



APPLICATIONS, WAITING LIST AND ELIGIBILITY POLICY

Version 1.4

Adopted June 2020
Last Modified March 2023

The rules governing applications to have an allotment on the EPAA site on Aspen Road are consistent and transparent as follows:

1. Waiting lists

- (a) The EPAA committee is of the opinion that the allotment provision on the Aspen Road allotments is unlikely to be large enough to meet demand for allotments from a wide area. The EPAA waiting lists may be open to new members from a restricted geographical area to enable the association to meet other key objectives, namely:
 - i. To reduce the impact of the allotments on the wider Eden Park area by reducing the need for plot holders to travel to the site by car and park on site.
 - ii. To reduce the carbon footprint of the allotments by reducing the need to travel to the site by car.
 - iii. To ensure as far as possible that plot holders and visitors only park on the allotment carpark if travelling to the site by car. This car park is limited to 6 usable spaces.
- (b) The area/s the waiting list is open to residents of will be clearly stated on the association website.
- (c) Should an existing plot holder want to move up onto a larger plot they can apply to the committee via email as long as they meet the following criteria: They have cultivated 75% of their existing plot and continue to adhere to section 3 part b of the site rules. Only requests made via email or writing will be considered.
- (d) Should an existing plot holder want to move down to a smaller plot they must contact the committee via email or writing who will assess each request on its individual merits.
- (e) The waiting lists will be operated on the following basis:
 - i. Larger Plot List: Current plot holders who want to move up in plot size
 - ii. Smaller Plot List: Current plot holders who want to move down in plot size
 - iii. List A: Eden Park, Rochberie Heights, Wilf Brown Close.
 - iv. List B: A wider area including Coton Park and Brownsover, see Appendix A.
- (f) Plots will be firstly be offered to members on the Larger or Smaller Plot waiting list, in order of application and depending on the available plot(s) size. If there are still available plots left they will then be offered to members on List A in their order on the list. If no member of List

A takes up the offer on vacant plots or if List A is empty, vacant plots may be offered to waiting list members on List B in the order they are on the list.

- (g) We do not intend to close the waiting lists; they are essential to the association's ability to fill vacant plots.
- (h) Plot holders are not allowed to organise their own plot swaps outside of the waiting lists operated by the committee.

2. Application process

- (a) Any resident living in an area which the waiting list is open to may apply to the association to have an allotment and will be entered onto a provisional waiting list.
- (b) After being entered onto the provisional list, the prospective plot holder will be asked to attend a meeting at the allotment site to discuss their preference for plot size and so a member of the association committee can explain the facilities the allotments will have and hope to have in the future, the costs involved in membership and having a plot etc...
- (c) After attending the meeting on site, the prospective plot holder will be formally entered onto the confirmed waiting list with a record of their preference/s for plot size. They will be informed of their current number on the confirmed list for that preferred plot size/s at the time of their entry.

Eden Park Allotment Association does not intend to reduce members' plot sizes by halving or otherwise dividing their plots; members who find their plots are too big or too small for them to manage will in all likelihood have to relocate to a smaller or larger plot, if one is available. This is to preserve the proximity of facilities available within easy walking distance to holders of different sized plots and to preserve the size of plots intended in the initial site design. The layout of the site is subject to planning clauses and cannot be modified without written permission.

- (d) Existing plot holders who would like to either move up or down in plot size can apply to the committee to be added onto the appropriate list.
- (e) With the exception of plots becoming vacant due to a plot holder/s death, vacant plots will be offered to prospective plot holders in the order they have been entered onto the confirmed allotment waiting list according to their preference for plot size.
- (f) Upon a plot becoming vacant, the association will offer the plot to the first eligible person on the waiting list subject to that offer being accepted within 14 calendar days.
- (g) If, after 14 calendar days, the offer of a plot has not been accepted, the association may inform the waiting list member that the offer has been withdrawn and offer it to the next eligible person on the waiting list.
- (h) Prospective allotment holders on an EPAA waiting list/s will be contacted at least every 12 months via email in order to maintain the accuracy of the list and ensure the committee are aware of current demand for plots.
- (i) EPAA will use email as its primary means of communication with members and prospective members. It will only use telephone or other means of communication if an email "bounces back" as undeliverable to a particular email address due to the address being wrong or if no email address is given at the time of application. If members have a valid reason not to communicate via email, we will seek to respect this choice and use other means. Please

add Secretaryepaa@gmail.com to your address book to avoid emails being blocked or designated as spam.

