

## **Appendix B – Pitch Allocation Policy**

Kent County Council (KCC) allocates pitches on its sites to Gypsies, Roma, and Travellers (GRT) who are most in need. Although KCC is not a registered housing authority, it owns and manages several sites in Kent and is committed to fair, transparent, and needs-based allocation.

KCC reserves the right to reject any applicant who fails to meet the criteria as set out by this Policy.

### **1. Aims of the Policy**

- Make best use of permanent pitches.
- Ensure fair and transparent allocation based on priority need.
- Provide pitches for eligible Gypsies and Travellers.
- Recognise the diversity within GRT communities.

### **2. Legislative framework**

This policy is guided by:

- Caravan Sites and Control of Development Act 1960
- Caravan Sites Act 1968
- Mobile Homes Act 1983 (amended 2013)
- Data Protection Act 2018
- Housing Act 2004
- Human Rights Act 1998
- Housing and Regeneration Act 2008
- Equality Act 2010

This policy is also closely aligned with Housing Authority schemes.

### **3. Scope of the Policy**

This Policy covers allocation of pitches on KCC's permanent sites, including:

- New applications.
- Adding licence holders to existing agreements.
- Transfers between KCC sites.

#### **4. Data protection and information sharing**

- All application information is confidential and securely stored.
- Data is shared only with consent or as required by law.
- Personal data is processed according to the Gypsy and Traveller Resident Service [privacy notice](#)<sup>1</sup>.

#### **5. Equality and diversity**

- KCC complies with the Equality Act 2010 and the Public Sector Equality Duty.
- Romany Gypsies, Irish Travellers, and Scottish Travellers are recognised ethnic groups.
- KCC aims to eliminate discrimination and foster good relations.

#### **6. Eligibility for applying for a pitch**

Applicants must:

- Be from a [Gypsy, Roma or Traveller background](#)<sup>2</sup>.
- Be aged 18 or over.
- Have lived in Kent for at least 12 months or have close family who have lived in Kent for at least 3 years.

or

- Meet criteria due to exceptional circumstances or special needs.

or

- Be an existing licence holder wishing to transfer.

To be eligible for a pitch, applicants must have the legal right to remain in the UK.

#### **7. Exclusions for applying for a pitch**

Applicants are not eligible for a pitch if they, or any person residing with them:

- Is ineligible under immigration law.
- Has been evicted from any council owned site/accommodation due to anti-social behaviour in the past 5 years.
- They own or rent another residential property or pitch (except for transfers within KCC sites).

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<sup>1</sup> [www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/environment-planning-and-enforcement/gypsy-roma-traveller-resident-service-privacy-notice](http://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/environment-planning-and-enforcement/gypsy-roma-traveller-resident-service-privacy-notice)

<sup>2</sup> [www.gov.uk/government/publications/planning-policy-for-traveller-sites/planning-policy-for-traveller-sites#annex-1-glossary](http://www.gov.uk/government/publications/planning-policy-for-traveller-sites/planning-policy-for-traveller-sites#annex-1-glossary)

## **Unacceptable behaviour**

The applicant, or any person intending to live with the applicant, has been guilty of unacceptable behaviour within the past 3 years, as per information and advice from the police, a KCC service or another enforcement partner, which the council is of the opinion makes them unsuitable to be a resident on a KCC Gypsy and Traveller site. Such behaviour may include, but is not limited to:

- Convictions or current 'live' investigations for violent or other serious offences, and/or weapons.
- Convictions (custodial sentences, warnings, fines) or current 'live' investigations for drug use or drug dealing.
- Using threatening language or behaviour to any officer of a council, its contractors or any other associated person, professional or partner agency.
- Behaving in an anti-social manner towards neighbours or visitors (including being responsible for fly tipping or unlicensed scrap dealing).
- Supplying false or misleading information when making an application to KCC for a pitch.
- Deliberately worsening their housing situation through anti-social behaviour.
- Moving onto any of our sites without permission in advance or having left a KCC previously owing the council money or incurring legal charges.
- Setting up an unauthorised encampment on KCC land (including highways) within the last 3 years and behaving anti-socially whilst doing so or forcing the council to incur legal costs.
- Failure to pay rent, utility bills or any other payments associated with accommodation.
- Sanctions issued by previous landlords for significant poor conduct on sites or serious breaching licence agreements.
- Committing benefit fraud against public sector organisations such as, Council Tax, Department of Work and Pensions.

