

Swaffham Prior Parish Council

Garden Allotment Plot Allocation Process

The Garden allotment Plot allocation process will be as follows:

1. Garden allotment Plots will only be let to applicants aged 18 years of age or over.
2. Applications for a Garden allotment Plots must be made in writing to Swaffham Prior Parish Council by letter or via the website.
3. The Parish council will maintain two lists and applicants will be added to one of two lists as follows:
 - A List – applicants who live within the parish of Swaffham Prior.
 - B List - applicants living outside the Parish of Swaffham Prior but live in adjacent Parishes and are considered viable candidates by the Parish Council, for example, people from the Parishes of Reach or Burwell.
4. Garden allotment Plot tenants who move their residence more than one mile outside the Swaffham Prior parish boundary and do not meet B List eligibility must relinquish their allotment.
5. Garden allotment Plots will be allocated to the highest placing on the list (the applicant at the top of the list) and thereafter the next highest and so on until all Garden allotment Plots are allocated. When Garden allotment Plots are allocated applicants will be removed from the list and those still waiting for Garden allotment Plots will move up the list. The list will be organized on a first come first served basis (the first applicant will be at the top of the list, the second applicant will be second on the list and so on).
6. A List applicants will always take priority over applicants on B List regardless of the date on which they joined their respective lists. Allotments will only be offered to applicants on B List

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if there are no applicants waiting on A List or if the applicants on A List decline the Garden allotment Plot offered and there are no more A List applicants.

7. One Garden allotment Plot per household only is permitted.
8. When a Garden allotment Plot becomes vacant it will be offered to the first person on the waiting list (A List before B List).
9. Community groups will not be allocated Garden allotment Plots.
10. The applicant will be referred to a Garden allotment Plot representative who will show them the offered Garden allotment Plot. Thereafter, the applicant will be given 14 days to confirm acceptance of the Garden allotment Plot by signing an agreement and paying the fees applicable. If the Garden allotment Plot is declined or the applicant does not confirm acceptance within 14 days, the Garden allotment Plot will be offered to the next person on the list.
11. Refusal of a Garden allotment Plot will not lose an applicant their place or position on the waiting list.