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Date: 18 November 2022

Dear Member

**GROWTH, ECONOMIC DEVELOPMENT AND COMMUNITIES CABINET COMMITTEE -
TUESDAY, 22 NOVEMBER 2022**

Please find enclosed, for consideration at next Tuesday, 22 November 2022 meeting of the Growth, Economic Development and Communities Cabinet Committee, updated versions of Appendices 1 – 3 of Item 13.

Agenda Item No

13 **Gypsy and Traveller Site Pitch Allocation Policy Update (Pages 1 - 24)**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ben Watts', is written over a faint, circular watermark or stamp.

Benjamin Watts
General Counsel

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1. Aims of the Policy

- To provide access for eligible Gypsies & Travellers to pitches on KCC owned sites
- To provide a safe environment for Gypsy and Traveller communities to live and thrive in Kent by allocating pitches on a fair and consistent basis
- To promote integration and diversity of the Gypsy and Traveller community
- To make best use of pitches for permanent use
- To ensure that caravan pitches are allocated fairly and transparently and based on priority need.

2. Legislative Framework

This policy has regard to the provisions of:

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

3. Scope of the Policy

This Allocations policy sets out KCC's arrangements for allocating pitches on any of KCC's permanent Gypsy and Traveller sites. This policy covers new applications for pitches, adding licence holders to existing pitch licence agreements and existing residents requesting transfers between KCC sites.

4. Data Protection and Information Sharing

All information provided as part of your application for a pitch will be treated as confidential and stored securely in accordance with the Data Protection Act 1998.

Information will not be given to third parties unless the applicant has given consent; unless there is a requirement in law to do so.

All personal information provided will be processed in accordance with the Gypsy & Traveller Service Applications Privacy Notice.

5. Equality and Diversity

The Equality Act 2010 protects people from discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Romany Gypsies, Irish Travellers and Scottish Travellers are recognised as ethnic groups for the purpose of the Equality Act 2010.

As a public sector organisation, the Council follows the Public Sector Equality Duty under the Equality Act 2010. In the exercise of its functions, the Council has due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and

- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Council recognises the diverse needs of our communities and is committed to promoting equality of opportunity and integration of the Gypsy and Traveller community.

The Council aims to provide a safe environment for Gypsy and Traveller communities to live and thrive in Kent by allocating pitches on a fair and consistent basis.

6. Qualifying Criteria and Eligibility for Applying for a Pitch

The qualifying criteria for applying for a pitch on KCC's Gypsy and Traveller sites are:

- Gypsies and Travellers aged eighteen or over who have lived in Kent for at least 12 months, or who have close family (grandparents, parents, children, or siblings) who have lived in Kent for at least the last three consecutive years
- Gypsies and Travellers who apply as qualifying persons and meet the criteria because of exceptional circumstances and special needs regardless of their previous address
- Existing licence holders of KCC's Gypsy and Traveller site who wish to transfer to another site

To be eligible for a pitch, an applicant must also fall within one of the following categories:

- British Nationals (British Nationals who are habitually resident in the common travel area)
- EEA Nationals (any person who is a national of any of the countries in the European Economic Area; and is habitually resident in the common travel area or is a worker; or has right to reside in the UK)
- Persons subject to immigration control who have been granted:
 - a) Refugee status
 - b) Exceptional leave to remain (provided there is no condition that they shall not be charged on public funds)
 - c) Indefinite leave to remain, provided they are habitually resident in the common travel area and their leave to remain was not granted in the previous 5 years, based on a sponsorship given in relation to maintenance and accommodation (unless the sponsor has died)
 - d) Persons subject to immigration control who are a national of a country that has ratified the European Convention on Social or Medical Assistance (ECSMA) or the European Social Charter (ESC) – provided they are habitually resident in the Common Travel Area and are lawfully present in the UK.

7. Exclusions for Applying for a Pitch

There are a number of applicants who are not eligible for a pitch on KCC's Gypsy and Traveller sites. **If an applicant, or any person intending to live with the applicant** on site falls into any of the following categories, the applicant will not be accepted for any of the following reasons:

7.1 Statutory Exclusions

Any person who is ineligible under the law because they are subject to immigration control unless they fall within a class prescribed by regulations made by the Secretary of State.

