

Worcester City Council

Allotment Allocations Policy

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Introduction

Worcester City Council manages twenty-three allotment sites across the city, totalling over 960 plots. There is a significant demand for allotment plots throughout the city and, at times, long waiting lists.

The council recognises the importance allotments have in the community and the vital role they have in bringing people together. We aim to create stronger and more connected communities, where people can benefit from accessing the space to grow their own fruit and vegetables crops. We understand the challenges of rising living costs and are committed to providing opportunities for Worcester residents to be active, meet other people, share experiences and knowledge, and the positive impact this can have on wellbeing.

Aims and Objectives

The council aims to provide a structure where residents of Worcester can apply for an allotment plot and understand how the applications are managed.

- Allotments are for tenants cultivating fruit, vegetables, herbs, and other plants through sustainable management
- Applications are considered in date order of receipt of application
- Applicants are only offered plots for the site they have selected
- Applicants that reject reasonable offers, may be removed from the waiting list at the council's discretion

Accessible plots

Accessible plots are located at Foxwell Street, Timberdine Avenue Windsor Avenue allotment sites. They're designed for use by wheelchair users and those with mobility issues.

Who could get an accessible allotment

People who can prove they need an accessible plot because of a:

visual impairment

long-term physical condition or disability

physical rehabilitation need

Site facilities

Raised beds

access for vehicles, within 50 metres of raised beds

accessible paths, tracks and paved areas surrounding and leading up to the plots

plots are accessible to work from each side

Shared facilities

a tap is located within 13 metres of the raised beds at Windsor Avenue

a tap is located within 20 metres of the raised beds at Foxwell Street

a tap is located within 4 metres of the raised beds at Timberdine Avenue

Waiting lists

Worcester City Council operates a 'site based' lettings approach. It is only possible to register on a waiting list at one site.

To be eligible for an allotment, a person must be 18 years or older and reside within Worcester City boundary. Non-residents need to apply to their own Local Authority for an allotment.

If you wish to apply for a plot and be added to our waiting lists, then an allotment application form will need to be submitted.

On receiving a completed application, the council/allotment officer will:

1. Record the date of the application (the date it was sent)
2. Input the details of the applicant against the site on the allotment waiting list
3. Write to applicant acknowledging application and inform position on waiting list
4. Inform the site coordinator a new application has been received

To remain on the waiting list the applicant must:

1. Notify the council of any changes to their contact details (Name/address/Email)
2. If evidence is required to support their application, to provide, as requested in a timely manner
3. The council will periodically contact applicants to check if applicants wish to remain on the waiting list, failure to respond to written correspondence may result in details being removed from the waiting list.

Plot Allocation

The allocation of plots will be considered in the following order:

- a.** Special allocations
- b.** Co-Worker transfers
- c.** General allocations

The Council may re-enter the allotment plot if the land is required for building, mining, or any other industrial purpose (or for roads or sewers necessary in connection with any of those purposes) or if the land is required by Council for the purpose other than agriculture for which it was acquired by the Council or has been appropriated under any statutory provision.

a) Special Allocations

When a plot becomes vacant, due to the death of a tenant, the immediate next of kin may request the tenancy is transferred to them. The allotment officer, may without prejudice, consider the request.

- I. The Next of kin may apply to the council as an applicant. The application would need to be received within 3 months of the death of a Tenant.
- II. The applicant resides within Worcester City
- III. The applicant does not exceed the maximum plot allocation on any site within Worcester City
- IV. The applicant is not a Co-Worker on a plot larger than the maximum plot allocation

In addition, the council may transfer an existing tenant, as previously agreed to transfer as part of an interim plot allocation. This is solely based on the tenant stating their preference at the time of application to go on the waiting list, being less than the requested interim plot size and not exceeding the maximum plot allocation.

b) Co-Worker Transfer

When a Tenant has a registered Co-Worker against the plot, they can request this Co-Worker take over the tenancy for all/part of the plot. The allotment officer may consider this request.

- I. The Tenant has resigned the tenancy of their plot/part plot
- II. The Co-Worker is registered against the plot for a minimum of 12 months
- III. The Co-Worker resides within Worcester City area
- IV. The plot has been kept in good order in accordance with the allotment tenancy agreement conditions.

Other considerations will be given and are covered within the Co-Worker Policy.

c) General Allocation

- I. Allocation is based on time on the waiting list, with priority given in order of date the application was submitted.
- II. When a plot becomes available, Consideration may be given to dividing a full vacant plot into two half-plots
- III. A Plot will be offered by the Site Coordinator for the site through direct contact with the first applicant on the site's Waiting List by phone and/or email.
- IV. The applicant does not exceed the maximum plot allocation

When a plot becomes available, this will be offered to the next applicant on the waiting list. If the plot is a different size to the preferred size, and the person at the top of the waiting list declines it, this plot will be offered to the next applicant on the waiting list. Should the applicant accept the offer of the plot, that person will then come off the waiting list. If the applicant declines the offer of a different sized plot, they will remain in pole position for the next available plot, of the size they requested, until a plot becomes available.

Plot allocation is restricted to a maximum of one full size plot, or equivalent (i.e., two half plots) per person, with a maximum of two full-size plots (or equivalent) per household. It is not permissible for existing tenants to be on a waiting list for a site if they already have a full-size plot (or equivalent) or if their household already rents the equivalent of two full size plots.

An existing tenant, with less than a full-size plot equivalent, can apply for a further part-sized plot, if the total does not exceed the equivalent of one full-size plot.

When a tenant exceeds the maximum plot allocation, and they resign all or part of a plot, the tenant is not permitted to reapply for this plot. The tenant will not be eligible to apply for further plots on any of the allotment sites located within Worcester City.

If a tenant currently exceeds the maximum plot allocation, they are not permitted to apply for additional plots at any site.

Offers on Allotment Plots:

Once the applicant has reached the top of the waiting list and is contacted by the Site Coordinator, a date and time will be arranged to visit the allotment site and available plot.

If the applicant would like to take the offer of the plot, they will need to complete a Tenancy Agreement with an agreed starting date. Once the Tenancy agreement has been signed, a payment request will be sent to the applicant and will need to be paid before entering the allotment site.

The applicant will have 5 working days to respond to the offer. If there is no response within 5 working days and three separate contact attempts, the Site Coordinator notifies the council and the applicant's details may be removed from the Waiting list. If the offer is rejected by the applicant, the available plot will be offered to the next applicant on the waiting list.

The applicant may reasonably refuse the offer of a plot, if it is not their preferred size. If a preferred plot size is not available, the applicant will remain on the waiting list until a preferred plot size becomes available or the applicant chooses to remove themselves from the waiting list.

If an applicant refuses more than one reasonable offer, not based on size or preference, they may be removed from the waiting list.

General Information:

All allotment plots are let on an as-seen basis. Plots in poor condition may be offered with a first-year rent discount, or, prior to letting, the Council may undertake improvement or clearance work. This is at the discretion of Worcester City Council.

Each allotment tenancy (full or half plot) will be made in the name of one person only, even if more than one person works on the plot. The named person will be the person responsible for all matters relating to the tenancy. Where the Tenant is a company, charity, group, or organisation the Tenant shall provide to the Council the name of a Nominated Representative who will be responsible for the day-to-day management and operation of the Allotment and shall notify the Council immediately of any change of the Nominated Representative.

For more information, please see Worcester City Council allotment pages [Allotments - Worcester City Council](#).

Related Documents

Waiting list application form

Co-Worker Policy

Concessions Policy