

- **Your address** means the address you provide us with at the beginning of your tenancy or any change that you later notify us of.

3. Allocation of tenancies and other allotment users

- 3.1 All new tenancies shall be allocated by us in accordance with our waiting list procedure, which is set out in **appendix 1**.
- 3.2 Family members have a limited priority to take on allotments if the tenant dies, as explained in the appendix. Otherwise, the out-going tenant's particular circumstances or wishes have no influence over the allocation when the tenancy ends.
- 3.3 You may allow other people to come on to the allotment site and/or help you cultivate your allotment. But, subject to paragraph **3.5**, you must not:
 - assign your tenancy
 - sub-let or otherwise part with possession of or pass on your allotment (or any part of it) to anybody else
 - in any way, charge others for permission to use your allotment (or any part of it).
- 3.4 You are responsible for the conduct and activities of anybody you allow on the allotment site in accordance with paragraph **3.3**.
- 3.5 In exceptional circumstances, for particular projects that have a community benefit, we may allow sub-letting of certain allotments. Such arrangements must be made with us in advance and may only go ahead if and when we give written permission.