7.2 Anti-Social Behaviour

The applicant, or any person intending to live with the applicant, has been evicted or the cause of an eviction from a local authority Gypsy or Traveller site or been the subject/cause of a Possession Order or Injunction due to antisocial behaviour within the past 5 years.

7.3 Unacceptable Behaviour

The applicant, or any person intending to live with the applicant, has been guilty of unacceptable behaviour within the past 3 years, 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 for violent or other serious offences
- Convictions for drug use or drug dealing
- Used threatening language or behaviour to any officer of a Council, its contractors or any other associated person or partner agency
- Behaved in an anti-social manner towards neighbours (including being responsible for fly tipping/unlicensed scrap dealing)
- Supplied false or misleading information when making an application for a pitch
- Deliberately worsened their housing situation through anti-social behaviour cause
- Moved onto any of our sites without permission in advance
- Set up an unauthorised encampment on KCC land (including highways) within the last 3 years and behaved criminally/anti-socially whilst doing so
- Failure to pay rent, utility bills or any other payments associated with accommodation
- Sanctions issued by previous landlords for significant poor conduct on sites/serious breaching licence agreements
- Committed benefit fraud against public sector organisations i.e., council tax, Department of Work and Pensions

7.4 Other Accommodation

The applicant and/or their partner own a residential property or is the tenant of a Local Authority or a registered social landlord, or a registered holder of a pitch on any other local caravan site.

This does not include existing residents on a KCC Gypsy and Traveller site who wish to transfer to another KCC site.

7.5 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/or 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, and 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. Applications Process

The Council's application form must be completed for all new applicants and existing licensees wishing to apply for a pitch – this can be the paper or digital version. All applications made on the Council's form will be considered. The application form can be found in Appendix 1.

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/stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

An officer from KCC's Gypsy and Traveller Service can help applicants complete the form if required. The Council will provide free of charge advice and information about the right to make an application.

8.1 Application Form Submission

Completed application forms must be submitted to the Gypsy and Traveller Service, either online, by email to gypsy.traveller@kent.gov.uk or by post to:

Gypsy and Traveller Service.
Invicta House
County Hall
Maidstone
Kent ME14 1XX

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

8.2 Supporting Evidence

Several supporting documents **must** be provided with the application form for the **applicant, and any person intending to live with the applicant**. These must be original copies and may include:

- Proof of Identity – birth certificate, driving license, or passport
- Proof of current/last address – utility bill, bank statement, council tax bill dated within last 3 months
- Proof of family – birth certificates, child benefit information, income support details, or council tax letter
- Proof of financial status
- Special educational needs for children
- Details of school for children
- Evidence of eviction/homelessness
- Evidence of safety concerns
- Evidence of carer arrangements
- Information about medical conditions – doctor's letters, medical records, hospital letter
- Information about criminal records

KCC reserves the right to seek further supporting evidence as required to support an application.

8.3 Joint Applicants and Other Pitch Residents

Couples who intend to live together must make a joint application. All applicants must be eligible as per this policy.

Details must be provided for all persons intending to live on the pitch (including those under 18) so that they can be added to the pitch application licence if successful. Any persons not detailed in the application form, and subsequently not included on the Pitch Licence Agreement, will be treated as unauthorised residents.

8.4 Validation of Application

Once the completed application and supporting information has been received, the application is validated and checked to ensure all necessary information has been received.

If the application is complete and all necessary information has been provided, the applicant will be notified that the application has been accepted.

If there are any missing documents or information, applicants will be contacted and advised what needs to be provided and by when (normally a date for two weeks is given). At the end of this time, if the application is checked and found to be complete with all necessary supporting evidence provided, the applicant will be notified that the application has been accepted. If there are still missing documents or information, the applicant will be contacted and advised that, on this occasion, the application is rejected as it is incomplete.

Once rejected, any further application for a pitch will require a new application form with supporting documentation.

