

## Enable Leisure & Culture Allotments guidance note

### Reserve Waiting List policy

From time to time a tenant may succumb to illness or injury, may have to care for a family member, or for any other personal reason be unable to cultivate the allotment to an acceptable standard for a temporary period. Rather than going through the poor cultivation procedure, the Reserve Waiting List offers an opportunity to step aside until that temporary setback is at an end.

In opting for a place on the Reserve Waiting List the tenant must give up connection with the current allotment. However, on returning there is no guarantee of getting the same allotment back.

### Advantages

The tenant or applicant is relieved of any responsibility for maintaining an allotment to the required standard during what may be a difficult period for themselves.

The plot will be offered permanently to a new tenant off the Waiting List. The previous tenant will have no further right to it.

Neighbouring tenants will not be affected by poor cultivation of an adjacent plot.

The Reserve Waiting List is not included in the statistical count.

Once on the Reserve Waiting List the onus is on the applicant to let Enable L&C know when they will be able to take up an allotment again. Enable L&C will not contact the applicant. Applications on the Reserve Waiting List are not included in the annual check for eligibility.

### Applying the Reserve Waiting List policy

The tenant should contact Enable L&C, directly or via the site manager, and verify contact details.

If an applicant is temporarily unable to take up the offer of an allotment for personal reasons, they may opt to move their application to the Reserve Waiting List. This mainly applies to those near the top of the Waiting List who are already in discussion with Enable L&C about the offer of a plot.

Enable L&C may offer this option while dealing with the procedure for poor cultivation. Alternately, the tenant may approach Enable L&C directly or through the site manager if they wish to make this move.

Once on the Reserve Waiting List there will be no further action for a minimum period of 12 months.

## Return from the Reserve Waiting List

When the tenant or applicant wishes to activate their application again, they should advise Enable L&C that they are now free to take up the offer of an allotment.

On receiving notification Enable L&C will insert the application back on the waiting list for the appropriate site.

The application will not go back at the top of the waiting list as Enable L&C may already be in discussion with the first few applicants about the place on the list and imminent offers. The exact place may vary from site to site dependent on speed of turnover of plots. This will necessarily involve the applicant in waiting a while longer.

The application may only be in respect of the allotment site named in the original application.

Once returned to the waiting list the application will be dealt with in the normal manner.