## **Other considerations**

A key aim for KCC is to support and enable communities that are balanced, safe, inclusive, and sustainable, whilst encouraging community cohesion and preventing any conflicts on site and with settled residents living near a site. The council will operate the Policy in a way that supports the long-term needs of each site.

As a result, additional factors will be considered when reviewing applications to ensure the compatibility of an applicant with current residents. Factors may include, but are not limited to:

- Religious practices
- Kinship

- Lifestyle
- Existing groupings on sites.

Any and all consideration will be based on fact, evidence and reliable intelligence.

Size of pitch (single or double) will be considered when allocating pitches to new and existing licensees to ensure that the best use of pitches is followed. For example, a single resident may not be considered for a double sized pitch if the next highest scorer is a large family.

## 8. Waiting list

Applications can be received at any time. Applications must be made on KCC application forms only, and you must:

- Fully complete and sign the application form.
- Provide documents to verify your identity, your current circumstances and the information you have provided in the application.
- Complete any extra forms or answer any additional questions we may have.

Only complete applications will be assessed and validated. Once your application is validated, you will then be added to the KCC waiting list.

If at any time during the application process or whilst you are on the waiting list, there are any changes to your circumstances or the information provided on the application form, you must tell KCC as soon as possible and your application will be reviewed considering these changes.

**It is the applicant's responsibility to keep contact details up to date.** If you fail to keep your contact details up to date you may miss out on a pitch offer or be removed from the waiting list.

## 9. Application process

The application form can be found on our find a Gypsy and Traveller Site [webpage](#)<sup>3</sup>, or you can request a paper copy by contacting KCC's GRT Resident Service on [03000 42 15 67](tel:03000421567) or by email at [gypsy.traveller@kent.gov.uk](mailto:gypsy.traveller@kent.gov.uk).

If you require the form in an alternative format or language, please email [alternativeformats@kent.gov.uk](mailto:alternativeformats@kent.gov.uk) or call 03000 42 15 53 (text relay service number 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

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<sup>3</sup> [www.kent.gov.uk/leisure-and-community/gypsies-and-travellers/find-a-gypsy-and-traveller-site](http://www.kent.gov.uk/leisure-and-community/gypsies-and-travellers/find-a-gypsy-and-traveller-site)

An officer from the GRT Resident Service can help applicants complete the form if required, at monthly drop-in sessions which are held in Maidstone. To make an appointment to attend a session, please contact the GRT Resident Service on [03000 42 15 67](tel:03000421567) .

KCC will provide free of charge advice and information about the right to make an application. KCC will be appropriately flexible and accepting of alternative evidence when needed.

Alternatively, help or support with applying for a pitch, can be requested from:

- Friends, Families and Travellers provide a national helpline on [01273 23 47 77](tel:01273234777), which provides support with applying for a pitch, or
- your local Citizens Advice Bureau on [0800 144 8848](tel:08001448848).

Care should be taken when filling out the application form, and all information provided must be true and correct. Where false or misleading information is provided at any time during the allocation process, the application will be refused or stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

### **Who can be included on your application form**

You can include members of your household who are currently residing with you:

- your partner, whether you are married, in a civil partnership or co-habiting;
- you and your partner's or carer's dependent children under the age of 18, including biological or adopted children;
- relatives, including adult children, parents, or brothers/sisters unless they have a separate application or otherwise intend to live independently from you; and
- someone who currently lives with you as your carer.

We will also consider including partners, carers and their dependents who are not currently living with you if:

- they are no longer able to live independently because they need care and support that you can provide; or
- you are unable to live together as your current accommodation does not meet the needs arising from their disability, or
- you are unable to live together as neither you nor any other member of your household have accommodation available which is large enough to accommodate your whole household together.

Any persons not detailed in the application form, and subsequently not included on the Pitch Licence Agreement, will be treated as unauthorised residents.

Where you have dependent children that live with you some of the time and at other times with their other parent/guardian at a separate address, we will assess whether your address is their main home and if they can be included as members of your household on your application.

To do this, we will consider:

- The financial support you receive including Child Benefit, Tax Credits, Disability Benefits (if appropriate) and maintenance from their other parent/guardian.
- Any Court Order(s) under the Children Act (1989) in respect of parental responsibility, contact or residency; supporting evidence from Social Services in respect of fostering, guardianship, or adoption placements.
- Whether the children currently reside with someone else for all or part of each week.