8.5 Assessment of Applications

All valid applications will be reviewed by the KCC Gypsy and Traveller Service. All assessments are made using the personal information and circumstances declared only – no opinions or assumptions will be made.

The criteria used to assess applications is:

- Existing accommodation
- Security of Tenure
- Welfare considerations
- Local connections
- Familial arrangements
- Education arrangements
- Medical conditions
- Time on waiting list

The points allocation system can be found in Appendix 2.

All scored applications will be entered on to the Waiting List. When a pitch becomes available, the top five highest scoring applications are contacted and asked to provide up to date details if their original application is more than 3 months old. The applicant has two weeks to provide this information. Once the information has been received, scoring is

repeated considering any added information provided, and the top three highest scoring applicants are contacted and invited in for interview.

Where no response is received to the request for updated information, the applicant is written to/emailed and asked to confirm that they still want to be considered for a pitch. The applicant has two weeks to respond, after which time, if no response is received, the applicant will be removed from the Waiting List and the application, and all related documentation will be securely deleted. A record will be kept of names for those application forms which have been deleted.

8.6 Debtors

Where applicants have an outstanding housing related arrears (rent, utilities, council tax), no offer of a pitch will be made until the arrears is settled in full, unless there is a housing need that outweighs the arrears.

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.

8.7 Interview

The three applications with the highest score will be invited in to meet with the KCC Gypsy and Traveller Service, to discuss their application in more detail, to provide original copies of supporting documents and to verify the information provided.

The interview will also provide the opportunity for the applicant to ask any questions to the KCC Gypsy and Traveller Service, and for discussions about the pitch licence requirements to begin.

The scoring form will be reviewed based on the interview, and this may mean that scores increase or decrease depending on what further information is verified and disclosed. Where two applicants have the same score following interview, there will be a decision made based on housing need.

8.8 References and Verification Checks

Following the interview, appropriate steps will be taken to verify the information provided and to conduct necessary due diligence checks to confirm suitability for a pitch/site. As part of your application, you have provided your consent for us to complete appropriate due diligence and verification checks on the information you have provided to us.

These checks may include but are not limited to:

- References from previous landlords/local authorities/housing associations
- Credit checks/checks with other local authorities to identify any arrears owed to other public sector partners and to confirm the pitch rent is affordable
- Checks with other information systems administered by KCC (including our intelligence and Trading Standards databases)
- Checks with the Department of Work and Pensions to verify the payment of benefits
- Checks with schools
- Check with doctors/hospitals for confirmation of medical conditions
- Checks with local Police

The results of any checks will be confidential, however if an application is refused because of these checks, applicants will be notified and explained the decision in accordance with the Data Protection Act 1998.

8.9 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, these must be notified to KCC at the earliest opportunity and your application will be reviewed considering these changes.

8.10 Visit to Site/Pitch

As part of the application process, the most suited applicants will be invited to visit the site and pitch they are applying for before agreeing to the terms and conditions set out in the Pitch Licence Agreement.

9. Decision Not to Offer Pitch

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.

10. Offer of Pitch

The offer of a pitch will be made verbally and confirmed in writing. The applicant is required to accept or refuse the pitch within a week of receiving the letter. If no response is received within the week, then the pitch will be offered to the next highest scoring applicant.

If the applicant accepts the pitch, a date to meet at a KCC office will be arranged. This meeting will allow KCC Gypsy and Traveller Service to explain the Pitch Licence Agreement to the applicant and will allow the applicant to ask any questions. Once the applicant is happy, they will sign two copies of the pitch licence agreement (one copy will be retained by KCC and one will be given to the applicant), and arrangements will be made to pay the deposit and move onto site. As appropriate, forms to arrange for direct payment of rent will be signed at this time.

If the applicant chooses to refuse the pitch, the pitch will be offered to the next highest scoring/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.

11. 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/mobile homes, other buildings, and animals allowed on pitches. The pitch licence agreement must be signed and agreed by applicants.

In accordance with the Mobile Homes Act 1983, a written statement of the terms applicable to the pitch licence agreement will be supplied to the applicant at least 28 days before the agreement is entered into, unless the applicant consents 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 you. Breaches can include non-payment of rent or utilities, criminal activity, and anti-social behaviour.

