

Allotment Plot Process

Letting

- Once a plot becomes available at any site the next person on the waiting list will be contacted by the respective site manager and invited to attend the site for a plot review
 - If this person no longer requires a plot they will be removed from the waiting list.
 - If the person doesn't respond to both a phone call and Email message, after three attempts they will be removed from the waiting list and moved to an archive section with the reason Unable to contact.
- On arriving at the site the person will be shown the available plot and asked if they'd like to take it on?
 - If a person declines the plot, they will be escorted off the site. The next person on the waiting list will be contacted as described above.
 - If the person accepts the plot, the conversation will continue by detailing the club's protocols, behaviours, and the contents of the agreement, which is then signed, with a copy held by both parties. The person is advised of the 3 months probationary period.
 - If the site is gated, the person will be informed that the site must remain locked at all times. A key deposit will be taken, and a receipt will be provided.

Ongoing

- Regular reviews of plot conditions are completed.
 - Stage 1 Once a plot becomes untidy, the site manager will try to speak to the plot holder/neighbours. (no change, go to Stage 2)
 - Stage 2 the plot holder will be sent a letter requesting that they start tidying up their plot within 2 weeks. (no change, go to Stage 3)
 - Stage 3 the plot holder will be sent a letter requesting that they return their key (where applicable) and remove personal items and that we are taking the plot back in 2 weeks

Removing

- The plot will be regularly reviewed to check for personal items
 - If items all removed the plot will be marked as 'Vacant' on our records and be offered to the next on the waiting list

- If items have not been removed within a reasonable timeframe, they will be taken from the plot and stored in the onsite container until the previous plot holder makes contact. If the items remain unclaimed after 4 weeks, they will be offered to new plot holders.

The above will include adjusted time frame when inclement weather dictates.