Regardless of the amount of time that your children actually spend with you, if we decide that their main home is not with you, they will not be included in your application; and they will not be considered when assessing overcrowding.

### **Identity documents**

Proof of Identity must be provided **for every person** on the application form.

These must be original copies and acceptable documents include:

- Passport
- Driving licence (full or provisional)
- Birth certificate (full)
- Citizens card
- or any other paperwork listed as acceptable in the government's guide for right to rent checks.

## **10. Pointing and evidence requirements**

Once the completed application and supporting information has been received, the application is assessed and reviewed for pointing. The 'pointing' is used to identify which applicants are considered the 'most in need', and points will only be awarded where there is clear, undeniable proof - no opinions or assumptions will be made. Checks will be made to verify the integrity of evidence provided.

To ensure consistency, pointing is completed by one team member and is verified by a second team member.

The 6 areas that are considered for pointing, and the evidence requirements for each are:

<b>Points Rating Criteria</b>	<b>Points available for award</b>	<b>Evidence requirements</b>
<b>Existing accommodation</b> (points can only be scored once)		
Homelessness	30	Section 189b Notice, Section 193 or Section 195 Notice from Housing Authority.
No fixed address/sofa surfing.	20	Contact details for homeowner/main tenant.
Unauthorised encampment roadside or development without running water and/or toilet facilities.	20	Contact details of landowner or Local Authority. Issued Section 77 or Section 78 Notice.
Living on an overcrowded pitch/house.	10	Evidence of number of bedrooms (rental agreement for trailer) and details provided on application form.
Living on an unauthorised private site, or on unauthorised encampment or development with facilities.	10	Contact details of landowner or Local Authority. Legal notices to move.
Current accommodation not culturally suitable.	5	Last 5 years address history, provide further information about past residences.
Living in temporary accommodation and cannot stay long term.	5	Contact details of landowner or Local Authority. Legal notices to move.
Given notice to quit through no fault of their own.	25	Original legal notice.
Applicant at risk of eviction (through no fault of their own).	25	Original legal notice.
<b>Welfare considerations</b> (points can only be scored once)		
Applicant fears for their personal safety. At risk of, or escaping violence, intimidation, harassment (through no fault of their own).	25	Crime reference number, letters/proof of harassment, intimidation.
Applicant is required to support or care for a relative locally (within 3 miles).	25	Proof of carers benefit or caring needs/personal details of care by awarding letter from DWP showing award and rate.
<b>Family considerations</b> (points awarded per person)		
Pregnancy.	15	Completed MATB1 form (both sides).
Relatives aged over 60 years or those who are not intending to	15	Benefits letters, proof of relation, formal assessment of needs.

live with you that need daily support or care.		
Children under 12 months.	10	Birth certificates.
Children 1 to 18 years with disabilities/ongoing limiting medical conditions.	5	Birth certificates and formal diagnosis (hospital).
<b>Education arrangements</b> (points awarded per child in full time education)		
Children 5 to 11 years.	10	Letter from school showing child's name and date or confirmation on taken onto school roll.
Children 12 to 18 years.	10	Letter from school showing child's name and date or confirmation on taken onto school roll.
Children that have a Formal Special Educational Needs (SEN) Diagnosis or Education, Health and Care Plan (EHCP).	25	Original diagnosis report and/or Education Health Care Plan (EHCP).
<b>Medical conditions</b>		
Severe - applicant has life limiting illness, which means they cannot complete basic welfare or daily tasks, which makes their current accommodation unsuitable. Applicant has a carer or care plan in place. Change of accommodation will improve or make more manageable.	100	Evidence of medical condition (NHS letter, not GP). Proof of benefit payments. NHS Care Plan documentation. List of current medication in date. Proof of impact of current living conditions.
Substantial - applicant has or is likely to have significant health problems, which makes their current accommodation unsuitable or is worsened by their current living conditions. Has, or is likely to frequently have an inability to carry out personal care or domestic routines now and in future. May need assistance with daily tasks more often than not.	75	
Moderate - applicant has an inability to carry out the majority of personal care or domestic routines, most of the time, which is worsened or made harder to manage due to their current living arrangements. May need assistance with drive themselves, go	50	

shopping and wash themselves on a regularly basis (on occasions).		
Minor - applicant has recognised medical condition but it (with or without medication) does not limit their daily activities or personal welfare on a daily basis regularly (ability to drive themselves, go shopping and wash themselves), and which is impacted by their current living conditions.	30	
Minor - applicant has recognised medical condition but it (with or without medication) does not limit their daily activities or personal welfare on a daily basis regularly, which is not, or will not be impacted by change in living arrangements.	0	
<b>Time on waiting list</b>		
Additional 1 point for every complete year on the waiting list.	1	As per KCC's waiting list, where application is pointed and valid.