- (j) It is the applicant's responsibility to keep us informed of an up to date email address that they can be contacted on. Where an email does not "bounce back" as an incorrect address, we will assume it has been received.

3. Remaining eligible for a plot

(a) If a current plot holder moves out of the catchment area for new plot holders, they may remain eligible for a plot if:

- I. They remain resident within a 2 mile radius of the allotment site on Aspen Road (see map in Appendix B).
- II. They move further than the 2 mile radius from the allotments, the allotment association committee, at their discretion, allows the plot holder to keep their plot. The prime consideration for making a decision in this circumstance should be the impact on car parking that an increase in plot holders living further afield will cause. Each case will be considered on a case-by-case basis so no previous decisions will set a precedent.

(b) Members of the allotment waiting list who move between list A and B catchment areas or out of catchment area will not be eligible for an allotment on the Eden Park allotment site and should apply to have an allotment or join a waiting list closer to their new address. This is in the interests of the carbon footprint of both the Eden Park allotments and the other allotments.

4. Death of a plot holder/s

(a) A family member has a limited priority to take on a family members' allotment if a tenant dies. The out-going tenant's particular circumstances or wishes have no influence over the allocation of their plot when the tenancy ends.

If there is more than one family member interested in the plot, we will consult with all interested parties but the EPAA's decision as to who the tenancy is offered to is final.

(b) Family members will be considered to take over a plot in these circumstances if the last tenancy of an available allotment ended because the last tenant died.

(c) The allotment will be offered to a family member ("family member" means somebody who is related to the tenant (by blood, marriage, civil partnership, adoption or other legal formality) or with whom they live as husband and wife or civil partner) as long as:

- I. The allotment is in reasonable condition, the last tenant has complied with the EPAA rules and the family member:
- II. Asks to take over the plot before we have offered the tenancy to a person on the waiting list who would otherwise be entitled.
- III. They meet the tenant conditions and do not already have an allotment tenancy with EPAA.

(d) If the last tenancy of an available allotment did not end because of death or no qualifying family member accepts an offer, it will be offered to the first person on the list as per points 1 and 2 above.

(e) The normal EPAA rules regarding catchment areas do not apply to this section (section 4).

5. Removal of names and contact details from the waiting list/s

(a) If EPAA has tried to contact someone on the waiting list more than twice and had no response from the prospective member/plot holder, their name and personal information may be removed from the waiting list 28 days after the last attempted contact. This is in the interest of GDPR and maintaining accurate waiting list/s.

(b) An individual/s removed from the waiting list in this manner may re-apply to the EPAA and be re-added to the next vacant position on the list they were removed from.

6. Removal of items on plots

(a) If a plot is due to be vacated under items 2.iv or v covered in the EPAA site rules. It would be reasonable to give the plot holder until the end of the 28 days' notice period to removal all items belonging to them or to come to an agreement with the committee or new plot holder with regards to the items being left behind.

(b) If a plot is due to be vacated under item 2.vi covered in the EPAA site rules. It would be reasonable for the committee to take back the plot and any items left on it at the end of 40 days.

(c) If a plot is begin vacated due to an up or downsize by an existing plot holder it would be reasonable to allow 14 days for them to move onto a vacant plot or 28 days for a swap between two occupied plots

