



## Allotment Allocation Policy

Settle Town Council operates a 'plot based' lettings approach. It is only possible to register on the waiting list for a single plot on either Cammock Lane or Dog Meadow Allotment sites.

- Allotment sites waiting list is open to Settle Parish residents. It is strongly recommended that non-residents apply to their own parish council for an allotment.
- Requests may be made for specific plots, and applications can be registered for both sites but offer no guarantee of being successful as priority will always be given to the person waiting for a plot the longest.
- To go on the waiting list you will be required to fill out an application form, either taken from the website and sent via email or in paper format from the office and return it to us; we will contact you with on receipt of a completed form and we will add your name to the waiting list.
- You will be required to indicate the size of the plot (quarter/half/full) you require and provide a residential and email address and phone number.
- It is currently possible for existing tenants to be on a waiting list for a plot but they will be the last consideration once all other applicants have been exhausted.
- Direct transfers of allotments are not permitted.
- In the event of a death of a tenant the executors of the deceased estate should contact the council for advice, the contract will have automatically lapsed and the allotment will be due for return to the available stock list.
- On the surrender of an allotment contract all allotments are returned to the general stock list and after inspection will be re-let in line with this procedure. When an allotment is vacated and is therefore available for reallocation
  1. Consideration will be given to dividing the vacant plot.
  2. The next person/s on the waiting list will be offered by means of an email/letter which will be sent to the person at the top of the waiting list.
  3. If there is no response within 15 working days, the person is removed from the waiting list.
  4. An offer is then made to the next person on the list.
  5. If more than 2 offers are declined, that person will be placed on the bottom of the waiting list, by changing the date on list to the current date.
  6. If several plots become available at once following inspections due to breach of tenancy agreement the first few applicants matching the number of vacant plots will be offered the plots and will be allocated on a first come first served basis and will be asked to state their preferences.

An annual review of the waiting list will be undertaken. This will be done via email or telephone and anyone not confirming they wish to stay on the list will be removed from the list after 15 working days.

For more information please contact the Clerk [clerk@settletowncouncil.gov.uk](mailto:clerk@settletowncouncil.gov.uk)  
01729 823617 Town Hall, Market Place, Settle, BD24 9EJ

**This is a statement of the current policy of the council and the right to alter/amend the policy at any time is reserved. Review Date: 01/12/2020**