## **11. References and verification checks**

As part of the application process, KCC's GRT Resident Service will carry out comprehensive checks to verify the information provided by applicants and **anyone** (adult or child(ren)) intending to live on site. These checks may include, but are not limited to:

- References from previous landlords, local authorities, or housing associations.
- Credit checks and checks with other local authorities to confirm any arrears and affordability of pitch rent.
- Checks with KCC's internal intelligence and Trading Standards databases.
- Verification with the Department of Work and Pensions and others for benefit payments.
- Confirmation with schools and medical professionals regarding education and health needs.
- Police checks (local and national), including the use of police warning markers, safeguarding alerts, and intelligence flags. Police intelligence and warning markers may be used to identify risks or concerns relating to anti-social behaviour, criminal activity, or safeguarding issues. The Council will consider police intelligence and warning markers as part of its assessment of suitability for a pitch or site.
- Checks with national police systems for criminal records or ongoing investigations.

All checks will be carried out in accordance with the Data Protection Act 2018, and any information obtained will be treated confidentially and there will be appropriate procedural safeguards to maintain confidence.

Where these checks identify any behaviour or activity that contradicts the information you have provided us with on your application form, or which means that you are no longer eligible for a pitch on a KCC site, you will be informed. Where false or misleading information has been provided, it will be considered in accordance with the Fraud Act 2006.

Additionally, you may be removed from the waiting list at any time, if we receive information after your application has gone live, from any of these partners about any issues.

### **Debtors**

Where applicants have previously owed money to KCC and the account has not been settled in full, they will not be considered for a pitch, unless there is a housing need that outweighs the debt.

## **12. Addition to the waiting list**

Once all ID checks, references and verification checks have been completed, and no issues identified, you will be added to the waiting list. At this time, you will be notified of this in writing, by email or text message.

## **13. Updating the application form**

If at any time during the application process, there are any changes to your circumstances or the information provided on the application form, you must tell KCC as soon as possible and your application will be reviewed considering these changes.

## **14. When a pitch becomes available for allocation**

When a pitch becomes available on a site, all applicants on the waiting list will be contacted by phone or email, and asked to confirm whether they still wish to be considered for a pitch and to verify that the information on their application form is up to date. If there are any changes to their circumstances, applicants should provide supporting evidence and the scores awarded will be reviewed. Where relevant, such changes may affect factors such as school placement, medical conditions, or criminal investigations.

## **15. Visit to site/pitch**

The highest scoring applicant will be invited to meet with the team on site to view the available pitch. During this visit, the terms of the Pitch Licence Agreement will be explained, and there will be discussions regarding any direct rent payments.

## **16. Decision not to offer pitch**

Decisions to allocate a plot will be made based on all the available information, and not in isolation. At all times, KCC reserves the right not to allocate to a vacant pitch on a site, regardless of allocation of points, if in the opinion of the council it is in the best interest of the site and its management. You will be informed of this decision.

## **17. Offer of pitch**

The offer of a pitch will be made verbally and confirmed in writing, and the successful applicant will be asked to accept or refuse the pitch within 3 days of being offered. If no response is received within this time, the pitch will be offered to the next highest scoring applicant.

If a pitch offer is accepted, a meeting will be arranged at a KCC office. During this meeting, KCC's GRT Resident Service will explain the responsibilities of both parties under the Pitch Licence Agreement and answer any questions the successful applicant may have.

At the meeting, 2 copies of the pitch licence agreement will be signed - 1 retained by KCC and 1 given to the applicant. Arrangements will also be made for payment of the deposit and for moving onto the site. Where appropriate, forms for setting up direct rent payments will be completed at this time.

If the offer of the pitch is refused, the pitch will be offered to the next highest scoring or appropriate applicant. The applicant refusing the pitch will advise whether they want to be considered for other pitches or if they are withdrawing their application, and records will be updated accordingly.

## **18. Pitch Licence Agreement**

The Pitch Licence Agreement is regulated by the Mobile Homes Act 1983, and it sets out the rules governing good conduct of sites, the payments that must be made and advises of breaches and how these will be handled. It also provides the permission for residents, trailers or mobile homes, other buildings, and animals allowed on pitches. The Pitch Licence Agreement must be signed and agreed before moving on to the pitch.

