When a plot becomes available it shall be offered in the following order of priority:

- a) Applicants on the waiting list who reside in North Ferriby with those waiting longest being approached first;
- b) Existing tenants in Bands A or B who have requested additional space so long as this in total does not exceed a full plot;
- c) Applicants on the waiting list who reside outside North Ferriby with those waiting longest being approached first.
- d) The applicant will be given up to 14 days to accept or decline the offer.
- e) If no response is received within 14 days, the Association will offer the plot to the next applicant.
- f) Applicants may decline one offer of a plot and remain on the waiting list
- g) A second refusal may result in removal from the waiting list, at the Committee's discretion. It will always result in their waiting time being reset to the date the second offer of an allotment was refused.
- h) Where a person on the waiting list has indicated a specific size of plot, these wishes will be taken into account as far as possible when offers are made.
- i) Offers of a plot will only be made where the Lettings Secretary/Committee is satisfied that the individual is capable and committed to maintaining the plot in accordance with the Association's tenancy rules.

6. Removal from the Waiting List

Applicants will be removed if they:

- a) Request removal.
- b) Fail to respond to correspondence.
- c) Provide false information on their application.

- d) Accept a plot tenancy.

Details of individuals removed for reasons b) and c) will be retained on file for 12 months.

7. Data Protection

The Association will process personal information in accordance with applicable data protection legislation.

Information collected will be used solely for:

- a) Managing the waiting list.
- b) Contacting applicants regarding plot availability.
- c) Administrative purposes relating to allotment management.

Personal information will not be shared with third parties except where required by law.

The Anne Turner Allotments Association
Waiting List Application Form

Applicant Details	
Name*	
Full Address (inc postcode)*	
Email address*	
Tel no*	
Eligibility	
Please confirm that you are over 18*	
Plot Preference	
Please indicate your plot preference*	Full/Half/Small/Any
Any other comments	

**This information is required before an applicant can be added to the waiting list.*

Declaration

I wish to be placed on the waiting list for an allotment plot on the Anne Turner Memorial Allotments, North Ferriby

I confirm that the information provided is correct and understand that:

- Placement on the waiting list does not guarantee the offer of a plot.
- I must notify the Association of any changes to my contact details.
- Failure to respond to correspondence may result in removal from the waiting list.
- My personal information will be used for allotment administration purposes only.
- I have read and will abide by the Association's tenancy rules.

Signature: _____

Date: _____

Completed forms must be handed over to the Lettings Secretary or another member of the Management Committee should be submitted on the allotments. Applicants should email Team@nferribyallots.co.uk in order to arrange a date and time to meet.