12. 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 the keys to the pitch will not be issued 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).

13. Moving on to site

On the date that is agreed for moving on to site, the new resident will be met on site within 24 hours of this date to handover keys and complete the pitch inventory. The resident will be issued with a Residents Handbook.

14. Communication

The Council aims to provide regular updates throughout the allocation process where contact details are provided. Written notification is dependent upon the applicant providing a contact address.

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.

15. Re-Siting Mobile Home

The Council may be entitled to require a licence holder of a KCC Gypsy and Traveller Site to re-site their mobile home on another pitch forming part of the same site or on a pitch on another KCC 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.

16. 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.

17. Appeals/complaints

Any grievances or complaints can be handled using KCC's formal complaints procedure. A copy of this can be found at [Complaints and compliments - Kent County Council](#) or paper copy can be obtained from the Gypsy and Traveller Service.

Appendix 2 – Application form

Appendix 3 – Points Allocation System

Application for a KCC Gypsy and Traveller Site Pitch

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 Gypsy and Traveller Service (GTS) complies with the Data Protection Act 2018. I have read and understood the privacy notice which explains how me, and my family members personal information is held and processed by GTS
- 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 GTS
- I give permission for the GTS 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 GTS will treat the information received in this process about myself and my family members in confidence.
- I understand that I am responsible for telling GTS about any changes to me and my family members personal circumstances throughout the application process and whilst on the Waiting List.

Signed:

Name:

Date:

1. About You

Name of Applicant (including any other names by which known)	
Surname	First Names
Date of Birth	National Insurance Number
Contact Phone Number	
Contact Email Address	
Name of Person Completing This Form (if different from main applicant)	

Current Address		
How long at this address	Years	Months
Is this your contact address?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please provide contact address		
If you have lived at this address for less than 5 years, please provide all previous addresses and dates below		
Previous Address	From	To

Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Other		
Partner			
Name		Date of Birth	
National Insurance Number			
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)	

2. Current Address/Location

What kind of accommodation is your current address? E.g. mobile home, house, homeless
Who owns the property/site:
Please provide contact details for Local Authority/Landlord
Do you have to move from your present location for any reason?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail reasons and provide supporting evidence:

Is your current accommodation unsuitable for any of the following reasons:

Problems with Existing Accommodation

- Overcrowding – there is not enough room
- Unauthorised site without useable facilities
- Unauthorised private site
- Temporary accommodation – cannot stay long term

Poor or Absent Facilities

- Lack of water supply
- Lack of toilet
- No bathing or showering facilities

Security of Tenure

- 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 misuse/breach of agreement/misconduct

Welfare Considerations

- It is unsafe for me/my family to remain - I am at risk of, or escaping violence, intimidation, harassment through no fault of my own
- I am required to support or care for a relative

If you have answered yes to any of the above, please give full details and provide supporting evidence:

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

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 Park, Dunton Green, Sevenoaks	
Three Lakes Caravan Park, Sittingbourne	
Windmill Caravan Park, West Malling	
Any/all of the sites above	

Do you have the right to remain in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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:	

5. Familial Arrangements

Please list all people in your household who will be living with you on the site				
Surname	First Name	Date of Birth	National Insurance Number	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

6. Medical Needs

Do you, or any person listed above, have complex medical needs? (evidence must be provided)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Do you have medical conditions falling into any of the categories below? (Evidence must be provided by a medical professional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
A. I 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 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. I 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 have a recognised medical condition but it does not limit my daily activities or personal welfare on a daily basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered yes to any of the above conditions, please give full details:	

Are you a carer for any person listed above? (Evidence must be provided)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Is any person listed above a carer for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

7. Education Arrangements

Please provide details for any of the people listed above who are in school? Evidence must be provided			
Name	Name of School	Address of School	Is this a special education school?

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:	

8. Other

Do you have any pets that you would like to live with you on site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please detail below:	
Pet	Number
Dogs	
Cats	
Horses	
Chickens	
Other - please detail below:	

9. Accommodation Arrangements

Do you have a caravan or a mobile home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
If you do not, and you are successful in getting a pitch, where/how do you intend to get a mobile home?	

