**Waiting List Management Policy 2020**

**1**. The Association believes that fair and efficient management of waiting lists is an important part of supporting the right to cultivate an allotment garden. Our waiting list is maintained using procedures that are transparent and not open to abuse. The list is held and managed by the Site Secretary but will be routinely monitored by the whole Association Committee. Personal details of individual applicants are held in confidence in accordance with UK Data Protection Laws.

**2**. The Association upholds the traditional practice of offering vacant plots to persons on the waiting list in the strict time order in which their name was entered on the list, as the fairest method of allocating plots. Exceptions to this practice accepted by the Association would include:

* Where there is clear evidence of previous co working, a plot can be passed on from one close family member to another in the event of illness, disability, or death.
* An existing plot holder can apply to take over a vacant plot on the site. The plot holder would need to give up their current plot, which would need to be left in good condition .Plot holders, who have maintained their existing plot in good condition, may wish to move to a larger plot to grow more produce.
* Conversely, plot holders may wish to move to a smaller plot which would be more manageable. In the latter case, a plot holder can also downsize by requesting that his or her plot be split up into two smaller ones. For some time, the Association has been splitting plots to create smaller more manageable plot sizes, thus increasing plot availability while also making the growing experience more manageable for new growers.

 **3**. The site was established to meet the needs of Moseley and District. The Association therefore gives priority to applications from residents, who do not currently have an allotment plot on Moor Green or elsewhere, living within the Moseley, Kings Heath, Balsall heath, Stirchley and Selly Park districts of the City/or otherwise living within 1.5 miles of the site. However, we try to take account of exceptional circumstances or special needs affecting applicants. If the Association has vacant plots and no waiting list, surplus plots may be made available to persons resident in other areas.

**4**. All applications for a vacant plot should be made by either:

a. Completing the application form on the MADAHAL website.

b. Completing the application form on the Birmingham City Council website prioritising the Moor Green Lane Leisure Gardens option.

c. Where internet access is limited, requesting a written form for completion from the Site Secretary, Moor Green Lane Allotments, Holders Ln, Birmingham B13 8NL to ensure you are added to the waiting list manually.

**5.** The site secretary or deputy site secretary will contact applicants directly to confirm that an application has been received and – if there are no plots immediately vacant – to indicate where you are placed on the waiting list and what that is likely to mean in terms of waiting time. A note of the date of application will be recorded and vacant plots will be offered to applicants in strict time order (see 2 above). Applicants on the waiting list will be contacted annually to determine whether they wish to remain on the list. If no response is received within 28 days, their details will be removed from the waiting list.

**6**.When a plot becomes vacant and the applicant who is top of the waiting list, having viewed the plot confirms their interest in taking on the tenancy, an offer letter/email, will be sent to the applicant including arrangements for them to complete the tenancy agreement and receive a rule book within 21 days. If no response is received their name will be removed from the waiting list.

**7**.There is a high demand for allotments on our site. If an applicant wishes to decline the plot they have been offered but wishes to remain on the waiting list, they will be allowed 2 opportunities to take on an offered vacant plot. On the second occasion they will be asked to take the plot or will be moved to the bottom of the waiting list.

**8**. There may be exceptional circumstances where several vacant plots become available at the same time or plots have become ‘hard to let’. This may be the case where long neglected plots, that previous tenants have surrendered or been evicted from, are being made available. Such plots normally become vacant because people have not cultivated them effectively and hence are already in a poor state when the plot holder leaves. To avoid them become even more overrun with weeds the Association may make special arrangements to get them let and under cultivation.

 If there are several such vacant but previously neglected plots being made available at any one time then those who are at top of the waiting list will be contacted at the same time and invited to come and review the sites on a small group basis. The aim of this process is to get people on these plots as soon as possible. If those at the top of the waiting list do not want to take on such plots they will then be offered to those next on the list until they are let.