



Allotments: Plot Allocation Policy

Introduction

This policy sets out the criteria and process by which Swillington Village Council allocates allotment plots across its sites. The objective is to ensure fair, transparent, and efficient use of allotment land, prioritising local residents and first-time plotholders.

Eligibility Criteria

To be eligible for an allotment plot, applicants must:

- Be aged 18 or over; and
- Be a resident of Swillington (including Swillington Common) at the time of applying and when a plot is allocated. Proof of address will be required.

Priority of Allocation

Plots will be allocated based on the following priority system:

1. **New applicants** (those who do not currently hold a Swillington Village Council allotment plot)
2. Existing plotholders requesting a **transfer** to a different site or a **different plot** (e.g. due to size or location)
3. Existing plotholders requesting an **additional plot** or **expansion**

The Council aims to maximise community access to allotments. Therefore, additional plots for existing tenants will only be considered once all new applicants on the waiting list have been offered a plot.

Waiting List Management

The Village Council maintains a waiting list for all allotment sites under its management. The following procedures apply:

4.1 Joining the waiting list

Applicants must:

- Provide their full name, contact details, and current address confirming they live in Swillington/Swillington Common
- Indicate their preferred allotment site(s)

Incomplete applications will not be accepted. Applicants found to have provided false information (e.g. regarding address) will be removed from the list.

4.2 Annual review

- The waiting list will be reviewed annually.
- All applicants will be contacted to confirm they still wish to remain on the waiting list, reconfirm their residential address, and reconfirm or update their preferred site(s).
- If an applicant does not respond within 28 days, their name will be removed from the list.

Offer of a Plot

- When a plot becomes available, it will be offered to the first eligible person on the waiting list for the relevant site.
- Applicants will be given a reasonable period (typically 7-14 days) to accept the offer.
- If declined, the next person on the list will be contacted. The declining applicant may choose to remain on the list for the next available plot.

Date of policy: September 2025
Approving committee: Full Council
Date of committee meeting: 02/09/2025
Policy version reference: Version 1
Policy effective from: 02/09/2025
Date for next review: As necessary