

GREAT WALTHAM PARISH COUNCIL

Allotment Allocation Policy

Version 4

This policy document should be reviewed and updated as necessary

Version	Review Date	Reviewed By	Summary of Changes
1	April 2015	P. Jackson	No changes made
2	July 2016	P. Braisby	No changes made
3	December 2021	S. Gilbert	Format change.
4	April 2022	P. Jackson	No changes made.

1. All applicants must be residents of the Parish.
2. All applicants will be added to the waiting list in strict date order.
3. When an allotment becomes available it will be offered to the applicant who is first on the waiting list.
4. If the allotment is refused by the first applicant then the next applicant on the list will be offered the allotment and so on until the allotment is allocated.
5. If the applicant refuses an allotment on the grounds of size or because it is not situated on the allotment site (Brookmead or Bury Lane) required then the applicant will remain at the top of the list, otherwise the applicant will move to the bottom of the list.
6. Existing allotment holders may apply for a larger/other plots. When this happens they will be entered onto the waiting list as per 2 above and will be offered plots in accordance with 3 above. Where the applicant applies for a specific plot they will remain at the top of the waiting list until that plot becomes available.