7. Rent charges for plot holders joining during the year

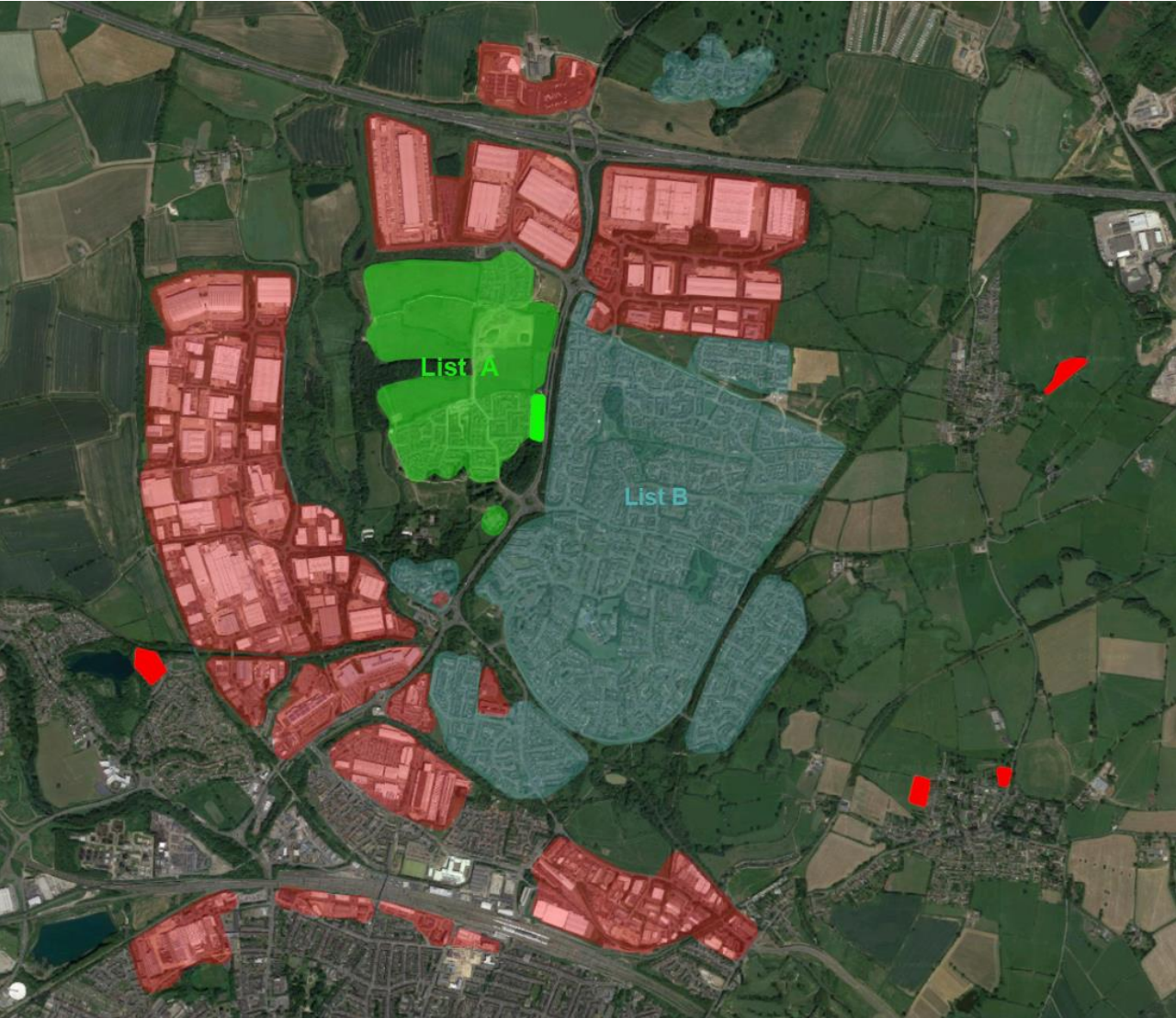
(a) Tenancy run from 1st November for 1 calendar year

(b) New Tenants joining from 1st November to 31st July will pay 100% of the annual rent due on the plot

(c) New Tenants joining from 1st August to 1st November will pay 75% of the annual rent due on the plot, with the payment reference being plot number and '75'

Revision Date	Rev No	Change
August 2020	1	
August 2021	1.2	Maps updated to new aerial photos, same geographical area
January 2022	1.3	
March 2023	1.4	Addition of provision for existing plot holders to apply for a different sized plot, Addition of revision table, Addition of sections 6 and 7 removal of items and rent charges

Appendix A: Allotment waiting list catchment areas:



Appendix B: Map showing 2 mile radius from allotments.

