

### Allocation of plots – Glenholme Allotments

1. Allotments will be offered on a "first come - first served" basis.
2. Contact is via the parish clerk/asst clerk.
3. It is the Applicant's duty to ensure their details are kept up to date at all times by contacting the Parish Council Clerk/assistant.
4. When a plot becomes available it will be offered to the first person on the list by email or phone.
5. If more than one plot becomes vacant on the site then the corresponding number of people on the list, in date order of registering the request, will be offered a plot.
6. They will have 7 working days within which to acknowledge acceptance or it will be assumed that they are not interested and will be withdrawn from that waiting list.
7. If an individual only leaves a phone number as contact and the Council is unable to leave a message on a voice mail then a letter will be sent via post to make the offer of a plot. If no response is received within the allotted timeframe then their name will be removed from the waiting list and the available plot will be offered to the next person on the list
8. If an offer is declined for a valid reason then the person will remain on the list and the next available plot will be offered.
9. If a person declines the offer of a plot 3 times, and the Council believes there is no justification for the decline, then the Council will remove the person from that or any waiting lists they may be on.
10. Person's removed from the list may re-apply however it will be the new date of application that will determine the position on the list
11. In areas/times of high demand, the Council has the right to only allocate one plot per household.
12. The Council reserves the right not to allocate a plot and to remove an applicant from the list where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation or causing a nuisance either to the Council or other plot holders.