

## **Allotment Waiting List Protocol**

There will be one waiting list containing both a choice of either or both sites. The list will also have a choice of either ½, full or no preference of size. A second list will be kept for non-residents (see point 1 below)

Applications will be considered in the following order:

1. Residents from Calverton. They will take preference over residents from elsewhere when considering new applications. Any such applications from non-residents will be held on a separate list and only considered when there is no-one waiting on the residents list.
2. Applications from current Allotment holders who wish to vacate their current allotment in exchange for an allotment at a different location (i.e. Bonner Lane for Collyer Road or vice versa).
3. Applications from non-allotment holders.  
Applications from allotment holders with a half allotment wanting an additional half.  
Applications from allotment holders with half an allotment wanting a full one (on condition they vacate their original half allotment within 6 months of acceptance.)

These will be treated equally, subject to date of entry on the list. (Applicants on the waiting list previously accepting a half allotment wanting to remain on the list for a further half or full Allotment will have their entry on the list re-dated to date of acceptance of first half.)

4. Applications from existing allotment holders with a full allotment or those with a half allotment who want an additional full allotment.

### **Notes**

Anyone on the waiting list for both sites refusing an offer of allotment on one site, in preference to remaining on the list for the other site, will retain their entry placing for the other site but will have their entry for the declined site re-dated to date of refusal.

Anyone on the waiting list for one particular site declining an offer of allotment on that site, and wishing to remain on the list, will have their waiting list entry re-dated to date of refusal.

Any Allotment holder with 2 half allotments will be classed as having a full one.

Where an allotment holder eligible for concessionary rates has more than one allotment the concessionary rate will apply to the largest full allotment.

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