

Management of the Allotments Waiting List (approved at Allotments Sub-Committee meeting, 16 August 2016)

Names on the waiting list are kept in strict date order. With the applicant who has the oldest application being at the top.

Biddulph Town Council stores the following information:

- Name
- Address (within Biddulph Town boundaries)
- Email address
- Phone number
- Date of Birth
- Site preference
- Previous contact/ discussions

Each applicant must complete an application form, either online or in paper form. At the point of application, the applicant must consent to their information being held securely by Biddulph Town Council.

In line with Data Protection obligations, Biddulph Town Council does not share this information with outside organisations. Information is held in order to ensure the transparent and effective management of allotment applications.

Biddulph Town Council contacts everyone on the waiting list annually (usually August) to confirm whether they would like to remain on the list. Email is the preferred method of communication, but post may be used if necessary. If no response is received within four weeks, the applicant is removed from the list. If there are extenuating circumstances for missing the deadline, the applicant may remain on the list, at the discretion of the Chief Officer and the Chair of the Allotments Sub-Committee.

When a plot is available, the next applicant on the list is contacted by telephone. Depending on site preference, the next applicant may not be the individual who has the oldest application.

Biddulph Town Council will call the applicant twice and leave messages. If there is no contact within five working days, the Officer moves on to the next person on the waiting list. It is the responsibility of the applicant to ensure that Biddulph Town Council holds the correct information.

If an individual is not contactable, they may remain on the list until the annual review, but will miss opportunities in the interim.

New tenants have three months to get the plot up-and-running during the growing season. Thereafter, they should maintain the plot as per the rules and regulations. Some flexibility can be applied if the tenant is ill or incapacitated, but will not be extended indefinitely.

Tenancies cannot be inherited. Tenants may not move between plots, unless the plot that they are leaving is well-tended. Existing tenants are not permitted to take on additional plots unless demand is low. This is at the discretion of the Chief Officer.

If an applicant turns down an allotment plot, there must be a valid reason. Such reasons may include: ill-health, bereavement, caring responsibilities, etc. The Officer will provide advice and support, as necessary.

The applicant has 48 hours to decide if the plot is suitable and to arrange to visit the site, if necessary (circumstances such as holidays, hospital stays, etc. will be considered). After this time, the Officer will move to the next person on the waiting list. The application then goes to the bottom of the list.