



HILLINGDON

LONDON

Allotment Garden Waiting List/Allocation Process Terms and Conditions

The Council reserves the right to revise, delete, add and reissue these Allotment Garden Waiting List/Allocation Process Terms and Conditions at any time.

Waiting List Process

1. The Council can offer no guarantees of availability for an Allotment Garden or a specific Allotment Site, nor can it guarantee parking or toilet facilities at, or close to, any site.
2. Only residents of the London Borough of Hillingdon who are over the age of 18, may apply to become an Allotment Garden Tenant. *Note: appropriate proof of address and age will be required upon request by the Council.*
3. Only one named person per household may apply for an Allotment Garden plot.
4. Up to a maximum of two Allotment Garden site waiting lists may be applied for online however, if/when an Allotment Garden plot becomes available and a Tenancy Agreement is offered, the applicants name will be removed from the second waiting list.
5. Existing Allotment Garden tenants may apply for an additional Allotment Garden (a maximum of two (of any size) may be held in total from 2021) via the online waiting list application process. However, those on the waiting lists without an Allotment Garden will take precedence and will always be offered vacant Allotment Garden plots first.
6. Consideration will be given to recognised Charitable Organisations based in the borough applying for an Allotment Garden plot. However, there will need to be clear detail provided as to the purpose and benefit of the Allotment Garden to the Charity and its users.

Allocation Process:

7. Vacant Allotment Garden plots on Allotment Sites will be matched, in the first instance, to those prospective tenants without an allotment garden plot on the corresponding site waiting list. *Note: If demand exceeds availability for any site, those on the waiting list may be offered a vacant plot on an alternative site (where there is availability).*
8. The Allotment Officer will attempt to contact the first person on the waiting list via the provided email address and/or telephone number. If there is no response to an email or voicemail within 48 hours, then the Allotment Officer will move on to the next person on the list in date of application order and the person that did not respond will be moved to the bottom of the list.
9. Vacant Allotment Gardens on Allotment sites will be allocated by the Council in ascending numerical order (unless otherwise determined by the Council).
10. Once an Allotment Garden Plot is offered, an Allotment Officer will arrange to meet the prospective tenant on site to view the vacant plot, following which a 48-hour deadline will be given for decision. *Note: site meetings will be arranged during office hours only (i.e., Monday to Friday between the hours of 08:00 and 16:00).*
11. If the prospective tenant agrees to take the plot, the Allotment Officer will request that all associated documentation such as proof of address and proof of age and receipt of benefits (if the application is subject to a rent concession for those who are 60+ or in receipt of Universal Credit and/or Personal Independence Payments (PIP), is submitted for verification by a specified deadline.
12. Following successful verification of associated documentation, the allocated plot will be made ready for handover and a Tenancy Agreement and Terms, and Conditions issued for signature with a request for return by a specified date.
13. Following receipt of the signed Tenancy Agreement and Terms and Conditions, the Allotment Officer will arrange to meet the tenant on site to allocate keys, issue the Tenancy Agreement (now additionally signed by the Council) and answer any outstanding questions. *Note: site meetings will be arranged during office hours only (i.e., Monday to Friday between the hours of 08:00 and 16:00).*
14. If the prospective tenant declines the plot or fails to meet the required deadline for submission of associated documents and/or signed Tenancy Agreement and Terms and Conditions, they may remain on the waiting list, but will be moved to the bottom of the waiting list. *Note: If a second offer of an Allotment Garden is declined by someone on the waiting list, then their name will be permanently removed.*