Details of your vehicles (at time of the application)	
Make/model	Registration Number

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:	

10. 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
If yes, who with?	
How long have you held this account?	
Do you own any land?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail and provide location?	
Do you own any property in the UK or abroad?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail and provide location?	
Do you have any savings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please confirm amount	
Do you have any other sources of income? i.e. rental income, pension etc	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details and amounts	

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	£
	£

11. 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
If yes, please provide details:	
Have you, or any person listed above, previously applied for a pitch on a site owned/managed by KCC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Have you, or any person listed above, ever had an application for accommodation refused?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Have you, or any person listed above, been convicted of a violent offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Have you, or any person listed above, been convicted of a drug related offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Do you, or any person listed above, have any criminal actions pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Have you, or any person listed above, used or displayed threatening behaviour towards an officer of the Council or other agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
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 yes, please provide details:	
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
If yes, please provide details:	

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
If yes, please provide details:	

12. Supporting Documents

You must provide all and any documents that support your application. Please tick all that you have provided:

Document	Provided	Office Use Only - Received
Photographic ID for you as main applicant (birth certificate and driving licence or passport)		
Photographic ID for joint applicant (birth certificate and driving licence or passport)		
Photographic ID for any children/family members over 18 who will be residing with you		
Birth certificates for all children		
Proof of current address		
Proof of eviction from current address		
Proof of safety concerns for your current address (such as police reference numbers)		
Evidence of pregnancy		
Evidence of medical conditions (such as doctors or hospital letter)		
Proof of carer status		
Proof of education arrangements (such as letter from school/Local Authority)		
Evidence of social worker arrangements		
Proof of all income and benefit payments (such as letters from providers, bank statements, pension statements, statements of savings accounts)		
Evidence of any criminal records		
Evidence of any breaches/warning letters issued by previous landlords		

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Kent County Council Gypsy and Traveller sites

Pitch allocation - Points allocation system

Points are awarded based on evidence provided with application only – proof must be provided in all circumstances.

Points Rating Criteria	Points
<u>Local Connections</u>	
Applicant(s) have lived in Kent for at least 12 months, or have close family who have lived in Kent for at least the last three consecutive years	20 per application form
<u>Problems with Existing Accommodation</u>	
Living on an overcrowded plot	10
Unauthorised site without useable facilities	30
Living on an unauthorised private site	10
Current accommodation not culturally suitable	10
Living in temporary accommodation and cannot stay long term	10
<u>Poor or Absent facilities</u>	
Lack of water supply	20
No Toilet	5
No Bathing or Showering facilities	5
<u>Security of Tenure</u>	
Applicant at Risk of Eviction (through no fault of their own)	20
Given notice to quit through no fault of their own	25
<u>Welfare Considerations</u>	
Applicant fears for their personal safety. At risk of, or escaping violence, intimidation, harassment (through no fault of their own)	40
Applicant is required to support or care for a relative	30
<u>Family Considerations</u>	
Pregnancy	15
Children under 12 months	10
Children 1 -18 Years old	5
Relatives aged over 60	15
<u>Educational Considerations – points awarded per child in school</u>	
Children 5-11 Years Old	10
Children 12-18 Years Old	10
Children that have a Statement of Special Educational Needs	25
<u>Medical Considerations</u>	
Severe. Applicant has life limiting illness, which means they cannot complete basic welfare/daily tasks. Applicant has a carer/care plan in place	100
Substantial. Applicant has/ is likely to have significant health problems. Has, or is likely to frequently have an inability to carry out personal care or domestic routines now and in future.	75
Moderate. Applicant has an inability to carry out the majority of personal care/domestic routines, most of the time. May need help from family on occasion.	50
Minor. Applicant has recognised medical condition but it does not limit their daily activities or personal welfare on a daily basis	30

Kent County Council Gypsy and Traveller sites

Pitch allocation - Points allocation system

<u>Waiting List</u>	
Additional 1 point for every <u>complete</u> year on the waiting list	