In accordance with the Mobile Homes Act 1983, a written statement of the terms applicable to the Pitch Licence Agreement will also be supplied at least 28 days before the agreement is entered into, unless the successful applicant agrees in writing to a shorter period.

Once a Pitch Licence Agreement is in place, any breaches to it will result in appropriate action being taken against the licence holder. Breaches can include non-payment of rent or utilities, criminal activity and anti-social behaviour.

## **19. Deposit**

The council will seek a deposit at the commencement of the licence. The licence holder will be required to pay two weeks rent in advance of occupation of the pitch. This must be paid within two weeks of accepting the pitch and access to the pitch will not be given until these monies have been paid. If this is not paid in this time, the pitch offer will be withdrawn, and the pitch will be offered to the next suitable applicant (repeating previous steps as necessary).

## **20. Moving on to site**

On the date that is agreed for moving on to site, the new licence holder will be met on site by a member of KCC's GRT Resident Service within 24 hours of this date to handover any keys and complete the pitch inventory. The resident will be issued with a Residents' Handbook providing key information about their pitch and the site.

## **21. Communication**

KCC aims to provide regular updates throughout the allocation process where contact details are provided, and where a postal or email address is provided, written updates may be provided.

As part of the Pitch Licence Agreement, residents are required to update the council with all relevant changes in circumstances, including but not limited to new residents, children turning eighteen, new children and criminal records.

## **22. Re-siting mobile home**

KCC may ask a pitch licence holder on a KCC owned site to re-site their mobile home on another pitch forming part of the same site or on a pitch on another KCC owned site in accordance with Chapter 4 of Schedule 1 to the Mobile Homes Act 1983, or the parties may mutually agree to a move to another pitch on the same site or another KCC site.

This does not count as an allocation for the purpose of this Policy.

## **23. Statutory succession**

In certain circumstances, there may be a statutory right of succession to a pitch agreement under Section 3 of the Mobile Homes Act 1983.

This does not count as an allocation for the purpose of this Policy.

## **24. Appeals and complaints**

You have the right to request a review of a decision about your application and your inclusion on the waiting list.

To do this, you must contact us within 21 calendar days of receiving the decision from us and clearly state why you believe our decision was incorrect. You can ask someone else to assist you with this. If you have problems requesting a review in writing, we can accept your request verbally.

We may ask you to provide more information and/or attend an interview. We will explain the outcome of the review, and the grounds for the conclusion to you in writing within 8 weeks of your request. If we need further time to complete the review, we will let you know why and how much longer we will need.

The review will look at your case based on this Pitch Allocation Policy, any legal requirements, and all relevant information. This includes information you have provided and any changes since the original decision was made, for example paying off arrears or setting up a repayment plan, or where someone responsible for anti-

social behaviour has left your household. We will not consider a further review of the decision unless there is a material change in your circumstances.

Any complaints can be handled using [KCC's formal complaints procedure](#)<sup>4</sup> or by contacting the GRT Resident Service.

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<sup>4</sup> [www.kent.gov.uk/about-the-council/complaints-and-compliments](http://www.kent.gov.uk/about-the-council/complaints-and-compliments)

## Application Form

This application form must be completed for all new applicants and existing licensees wishing to apply for a pitch. All applications made on the council's form will be considered.

An officer from KCC's GRT Resident Service can help applicants complete the form if required, at monthly in-person sessions held in Maidstone. To make an appointment to attend a session, please contact the GRT Resident Service on [03000 42 15 67](tel:03000421567).

If you require this form in an alternative format or language, please email [alternativeformats@kent.gov.uk](mailto:alternativeformats@kent.gov.uk) or call 03000 42 15 53 (text relay service number 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

The council will provide free of charge advice and information about the right to make an application.

Alternatively, help or support with applying for a pitch, can be requested from:

- Friends, Families and Travellers provide a national helpline on [01273 23 47 77](tel:01273234777), which provides support with applying for a pitch, or
- your local Citizens Advice Bureau on [0800 144 8848](tel:08001448848).

Care should be taken when filling out this application form, and all information provided must be true and correct. Where false or misleading information is provided at any time during the allocation process, the application will be refused or stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

Completed application forms must be submitted to the GRT Resident Service, either online, by email to [gypsy.traveller@kent.gov.uk](mailto:gypsy.traveller@kent.gov.uk) or by post to:

Kent County Council  
GRT Resident Service  
Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

It is your (the applicants) responsibility to ensure you keep KCC updated of any changes in your contact details or any changes in circumstances (including but not limited to children, education arrangements, medical conditions, criminal convictions).

