



HART ALLOTMENTS ALLOCATION POLICY

Introduction

Hart Allotments (HA) *have been managing a waiting list of those wishing to have an allotment in the Hart area. This list was previously held by Hart District Council.

Allocations for allotments will be to those on the HA waiting list in **strict date order** i.e. those that have been on the waiting list the longest will be offered an allotment first.

Vacant plots

Should allotments be unfilled due to lack of demand, then they will be offered to others on the waiting list. In the unlikely event where there are no residents left on the waiting list and a vacancy appears, if the plot is vacant for 3 months then, 2nd plots will then be offered to existing tenants according to the HAA waiting list i.e. those who have been on the list the longest will be offered a 2nd plot first.

Tenancy Agreements

Each tenant must sign the tenancy agreement in order to obtain an allotment.

Each tenant must pay the annual rent in advance by 15th February. If rent is not received within 4 weeks the tenant will be asked to vacate the plot unless there are mitigating circumstances that have been discussed and agreed with the management committee. Should a tenant vacate the plot or be asked to vacate the plot (perhaps due to neglect) no refunds will be given. If a plot is vacated in a state that is deemed to be unsuitable for an incoming tenant, the deposit will be retained by HA for site maintenance.

Assigning plots

If a vacancy becomes available, the applicant will be referred to an allotment representative who will show them the offered garden allotment. The applicant will be given two weeks to confirm acceptance of the garden allotment by signing the tenancy agreement and paying the fees applicable. If the plot offered is not of the size requested by the applicant, they may either decline the plot and wait for a plot of the size requested, or accept the plot and have their name added to the "current tenants switching list" and wait their turn for the required size plot. If the allotment is declined or the applicant does not confirm acceptance within two weeks 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.

Any existing plot holder may express an interest in moving to a different sized plot and in doing so will be added to the "current tenants switching list" to wait until such a plot becomes available. The tenant will not be required to give up their current plot.

If a preferred size plot is made available to an existing tenant, they will be required to give up their current plot in order to accept and pay any difference in rent/deposit amount.

* **Hart Allotments Ltd** is an Industrial & Provident Society Reg No 32194R.



Age limits and Transferability

Allotments will only be let to applicants aged 18 years of age or over.

Allotment plots are not transferrable to others that do not currently have a plot. If two existing plot holders wish to exchange plots, they are required to notify the committee. The tenants must come to an arrangement regarding any financial differences between the two plots and will remain responsible for the condition of the plot that they were originally allocated until the end of that years tenancy (February 14th) at which point the plot holders will be required to sign new tenancy agreements for their new plots.

Policy Implementation/ Enforcement

HA will appoint a member of the Management Committee to oversee this policy.

Plot holders will be required to vacate the plot if they are found to be in an unauthorized plot.