

## Waiting List Policy.

- 1.** Rye Amenity CIC operates the 2 allotment sites in Rye, namely Love Lane and South Undercliff.
- 2.** Applicants wishing to apply for an allotment may do so by completing an application form which can be collected from either the Rye Allotments Association or The Queen's Head, Landgate, Rye. Alternatively an application form may be requested via our email address: [ryeamenitycic@gmail.com](mailto:ryeamenitycic@gmail.com) In our commitment to the environment we prefer to receive applications online.
- 3.** Applicants must live within the Parish of Rye, or within one mile of the boundary.
- 4.** The tenant conditions are that prospective tenants are:
  - Individuals (applications for the benefit of companies, associations, or other organisations must therefore be made on their behalf by a named person, who would remain responsible throughout the tenancy);
  - Over 18;
  - Resident of the parish of Rye, or within one mile of the boundary;
  - Not people we have information about that would give us reason to believe that they would be unsuitable tenants (in other words, evidence that they may not comply with these rules if offered a tenancy).
- 5.** We hold one waiting list covering both allotment sites. Regardless of your site preference, you will be added to a single waiting list.
- 6.** All applicants on the waiting list will be contacted annually in December to determine whether or not they wish to remain on the list. If no response is received within 28 days, their details will be removed from the waiting list.
- 7.** An offer letter, including an allotment tenancy agreement and rule book, will be sent to the applicant when a plot becomes vacant and their name is at the top of the waiting list. If the applicant wishes to take on the plot they must return the signed tenancy agreement within 21 days as stipulated in the offer letter. If no response is received within 21 days their name will be removed from the waiting list.
- 8.** Due to high demand for allotment sites, if the applicant wishes to decline the plot they have been offered but wish to remain on the waiting list, their details will be moved to the bottom of the list.
- 9.** Whilst demand is considered high for allotment plots applicants will be restricted to 1 plot per household. Existing plot holders with more than one plot will not be affected. Existing plot holders may add their name to a waiting list if they wish to change sites or plot. Once a new plot has been offered and accepted they will have 28 days in which to transfer any produce or possessions from their original plot to their new plot, before the tenancy is terminated.
- 10.** Tenants of uncultivated plots will be contacted by email or letter and reminded of their obligations and the termination conditions. It is the responsibility of the plot holder to inform Rye Amenity CIC of any difficulties they may be having in cultivating their plot. Hardship and illness will be taken into account and each case will be treated on an individual basis on its merits.