## Consents

Please read each statement in full, and check the box to confirm acceptance:

- The information I will give about myself, and my family members is true to the best of my knowledge. I understand that any false or misleading information I give may lead to prosecution for a criminal offence, my application will be deleted, and I may be evicted from the pitch I have been allocated.
  
- KCC's GRT Residents Service complies with the Data Protection Act 2018. I have read and understood the [privacy notice](#)<sup>1</sup> which explains how me, and my family members personal information is held and processed.
  
- I can confirm that all my family members know their personal details have been included in my application and they all understand how their information will be held and processed by KCC's GRT Residents Service.
  
- I give permission for KCC's GRT Residents Service to carry out verification checks on all information I have provided in the application, and to complete appropriate background checks on myself and all members of my family who will be residing with me. I understand that KCC's GRT Residents Service will treat the information received in this process about myself and my family members in confidence.
  
- I understand that I am responsible for telling KCC's GRT Residents Service about any changes to me and my family members personal circumstances throughout the application process and whilst on the waiting list.

**Signed:**

**Name:**

**Date:**

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<sup>1</sup> [www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/environment-planning-and-enforcement/gypsy-roma-traveller-resident-service-privacy-notice](http://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/environment-planning-and-enforcement/gypsy-roma-traveller-resident-service-privacy-notice)

## 1. About You

Surname of Applicant (including any other names by which known)			
First Names of Applicant (including any other names by which known)			
Date of Birth			
National Insurance Number			
Contact Phone Number			
Contact Email Address			
Name of Person Completing This Form (if different from main applicant)			
Do you have the right to remain in the UK?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced <input type="checkbox"/> Other
Name of Partner		Date of Birth of Partner	
National Insurance Number of Partner			
Will your partner be living with you on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

To which ethnic group do you belong?	
Gypsy/Roma	
Traveller of Irish Heritage	
Scottish Traveller	
Other (please specify)	

Current Address		
How long at this address	Years	Months
What kind of accommodation is your current address? E.g. mobile home, house, homeless		
Please provide contact details of land owner/ landlord		
Please detail why you are looking to move from your current location?		

Please provide your last 5 year address history:

If you have been travelling in the last 5 years (for more than 50% of the time), please provide a summary of your travelling patterns:

## 2. Current Accommodation Arrangements

Are there problems with your existing accommodation:

- Currently homeless
- No fixed address/sofa surfing
- Unauthorised site or development without running water and/or useable toilets and washing facilities
- Living on an overcrowded pitch/house
- Temporary accommodation – cannot stay long term
- Not culturally suitable
- I am being evicted through no fault of my own
- I have been given notice to quit through no fault of my own
- I am being evicted for my behaviour (misuse/breach of agreement/misconduct)
- It is not safe for me/my family to remain because I am at risk of violence, intimidation, harassment through no fault of my own
- I am escaping violence, intimidation, harassment through no fault of my own
- I am required to support or care for a relative who does not live at my current location
- My current accommodation is affecting my health
- I cannot afford to continue living in my current accommodation

### 3. Your Application for a Pitch

Which site(s) are you applying for: (please tick next to each site)	
Aylesham Caravan Site, Snowdon, Dover	
Barnfield Caravan Park, Ash, Sevenoaks	
Coldharbour Caravan Site, London Road, Aylesford	
Greenbridge Caravan Site, Canterbury	
Polhill Caravan Site, Sevenoaks	
Three Lakes Caravan Park, Sittingbourne	
Windmill Caravan Park, West Malling	
Any/all of the sites above	

### 4. Local Connections

Do you have close family living in Kent? (grandparents, parents, children, or siblings)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide their details below and how long they have lived in Kent for:		
Do you have any connections to the site(s) you are applying for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below:		

Do you, or any person listed above, own any other property, land, mobile/static home in the UK or abroad?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

## 5. Who Will Be Living With You?

Please list <b>all</b> people who will be living with you on the site	
Person 1 Full Name	
Person 1 Date of Birth	
Person 1 Relationship to you	
Person 2 Full Name	
Person 2 Date of Birth	
Person 2 Relationship to you	
Person 3 Full Name	
Person 3 Date of Birth	
Person 3 Relationship to you	
Person 4 Full Name	
Person 4 Date of Birth	
Person 4 Relationship to you	
Person 5 Full Name	
Person 5 Date of Birth	
Person 5 Relationship to you	

If your application is successful, and you are offered a pitch, only the names of the people you have listed here will be permitted to live with you.

