



Allotments Waiting List Policy

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Approved by: Open Spaces Committee

Next Review date: February 2027

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1.Introduction

The waiting list policy for allotments aims to ensure fair and transparent allocation of plots to interested individuals within the community. This policy outlines the criteria, procedures and expectations for managing the waiting list effectively.

2. Eligibility

Residents residing within the Town Council boundary are eligible for an allotment plot.

3. Application Process

To join the waiting list, applicants contact the Town Council and complete an application form. Providing full contact details, including name, home address, phone number, email address and details of the preferred plot size requested.

It is the applicants responsibility to update their contact details with the Council whilst on the waiting list, failure to do so may mean the applicant is removed from the list. Our full contact details are available on the Town Council website. <https://emersonsgreentc.gov.uk/>

4. Waiting List Management

- A waiting list is to be maintained, listing applicants in chronological order based on their application date.
- It is the assumption that applicants will rent the first, suitably sized, available plot offered.
- If the offered plot is refused for any reason, then the applicant will be placed at the bottom of the waiting list. Individuals co-habiting can be added as separate applicants to the waiting list.
- Applicants on the waiting list will be contacted annually in April to determine whether they wish to remain on the list.
- If no response has been received after 28 days, their details will be removed from the waiting list.
- Any current tenant wishing to exchange their plot will be added to the bottom of the waiting list.
- Exceptions for special access requirements may be considered, at the discretion of the Town Council.

5. Review and Amendments

The policy will be reviewed periodically to ensure its effectiveness and fairness in managing the waiting list. Amendments to the policy may be made to accommodate changes in demand, regulations, or operational requirements.