

# **Kent County Council**

## **Gypsy & Traveller Sites**

### **Waiting List Guidance**

This leaflet explains how to apply for a pitch on one of Kent County Council's Traveller sites. Please read it in full before completing your application.

#### **Who is eligible to apply for a Pitch on Sites owned or managed by Kent County Council?**

1. You must be over 18 years of age and have lived in the Kent County Council 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. Evidence of this must be submitted with your application.
2. People whom the Council considers should be qualifying persons, on a case by case basis, because of exceptional circumstances or special needs, regardless of their previous address.

#### **How do I apply?**

You will need to complete an application form and return it to the Gypsy and Traveller Unit. You can also write to us for an application form at the address below

Kent County Council  
Gypsy and Traveller Unit  
Invicta House  
County Hall  
Maidstone  
Kent ME14 1XX

You can also call 08458 247 247 and request a form to be sent to you.

You can get help filling it in from KCC site managers, or District or Borough Council housing officers.

#### **3. Who cannot register on the waiting list?**

You are not eligible to apply for a pitch if

- a) you are under 18 years old and/or:
- b) you are a 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) you, or any member of your household, living with you at the time:

- i) Have 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) Have 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) Have knowingly given false or misleading information or withheld information that has been reasonably requested.

**Individuals have a right to request a review of a decision to refuse, terminate or re-include them on the waiting list.**

#### **4. How are Gypsy & Traveller site pitches allocated?**

We allocate site pitches through a points scheme, based upon an assessment of an applicant's welfare needs. Those with the highest number of points and meeting the largest number of criteria required to go onto one of our sites, will be offered any pitches suitable to their needs first.

Sometimes, we may need to give immediate assistance to families living on the roadside and therefore homeless. However, any family found to have accommodation on a Traveller site within another Local Authority will be referred back to that Authority.

Under the Mobile Homes Act 1983, recently introduced by law on all our sites, your pitch needs to remain your "only or main home", and the pitch agreement can be terminated if it stops being your only or main home.

The number of applicants awaiting a Traveller site pitch may vary from time to time.

**An application remains on the waiting list for 12 months. After this time, it will expire. Kent County Council will contact you at the last address you have given, to see if you wish to renew your application. You can approach us at any time and ask for an application to be extended for a further twelve months from the time you contact us.**

**If an applicant cannot be contacted within 7 days of a pitch becoming available, the pitch will be offered to the person on the waiting list with the next highest number of points.**

#### **5. Can your position on the waiting list change?**

Your position on the waiting list can move up or down. For example, if you are awarded points for medical reasons you may go up list. Equally, other applicants who are assessed to be a higher priority due to their circumstances; could overtake you. If you have had children since your original application or a change in your welfare needs, your points may go up. This could change your position on the list.

## **6. How do we Assess Applications?**

Working as part of the Gypsy & Traveller Unit, a panel of Managers assess each individual application on merit. They can only consider an application accompanied by supporting information/ evidence of welfare needs that are mentioned on the form. If you do not provide us with the information requested, we will not accept the application form and will return it to you.

Details of the points system can be found on the back of this guidance booklet. As far as possible, we will allocate pitches on our sites in the same way as social housing is allocated.

## **7. Can I choose my new home?**

You can express a preference for a particular site **or sites**, We need to ensure pitches are allocated to those who really need them.

Before you begin to live on the pitch you must sign to say you have received a Pitch **agreement**. The terms in that are regulated by a version of the Mobile Homes Act 1983

## **8. Pitches for People with Disabilities**

None of our pitches are currently purpose built to meet the needs of people with disabilities. However if someone needs the pitch adapting, Kent County Council will supply details for the relevant agency.

## **9. How many offers will I get?**

If you refuse an offer of a suitable pitch, you may have to wait a while for another offer to be made. This is due to the short supply of pitches. We will make you a maximum of two (2) suitable offers. After this, no offers will be made for twelve (12) months. If you decide to refuse an offer, you should let Kent County Council know within 7 days of the offer.

