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# Rotherham Allotment Alliance Ltd

## Waiting List Policy

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## Waiting List Policy Introduction

These guidelines apply to people who wish to have a plot on a Rotherham Allotment Alliance (RAA) directly managed site. For sites which are run by a society the applicant will be directed to the contact details for the site's secretary.

The Rotherham Allotment Alliance will keep a waiting list of individuals who are interested in renting an allotment plot. This list will have all the necessary information to contact and identify applicants, including the date when they first registered their interest. It is the responsibility of the applicant to keep the RAA informed about any changes in their contact details. The waiting list will be reviewed periodically for accuracy, and applicants who fail to confirm their continued interest when requested will be removed from the list. Applicants can withdraw their application at any time by notifying the RAA. The waiting list data will be anonymised six months after removal.

## Waiting List Terms

- 1) The waiting list will be open to anyone who is 18 years or older and lives in the area served by the RAA.
- 2) Vacant plots will be offered to those who have been on the waiting list for the longest period of time.
- 3) Applications for additional plots will only be accepted if the applicants existing plots are maintained as required by the RAA rules and tenancy agreement.
  - a) **Second plots:** If an applicant already has a plot on a RAA managed site, they will only be offered an additional plot if there is no one on the waiting list for a first plot on the site they have requested. If an applicant is already a plot holder, they must specify the site and plot number they would like as a second plot. A member of the RAA may wish to discuss the reasons for a second plot with the applicant.
  - b) **Third plots:** Conditions of applying for a second plot apply in addition to the following requirement. Anyone applying for a third plot must contact the RAA in writing to outline their plans to cultivate 3 plots



- c) All additional plots are subject to the rules that 2/3rd of EACH plot should be cultivated and the integrity of EACH plot should be maintained (the boundaries should not be compromised).
- 4) The RAA will contact the applicants by email or phone when a plot becomes available and offer them a choice of available plots. Arrangements will be made for the applicant to view the plots offered should they wish to do so.
- 5) The applicants will have 14 days to accept or decline the offer. If they accept, they will need to sign a tenancy agreement and pay a deposit and rent in advance.
  - a) If they do not respond, they will be removed from the waiting list and the plot will be offered to the next person on the list.
  - b) If an applicant declines a plot, they need to explain their reasons for doing so to the RAA. Unless there are genuine mitigating circumstances which means they are unable to take the plot offered, they will be placed at the bottom of the list to allow those already waiting for a plot the opportunity to do so.
- 6) The RAA will review the waiting list every 3 months and remove any applicants who are no longer interested or eligible for an allotment plot. Applicants will receive an update on their position on the waiting list after each waiting list review is completed.

NB: This policy may be adopted by Societies administering allotment sites on behalf of the RAA in its entirety or with adaptations agreed upon by Allotment Society administered sites at their AGM's.