**West Sussex County Council  
Gypsy and Traveller Caravan Sites**

**ALLOCATION POLICY AND PROCEDURE**

***Aim***

Our aim is to ensure allocations are made according to the needs of applicants, and to ensure effective management of sites and protect the interests of other residents. The Gypsy Unit aims to treat all applicants and all applications fairly.

***Applications for Plot Allocation and the Waiting List***

If you want to go on to our Site Waiting List for a pitch on one of the sites we manage you must fill out the attached form or ask us or someone else to help you fill out this form. We need evidence to support information you provide on this form and you must also let us know if any of your circumstances change.

If we cannot immediately offer you a Plot on a site you will be put you on our Waiting List for the site or sites you have named, unless we tell you why we cannot do so. We will take you off the list for any site after 12 months unless you let us know your latest details, and say that you want to remain on the list. It is up to you to keep in touch with us, by phone, letter or email or personal contact. The more sites you apply for, the greater your chances of being allocated a Plot.

This form is for sites managed by West Sussex County Council;

these are listed on page 5.

Only a few Plots become available for letting each year, and some have limits on space or facilities, meaning that they cannot be offered to any family on the list.

We want plot offers to be fair. We need accurate and current information from you, the applicant, so we can assess need and/or possible management problems at an early stage (including comments from other services, local authorities, the Police and local knowledge). When you apply, you agree we can make suitable and confidential inquiries to help us decide on your application, and you agree that agencies and other organisations can give us personal and confidential information about you.

**ALLOCATION CRITERIA**

(not in order of importance)

*Special Need* - This includes the following:

Urgent Housing Need - to include:

* Presently homeless or threatened with homelessness, under English law, whether a homelessness application has been made or not.
* Living in overcrowded circumstances/a victim of violence or harassment.

Vulnerability

* As assessed or advised by a Social Services or Education Authority, including currently receiving or needing support services in the area.

*Other Factors*

* Medical- as advised by a doctor, health visitor or similar medical advisor, including currently receiving or needing support services in the area.
* Applicant or household member has regular employment in the County or area near the site applied for.
* Can prove travelling links with the County.
* Family has a child of school age regularly attending a school within the County.
* Has immediate family within the County - defined as parent, child, sibling, grandparent or similar close relationship.

*Management Considerations*

The council will take due account of any potential management problems which may arise from, amongst other factors (which will be specified in any decision letter), any reasonably held belief as to incidents, especially within the previous three years, of violence, damage to site facilities or property elsewhere or nuisance or antisocial behaviour to Gypsy & Traveller families or other residents within the Council's area or neighbouring areas.

In addition, due account will be taken of the need to ensure that those who are allocated plots are compatible with other existing family groupings both within any official Gypsy & Traveller site or to residents within the locality of such a site, whether or not they have had any previous contact with each other.

*Site Rules / Licence Conditions*

All successful applicants will be asked to sign a licence (both applicants where the licence is joint) which sets out the rules governing the good conduct of sites and advising that a breach of the licence is likely to result in formal action being taken to seek the removal of the licensee responsible from the site.

*Appeals*

There is no specific appeals procedure in respect of the Council's refusal to allocate a plot or the non-inclusion of an applicant on the Council's waiting list. Any grievances can be handled via the West Sussex County Council's formal complaints procedure, a copy of which can be obtained on request from the Travellers Team Leader, West Sussex County Council, County Hall, Chichester, West Sussex PO19 1RQ.

*Who can go on the Site Waiting List?*

To apply to be a licensee, you need to be all of these:

* At least 16 years old.
* A Gypsy or Traveller, either by ethnic group or under the current legal definition.
* Not "intentionally homeless" under the Housing Act 1996.

*Restrictions*

We have a waiting list to achieve a balance between meeting accommodation needs, managing resources and fostering an acceptable quality of life on sites in accordance with our allocation procedures. Applicants may not, therefore, be eligible if there is evidence of recent behaviour, **by an applicant or a member of their household**, likely to affect the management of the Council's site and/or adversely impact on the Site Community.

Examples of exclusions could be where an applicant, or a member of their household, has, especially recently had:

* Convictions for violent or other serious offence(s).
* Convictions for drug use or drug dealing.
* Used threatening language or behaviour to any officer of a Council.
* Been subject to an injunction over violent behaviour in the past three years.
* Behaved in an antisocial manner towards neighbours.
* Supplied false or misleading information when making a Plot Waiting List application.
* Deliberately worsened their housing situation without reasonable cause.
* Moved onto one or more of our Sites without permission in advance.
* The applicant, or a member of their household, has property in West Sussex or any other County which they can reasonably be expected to occupy.
* Has a housing related debt from previous occupation of Council sites

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**APPLICATION**

It is important that you provide accurate information and answer all questions. If you provide any false information your application will be void, and will be returned to you.

