

Summary of Allotment Protocol, April 2010

- Plots are offered to the person at the top of the waiting list as they become available.
- Allotment applicants can only add their details to one of the available waiting lists.
- Waiting lists will close when they reach the same capacity as number of plots on the site.
- Tenants who already have a plot on one site cannot apply for another on the same site or another site.
- Existing tenants who have their name on a waiting list for another site must swap plots and cannot take on an additional plot in the event that they reach the top of the waiting list.
- Applicants at the top of the waiting list will be given two opportunities in total to accept an offer of a plot (during this process they will remain at the top of the waiting list until a suitable plot is chosen). Should they reject the second offer their details will be placed at the bottom of the waiting list.
- Allotment waiting lists are closed to non-residents of the borough. Such applicants will be encouraged to apply to their own or neighbouring boroughs.
- Tenants cannot wait for specific plot numbers on a chosen site.
- LBM will issue 5-rod plots as standard. 10-rod plots will be halved into two 5-rod plots should they become available. New tenants can take on 2.5 rods if they find this more manageable.
- Applicants from the same household can only apply to one waiting list.
- Tenants cannot choose whom to give their plot to, or pass their plot onto family members unless they are named as a second tenant on the joint tenancy agreement.
- Helpers/co-workers should be added formally as second tenants on a joint tenancy agreement in order to secure their tenancy. There must be a lead tenant who will receive the annual invoice and be responsible for payment. Should the lead tenant terminate their agreement, the tenancy can be transferred to the second tenant on the completion of a new tenancy agreement.
- Any amendments to tenancy agreements will be subject to a charge.
- Second tenants will not be permitted to remain on any allotment waiting list.
- No more than two named individuals will be permitted on any allotment tenancy agreement.
- To be eligible for a concession on allotment rent, proof of entitlement must be received no later than 1 September to receive a discount for the coming year commencing 1 October.
- Concessions are allowed on a maximum of 10 rods per tenant and only apply to London Borough of Merton residents or those working in or attending full time education in the borough.
- Site inspections for non-cultivation will take place twice annually.
- Tenants who have not cultivated their plots will be sent one warning, allowing 21 days to show noticeable signs of improvement.
- If there has been no improvement to cultivation after 21 days, tenants will be issued with a final Notice to Quit. Any representations against the non-cultivation warning must be made during the 21-day warning period.

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