Are you, or any person listed above, pregnant? (scores points)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a carer for any person listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is any person listed above a carer for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

Do you, or any person listed above, have medical conditions falling into any of the categories below? (Evidence must be provided)		
A. I / they have a life limiting illness, which means that I cannot complete basic welfare/daily tasks. I have a carer / care plan in place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. I / they have significant health problems. I have or am likely to frequently have an inability to carry out personal care or domestic routines now and in future, even with medication.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. I / they have an inability to carry out the majority of personal care/domestic routines, most of the time. I may need help from family on occasion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. I / they have a recognised medical condition that may/may not be treated with medication, which does not limit my daily activities or personal welfare on a daily basis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide further detail on the conditions above. Include how your / their current living arrangements impact your / their condition, and how moving to a site will improve it.		

Please provide details for any of the people listed above who are in school? Evidence must be provided	
Child 1 - Name	
School Name and Address	
Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child 2 - Name	
School Name and Address	

Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child 3 - Name	
School Name and Address	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a special education school?	
Child 4 - Name	
School Name and Address	
Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you, or any person listed above, have a social worker assigned to you by a Local Authority? Evidence must be provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

## 6. Financial Arrangements

Are you, or any person listed above, employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Are you, or any person listed above, self-employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Do you have a bank account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other sources of income? i.e. rental income, pension etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will you be paying for your pitch rent?		
<input type="checkbox"/> Universal Credit <input type="checkbox"/> Housing benefit <input type="checkbox"/> Rent (income from employment) <input type="checkbox"/> Rent (other income) – Please specify source of income:		

Please list all state benefits and other income which you or any person listed above receive per week:	
Employment support/job seekers allowance	£
Universal credit	£
Wages from paid employment	£
Working Families Tax Credit	£
Disability Living Allowance	£
PIP	£
Child Benefit	£
Child Tax Credit	£
Maintenance from spouse	£
Pension credit	£
State pension	£
Other – please detail	£

	£
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## 7. Declarations

Have you, or any person listed above, ever been a resident previously on any site owned/managed by KCC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, ever had an application for accommodation refused?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted (fine imposed or custodial sentence) of a violent offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted of or arrested for, a drug related offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you, or any person listed above, have any current criminal investigations or actions pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'Yes' to any of the above, please provide detail below:		
Have you, or any person listed above, been issue with a breach notice or notice to quit by a Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you, or any person listed above, in debt with housing related costs to a Council or supplier?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted of or been subject to an injunction for threatening behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered 'Yes' to any of the above, please provide detail below:

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Please provide below any details of welfare issues that the KCC GRT Residents Service should take into account when considering your application. For example, any support with reading and writing, completing form, applying for benefits etc.

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Please provide below any further information which you feel should be known in support of your application.

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## Supporting Information

In order to ensure the fair and consistent application of the Pitch Allocation Policy, you must provide documents to verify your identity, your current circumstances and the information you have provided in the application form.

### Evidence of a local connection

You must provide:

- A complete 5-year address history, including the full address, date moved in and moved out. This is required for both the applicant, joint applicant (if applicable) and any other adult within the household.
- The full name, address, and relationship to the applicant and/or joint applicant of all immediate family members (parent/brother/sister/child over the age of 18) who live in Kent, and have done so verifiably for the past 5 years.
- Armed Forces discharge papers.
- Evidence of any 'special reason' where local connection is not applicable.

### Proof of address

- Every person listed on the application who is over the age of 18 (or 16 if they are no longer in education) must provide a utility bill, phone bill or GP registration card etc. Documents such as bank and Universal Credit statements cannot be used as proof of address, as it is possible to log in and amend the address online at any time.

### Proof of identity

For every person listed on the application, provide:

- Current full or provisional UK driving licence (this should contain their current address, as it's a legal requirement to have your driving licence registered at your place of residence. However, there may be occasions that this is not up to date, e.g. when an individual is staying between friends and family); or
- Current UK or foreign passport or for EEA nationals, a national identity card; or
- Birth certificate (for children this should be the full copy that names the parent/s); or
- Current Armed Force's identity card.