## **10. And if I am not happy or disagree with the points I have been given?**

We will review your application if you write or ring to tell us why you want a review. If you are still not satisfied, you have a right to appeal to the Pitch Appeal Panel, made up of Senior Managers from Kent County Council who have not been involved with the application before.

## 11. Points Allocation System (based upon evidence provided)

Points Rating Criteria	Points
<b><u>Local Connections</u></b>	
Applicants have lived in an area for 12 months or have family resident in the area for 3 out of last 5 years,	20
<b><u>Problems with Existing Accommodation</u></b>	
Living on an overcrowded plot	30
Unauthorised site without useable facilities	10
Housing on an unauthorised private site	10
<b><u>Poor or Absent facilities</u></b>	
Lack of water supply	20
No flushing Toilet	5
No Bathing or Showering facilities	5
<b><u>Security of Tenure</u></b>	
Applicant at Risk of Eviction (through no fault of their own)	20
Given notice to quit	25
<b><u>Welfare Considerations</u></b>	
Applicant fears for their personal safety. At risk of, or escaping violence, intimidation, harassment (through no fault of their own)	40
Applicant required to support or care for a relative (for medical reasons)	30
Applicant is required to support or care for a relative	25
<b><u>Family Considerations</u></b>	
Pregnancy	15
Children under 12 months	10
Children 1 -18 Years old	5
Relatives aged over 60	15
<b><u>Educational Considerations</u></b>	
Children 5-11 Years Old	10
Children 12-16 Years Old	10
Children that have a Statement of Special Educational Needs	25
<b><u>Medical Conditions</u></b>	
<b>Substantial.</b> Applicant has/ is likely to have significant health problems. Has, or is likely to be unable to carry out personal care or domestic routines in future.	75
<b>Moderate.</b> Applicant is unable to carry out the majority of personal care/domestic routines, may need help from family.	30

### Existing Points

1-25  
26-50  
51-75  
76-100  
101plus

### Points Added for every months an applicant is on Waiting List.

1 Additional Point  
2 Additional Points  
3 Additional Points  
4 Additional Points  
5 Additional Points

### What do I need to do now?

Please check your application form making sure that you have completed all the relevant boxes, including your contact details.

### Supporting Information.

Please look through the tick list overleaf. Please go through all the boxes until you have provided the required information and enclose all relevant details. If you do not supply all the information, we will not process your application and it will be returned to your address.

You can use these as supporting information:

- Current Licence/ Tenancy Agreement
- Current Rent Book or Card (if you have one)
- A utility bill or receipt (no more than 3 months old) for gas, electric, water or telephone services
- A Full Driving Licence
- A Birth Certificate
- A Council Tax bill or receipt
- Details of any benefits you get that show your National Insurance Number
- A bank statement (no more than 3 months old)
- NHS medical card
- Antenatal clinic card and birth certificate

Please note that we may arrange to visit your current address before offering you a pitch on one of our sites.

Please send your completed application form and supporting information to:

Kent County Council  
Gypsy and Traveller Unit  
Invicta House  
County Hall  
Maidstone  
Kent ME14 1XX

Gypsy.traveller@kent.gov.uk

**Supporting Information Checklist (Please tick boxes accordingly)**

<b>Personal Information ( Essential)</b>	<b>Add and Tick – or “tick when added”?</b>
Contact Telephone Number	
Contact Address	
National Insurance Number (Main applicant & Joint applicant)	
Passport Number (Main applicant & Joint applicant)	
A Signed Application form (Main applicant & Joint applicant)	
<b>Support Information (Essential)</b>	
Photocopy of Passport (Main applicant and Partner where applicable)	
Photocopy of any document showing your Name & National Insurance Number(Main applicant & Joint applicant)	
1 type of identification for each person moving with you including each child	
Birth Certificate(Main applicant & Joint applicant)	
Details of 2 referees	
Support Information (Where Applicable)	
2 types of identification showing your current address	
2 Types of identification shown current address of any Joint Applicant (if different to Main)	
Expectant Mothers must provide proof of expected date of birth	
Medical letter/s supporting any medical conditions stated in application form	