



Waiting List Policy

Bustardthorpe Allotments follows the basic guidelines of City of York Council but with some minor changes which have been found to suit the Association.

Anybody can apply for an allotment at Bustardthorpe regardless of gender, race, religion or sexual orientation. However, they must be at least 18 years of age and reside in the City of York area.

Initial interest in acquiring a plot at Bustardthorpe should be by email to bustardthorpelettings@gmail.com. In all instances a request for a plot is passed to the Lettings Officer who will speak to them, assess their needs, and add their name and contact details to the waiting list. The Lettings Officer maintains the waiting list and contacts applicants by telephone/email, as their name comes to the top of the list.

If a prospective tenant reaches the top of the list when personal circumstances mean that they are not in a position to work the plot, they may keep their position on the list and contact the Lettings Officer when they are able to take a plot. They will then be offered the next available plot.

If a tenant has been unable to cultivate their plot for some time because of personal circumstances, such as a new baby or dependant relative, they may give up the plot and rejoin the waiting list. Once they reach the top of the list they may keep that place until they are in a position to take on a plot again.

If someone at the top of the list is offered a plot they are not happy with, the Lettings Officer will offer one or more other plots if and when any are available. If none are satisfactory, they will be returned to the bottom of the waiting list.

If an existing plotholder wants another plot they can join the waiting list and can also request to wait for a specific plot. Allocation of a second plot is at the discretion of the Trustees based on how the existing plot has been managed over the preceding year and the pressures of the waiting list.

In cases of a joint or shared tenancy, where the first tenant gives up, the second tenant will be allowed to take over the tenancy. However, the Lettings Officer must be informed of the two names so that Association records for invoicing and communication purposes can be kept up to date. If the Lettings Officer is not properly informed, when the original tenant gives up the plot it goes to the next person on the waiting list.

The Trustees of Bustardthorpe Allotments will always consider perceived grievances from all prospective tenants on the waiting list in a fair and impartial way, with a full vote from the Trustees if necessary to resolve an issue.

*Reviewed:
By Jim Poyner
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Bustardthorpe Allotments Association Charitable Incorporated Organisation (BAACIO)

Bishopthorpe Road, York, North Yorkshire, YO23 2QA

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