

Appendix 2: Allotment waiting list allocation procedure

1. All non-Belfast residents on existing allotment waiting lists will be contacted in writing by the department to advise that the council cannot consider applications for allotments from non-Belfast residents and therefore they are being removed from the waiting list.
2. All remaining Belfast residentsⁱ on the waiting lists will be contacted in writing asking them to confirm either, that:
 - a. they wish to remain only on the waiting list for a plot at their preferred site;
 - b. they are willing to prioritise from 1 - most preferred to 3 - least preferred site location from those sites that are currently in existence;
 - c. they are no longer interested in a plot; or
 - d. the named applicant no longer resides at the address.
3. Following receipt of replies by the date specified (6 weeks) all responses are amalgamated and a single prioritised master allotment waiting list is compiled and managed centrally within the Open Space and Active Living (OSAL) Unit of the Parks and Leisure Department. If a response isn't received within the specified time the resident will be automatically removed from the waiting list.
4. Those residents who have been on waiting lists for a preferred site will retain their position for that site until a plot becomes available. If they are offered and accept a plot at their alternate preferred site location they will automatically lose their position at their preferred site location.
5. Allotment sites that have received external fundingⁱⁱ and are subject to meeting specific funding criterion, will be excluded from the prioritised list of allotments outlined in number 2 above.
6. No new applications will be accepted from the date of committee approval until after the closing date for receipt of replies from those currently on the waiting list.
7. If the council develops a new allotment site, which is not confined to meeting external funding criterion, in the first instance those people on the waiting list the longest will be contacted to ascertain their interest in taking a plot at this site before new names are added to the master list for this site. If they accept a plot at the new site, they will automatically lose their position at their preferred site location.

ⁱ Belfast residents include LGR extended boundary residents currently on the waiting list

ⁱⁱ Whiterock and Woodvale externally funded allotments