

APPENDIX A TO ITEM 5

Kent County Council's Gypsy & Traveller Pitch Allocation Policy.

Aim of the Policy

To provide a high quality site pitch for those for whom the pitches are provided who are in greatest need and those who may have great difficulty in securing pitches on privately owned Traveller sites with planning consent.

The way it works

To ensure an appropriate 'needs assessment' is completed, a points system is applied. Each applicant is given a point score based on the information provided. The Gypsy & Traveller Unit will treat all applicants and applications fairly. However, there are only a limited number of pitches, and it is not possible to provide a pitch for everyone who wants one. If Kent County Council cannot help by offering you a pitch, staff will try to advise you on other options.

Can you apply for a Pitch on one or more Sites owned or managed by Kent County Council?

To get on the Kent County Council's Gypsy & Traveller Unit site waiting list:

1. You must be over 18 years of age and have lived in the area for 12 months or have close family that have lived in the area for the past three (3) years consecutively. Close family means Grandparent, Parent or Sibling

OR

2. You must be someone whom the Council considers should qualify, on a case by case basis, because of your exceptional circumstances or special needs, regardless of your previous address.

The following people are not eligible to apply for a Pitch:

- a) Any person applying for a pitch in their own right who is under 18 years of age.
- b) Any person who is ineligible under the law due to their being subject to immigration control or being a person from abroad, who is ineligible for housing assistance.
- c) Any person, or any member of their household, living with them at the time:
 - i) who has been found guilty of serious anti social behaviour and a possession order from any accommodation has been sought or obtained in the last 5 years
 - ii) who has assaulted or threatened a member of staff or a contractor employed by the council or its agent, and an injunction is being sought or has been obtained
 - iii) who has knowingly given false or misleading information or withheld information that has been reasonably requested.

We take into account

Any serious differences between families or individuals will be considered when allocating pitches to new licensees to minimise potential conflicts, within any official Gypsy & Traveller site, or with residents within the locality of such a site. However, a key part of the purpose of this policy is to ensure fair access to pitches for those from all Gypsy and Traveller groups.

You can ask for a review of a decision to refuse or terminate your application, or to seek to be re-included on the waiting list.

A fresh application will be considered if the applicant's immigration status has changed to allow them to live in Britain.

Where an applicant or any member of their household knowingly gives false or misleading information, or withholds information that has been reasonably requested, any allocation may be revoked, and a fresh application will not be accepted for one year.

The above criteria will be considered by an Allocations Panel. Any information provided on personal issues will be kept confidential, and handled in accordance with the Data Protection Acts..

Please fill out the application form in accordance with the waiting list guidance form..

Site Rules/Licence Conditions

All successful applicants will be offered a pitch agreement under the Mobile Homes Act 1983 (both applicants where the licence is joint) which sets out the rules governing good conduct of sites, advising that any breach of a pitch agreement is likely to result in formal action being taken, including, where the breach is not remedied or cannot be remedied, seeking the removal of the pitch occupier(s) from the site. Once agreement is concluded under the procedures in the Mobile Homes Act 1983, each applicant or joint applicant will be issued with a copy of their pitch agreement.

Complaints

If you have a complaint, then ask for details of Kent County Council's complaints procedure. A copy of this can be obtained from the Gypsy & Traveller Unit, Invicta House, County Hall, Maidstone, Kent ME14 1XX, or any other county council office.