**Which Site or Sites would you like to apply for?**

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| --- | --- | --- | --- | --- |
| Adversane  Billingshurst |  |  | Ryebank  Littlehampton |  |
|  |  |  |  |  |
| Cousins Copse  Billinghurst |  |  | Walstead  Haywards Heath |  |
|  |  |  |  |  |
| Easthampnett  Chichester |  |  | Westbourne  Westbourne |  |
|  |  |  |  |  |
| Fairplace Hill  Burgess Hill |  |  | Withy Patch  Shoreham/Lancing |  |
|  |  |  |  |  |
| Horsgate  Haywards Heath |  |  |  |  |

**Provide full details of your household.**

(Your household includes you and everybody who will be living with you, including expected children. You may be asked to provide evidence that you live together as a household [e.g. child benefit book, income support details, electoral register].

**Only those listed will be allowed to live on this site**.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Surname** | **First Name** | **Date of Birth** | **Are you a Gypsy or Traveller?** | **Relationship to Applicant(s)** |
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**Contact Details**

**Telephone Number(s)** **Address**

**Detail of your Children’s school.**

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| --- | --- |
| **Name** | **Address** |
|  |  |
|  |  |
|  |  |

**National Insurance Numbers**

|  |  |
| --- | --- |
| Applicant | ­­**\_ \_ \_ \_ \_ \_ \_ \_ \_ \_** |
| Joint Applicant  (if applicable) | **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_** |
| Any other adults  (if applicable) | **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_** |
|  | **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_** |

**Where do you live at the moment?**

(If you are of no fixed abode, please give a postal address where letters may be sent (this is important in case we need to contact you), or at least a mobile phone number. Please also say how long you have lived there.)

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**Do you have to leave this accommodation for any reason? If so, please provide full details.**

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**If you rent you present house, mobile home and /or plot, please provide details of your current landlord and a copy of you tenancy agreement, rent book or licence agreement.**

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**Have you or any member of you household:**

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| --- | --- | --- | --- | --- |
| Been convicted of violence |  |  | Been convicted of drug use |  |
|  |  |  |  |  |
| Been convicted of drug dealing |  |  | Used threatening language to an Officer of the Council |  |
|  |  |  |  |  |
| Demonstrated threatening behaviour to an Officer of |  |  | Been subject to an injunction for threatening behaviour |  |
| the Council |  |  |  |  |
| Behaved in an antisocial way towards neighbours |  |  |  |  |

**If so, please provide full details.**

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**Provide details of any pets or animals you have.**

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**Provide details of your employment and/or any benefits your household is receiving.**

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**Do you have close family connections on the site(s) you have applied for?**

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| --- | --- | --- |
| **Name** | **Address** | **Relationship** |
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**Have you applied to the Gypsy Units, or other caravan site or housing providers in the last 5 years (anywhere in the UK)? If you have, please provide details.**

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**Have you or anyone else in your current household ever lived on any of the**

**sites you are applying for now, or lived on any other site managed then by West Sussex County Council? If so, please provide full details and details.**

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**Please provide details of any other property that could be lived on or in, other that your current home.**

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**Do you or any members of you household have medical condition which is adversely affected by your current circumstances? If so, please provide full details.**

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**Please provide details of any welfare issues that we should take into account when considering your application.**

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**Is there anything else you would like to tell us about you accommodation needs? Have you or anyone in your family now living with you ever been judged intentionally homeless? If so, please give dates, council name, reason (s), and whether you or anyone in your family are currently judged to be intentionally homeless.**

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**DECLARATION**

All of the replies I have given on this form are true to the best of my knowledge. I understand that any false or misleading information may lead to prosecution for a criminal offence and may result in my being removed from the waiting list or being evicted from any accommodation allocated.

I understand that any information given by me will be held by the Gypsy Unit and may be used by any part of the Council in performing its functions and passed to other social housing agencies.

**AUTHORISATION**

I agree that enquiries may be made of any present and previous landlords and any relevant agencies or individuals, including Police records, who may be able to help in those investigations and that a photocopy of this authorisation may be used in those circumstances.

I also understand that the information obtained by this method will be treated as confidential provided that I have not tried to mislead or withhold information which is required to support my application under the Unit's accommodation procedures.

I undertake to inform the Gypsy Unit of any material changes in personal circumstances.

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| Signed (applicant): |  | Date: |  |
|  |  |  |  |
| Print Name: |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Signed (joint applicant): |  | Date: |  |
|  |  |  |  |
| Print Name: |  |  |  |
|  |  |  |  |