



Shipley
Town Council

ALLOTMENT WAITING LIST POLICY

1. The Council recognises waiting lists as evidence that there is an insufficient supply of allotments in Shipley, and is making every effort to address the shortfall, in accordance with the statutory duty to provide allotments where there is a demand for them.

It has three waiting lists; Carlton Avenue/Hirst Lane and Caroline Street Allotments, Saltaire and Red Beck Allotments, Shipley

2. Fair and efficient management of waiting lists is an important part of supporting the right to cultivate an allotment garden. These lists will be maintained using procedures that are transparent and not open to abuse:

3. The Council upholds the traditional practice of offering vacant plots to persons on each waiting list in the strict time order in which their name was entered on the list, as the fairest method of allocating plots until such time as the supply of plots is brought into line with the demand for them.

Exceptions to this practice include:

- (i) Where the circumstances of a current tenant in good standing are such that they would be willing to surrender their tenancy voluntarily, to enable the first person on the waiting list to start gardening immediately, in return for the promise of priority on the waiting list should their circumstances change for the better.
- (ii) Where existing tenants on other sites under the jurisdiction of Shipley Town Council are required to relocate as a consequence of a site closure undertaken in full compliance with the law.
- (iii) Where the circumstances of the person entitled to be offered the next available plot are such that the Council is willing to exercise discretion, in a transparent and fair manner and in accordance with its own rules, and offer the plot instead to the next person on the waiting list.

4. Waiting lists will be prioritised according to residential location being within the boundary of Shipley Town Council (List A) and outside the boundary of Shipley Town Council (List B). There may be exceptional circumstances affecting particular applicants, considered on an individual basis, which may override this. This system of prioritisation has not been retrospectively applied to the waiting lists inherited from Bradford Council and will not be used to apply pressure on existing tenants in good standing to surrender their plots.

5. The Council's procedure for notifying prospective tenants of a vacancy will be fair, transparent and speedy (so that plots do not become derelict while vacant), and people on a waiting list should know where they stand on the list at any particular time:

Prospective tenants will be contacted via email offering them a vacant plot. They will be advised of the annual rent and any charges and the requirement to sign a tenancy agreement. They will be given 3 weeks to make an appointment to view the available plot, advising them that failure to do so would result in removal from the waiting list. Should no response be received after 3 weeks, or notification be received that the email cannot be delivered, the offer will be made either by telephone or letter, depending upon the availability of contact information. If a further 2 weeks pass without reply the prospective tenant will be transferred from the active waiting list to the removed list.

Each year, in March, the ongoing accuracy of any waiting list will be ensured by contacting each prospective tenant via email; advising them of their position on the waiting list and asking them to confirm within 3 weeks whether they wish to remain on that list. Any failure to reply within the timescale will be drawn to the individual's attention and if a reply is still not received, they will be transferred from the active waiting list to the removed list and notified of this.

6. Wherever possible a prospective tenant will be offered a choice of at least two different plots. Where neither are accepted, and there are no reasonable adjustments requested, they will be placed at the end of any waiting list.

7. The waiting lists, irrespective of their length, will not be closed as they are an important measure of the unsatisfied demand for plots, and thus of the need to consider expansion of supply.

8. Should the Council have vacant plots and no waiting list A, surplus plots will be made available to persons resident in other areas on waiting list B.