



ALLOTMENTS ALLOCATION POLICY

1. Allotments will only be let to applicants aged 18 years of age or over.
2. Only one Allotment plot per household is permitted
3. Applications for an allotment must be made to Church Crookham Parish Council on the application Form (available via the website or on request). This can be submitted electronically to the Parish Council Office.
4. The Parish Council will maintain a waiting list (List 1) based on the above information and allocations will be made according to the date on which applicants were added to the list and according to the plot size(s) available. Applicants on List 1 must live **within the parish of Church Crookham**. (Allotment tenants who move their residence more than one mile outside the Church Crookham parish boundary as well as not meeting List 2 eligibility must relinquish their allotment.)
5. A second waiting list (List 2) will be maintained for applicants living in the Parishes of Ewshot and Crookham Village or within the GU52 post code area not within the Church Crookham parish boundary.
6. List 1 applicants will always take priority over applicants on List 2 regardless of the date on which they joined their respective lists. Allotments will only be offered to applicants on List 2 if there are no applicants waiting on List 1 or if the applicants on List 1 decline the allotment offered and there are no more List 1 applicants.
7. When an Allotment becomes vacant it will be offered to the first person on the waiting list (List 1 before List 2).
8. A number of small, raised bed Allotments will be available for those with restricted mobility on a first come, first served basis. If there are no applicants that fit this criterion on the waiting list when one of these plots becomes available, then the plot will be allocated in the same way as any other plot.
9. Community groups will be allocated Allotment plots at the Parish Council's discretion. The Council reserves the right to impose additional terms and conditions on plot tenancies for Community groups where appropriate.
10. The applicant will be given the opportunity to visit the available Allotment, prior to committing themselves to a tenancy for that plot. Subject to the applicant's acceptance of the offered plot the applicant will be issued with a Tenancy Agreement and given 7 days to confirm acceptance by electronically accepting or signing an agreement and paying the fees applicable. If the Allotment is declined or the applicant does not confirm acceptance within 7 days, then the Allotment will be offered to the next person on the list. Refusal of an Allotment will not lose an applicant their place on the waiting list.



11. If a tenant wants to exchange their existing plot for a different sized plot, they must complete an Application Form indicating their existing Plot No. These tenants will be added to the Appropriate List (List 1 or List 2) and a plot of the requested size will be allocated to them when the tenant “re-applying” has reached the top of the Appropriate List (List 1 or List 2). At the time of offering an alternative plot an agreed transition period, not to exceed 6 weeks will be set. The tenant will pay rental on both plots for the duration of the transition but will not be asked for an additional deposit. The deposit from the original plot will be transferred to the new plot on completion of the transition.
12. The rent payable will be shown in the tenancy agreement and annual rent invoice.
13. Any tenant evicted from a plot for non-payment of rent may not re-apply for an allotment for two years.

This policy may be subject to revision.