### Proof of eligibility (if applicable)

For anyone subject to immigration control (unless they are in an exempt group) or are not habitually resident in Great Britain, Ireland, the Isle of Man, or the Channel Islands,

or because of their right of residence under European Union Law, the following must be provided:

### **EU or EEA nationals only**

- A residence permit, registration certificate or other documentation issued by the Home Office indicating a permanent right of residence in the UK.
- All documents from the Home Office confirming Settled Status or Pre-Settled Status if this has been granted, including the share code to access the applicant's status online.
- A passport or national identity card showing that the applicant is a national of the European Economic Area or Switzerland.

### **Other persons from abroad**

- Biometric immigration document or share code issued by the UK Border Agency to the holder that indicates the person named is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

### **Immigration Status Documentation**

- An immigration status document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, or no restriction on claiming benefits.
- Certificate of naturalisation or registration as a British Citizen.
- A passport or other travel document stamped or containing a visa to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right to live in the United Kingdom, or has no time limit on their stay in the United Kingdom or restrictions on claiming benefits.
- Any letter or certificate indicating a time limited right of entry.
- Referral letter from NASS for former asylum seekers.

### **Proof of pregnancy (If applicable)**

- Both sides of the MAT B1 certificate. This can be obtained from the midwife once the household member reaches 20 weeks of pregnancy.

### **Proof of income**

Where applicable, every person listed on the application who is over the age of 18 (or 16 if they are no longer in education), must provide:

- Full copies of all benefit entitlement/award letters, such as Employment Support Allowance, Income Support, Disability Living Allowance, Personal Independent

Payment, Carers Allowance etc. We require all pages of each letter for assessment.

- 2 full copies of the applicants most recent Universal Credit statements, this must include the full payment breakdown.
- Payslips covering the last 2 months or 8 weeks (depending on how the household member is paid).
- Proof of any private pensions.
- If self-employed, audited accounts, HMRC notification and/or most recent tax return.

### **Proof of Child Benefit**

- This must show who the child benefit is being paid to, their address and the names and dates of birth of the children they receive it for.

### **Bank statements and proof of savings**

For every person listed on the application, you must provide two full months of up-to-date statements for every account held by each household member listed on the application who is over the age of 18 (or 16 if they are no longer in education).

This includes accounts in other people's names such as children's accounts held by their parents. These must be dated within the last three months, and this includes all bank accounts ranging from everyday transactional accounts through to all savings accounts, for example; savings accounts held by you in your children's names, ISA's, Everyday Saver accounts and 'Pots' and any other savings accounts the applicant may hold as well as building society accounts, post office accounts, online accounts, PayPal accounts, and investments.

Screenshots are not accepted. Only a full statement showing the actual transaction lists, with a page that identifies the account holder and the account number will be accepted. If multiple accounts are held, we will require consecutive months for each account, to ensure that all transactions between accounts can be verified.

### **Notice to leave (if applicable)**

- If the applicant is renting a property, this may be a Form 6, Possession Order or warrant of eviction.
- If the applicant is living with family and friends, this would be a letter from the owner explaining the situation and why the applicant is being asked to leave. This must contain the owners name, full address, signature, and a contact number/email address.

- If the applicant is a homeowner, they must provide mortgage repossession paperwork.
- If the applicant is currently living on an unauthorised encampment, the section 78 Notice must be provided.

### **Homeowners (If applicable)**

If an applicant has previously or currently owns/part owns a property in the UK or abroad, proof of ownership is required. This could be a mortgage statement or land registry confirming ownership of the accommodation.

### **Supporting evidence (if applicable)**

Applicants are also required to provide additional supporting information from relevant professionals or organisations to demonstrate their housing need and the circumstances that they would like the council to consider.

- If an applicant suffers from a medical condition and/or mental health issue. This would be a letter from the NHS medical professional that confirms their diagnosed conditions, and how these are being treated. The letter must detail their current accommodation is affecting these conditions.
- If they have a physical disability, which is being affected by their current accommodation, we require a Housing Needs Assessment (HNA), carried out by an Occupational Therapist.
- If the applicant feels they are at risk at their current address due to violence/threats of violence, we will require any crime reference numbers they may have and/or supporting information from any organisations they may be working with.

### **Verification and Fraud Prevention Policy Statement**

All supporting information submitted will undergo comprehensive review, and verification checks will be conducted where deemed necessary. Any documentation identified as false, fraudulent, or intentionally misleading will result in the immediate rejection of the application and will be reported to the appropriate authorities in accordance with legal and regulatory requirements.