

Wiltshire County Council

GYPSY AND TRAVELLERS ALLOCATION POLICY

1. Cultural Needs of the Travelling Community

- 1.1 The Council understands that Traveller communities are diverse, but that many Gypsies and Travellers choose to live within small kin-based groups where they can enjoy the benefits of their extended family support which is an essential part of their culture.
- 1.2 The Council aims to provide appropriate accommodation and support services to Gypsies and Travellers on the sites it manages, which respect their culture and traditions and help to address some of the discrimination they face. Traveller Liaison Officers (TLO) must be satisfied that the applicant is a bona fide Gypsy or Traveller.

2. Criteria for Allocation of a Plot

- 2.1 Eligibility of applicants to Traveller Sites is assessed by applying the following criteria.
 - History and length of homelessness.
 - 'Family' connections with the site.
 - Social Reasons (e.g. need for children to attend school)
 - Health (physical and mental)
 - Support needs
 - Licence Fee arrears
 - Likely impact on other residents
- 2.2 The above criteria will be considered by the County Council. The information provided on personal issues will be kept confidential. Any final decision about applicants for rehousing on a site will be taken after full consultation with other households accommodated on the site, to ensure their kinship networks are not disrupted, and their cultural needs are respected.

3. Application Procedure

- 3.1 Written or Verbal enquiries will be accepted and should be made to the Traveller Liaison Officer (TLO).
- 3.2 The TLO will interview applicants and assess them against the criteria listed in 2.1 above, and complete Applications Form (See Appendix A).
- 3.3 New applicants will only be put on the waiting list if they meet the criteria in 2.1 above. However, all applications/enquiries must be recorded by the TLO.
- 3.4 The TLO will make enquiries in respect of the two referees named by the applicant. If two references are not obtained, TLOs can start the new resident on a probationary licence (see attached).
- 3.5 The site waiting lists will be reviewed by TLO's every six months to confirm the applicants are still waiting for a pitch and will adjust the waiting lists accordingly. An up to date contact address and/or contact number **must** be available while applicants remain on the waiting list.

- 3.6 Applicant's who do not provide contact information must contact the TLO periodically to confirm their continued interest in a pitch. Applicants who cannot be contacted and/or have not made contact with the TLO will be removed from the list when it is reviewed.

4. Mutual Exchanges

Mutual exchanges will be considered by the County Council, which must include site consultation; this applies only to sites within Wiltshire.

5 Signing Licence Agreements

- 5.1 The TLO must ensure that all new residents sign the licence agreement, and pay the £200.00 deposit before they move onto the site. The TLO will explain all the rules of the site and the conditions of the licence agreement to ensure the new residents understand their responsibilities.

6. Refusals

- 6.1 The TLO will explain the reasons for any refusal to the individual applicant both verbally, and confirmation in writing.
- 6.2 Applications will normally only be refused if satisfactory references cannot be obtained, or if the majority of site residents have valid objections to the applicant.
- 6.3 Applicants who are unsuccessful may appeal to the Principal Contracts Manager. This should be within 14 working days of the decision being notified, and can be by telephone. The appeal will be responded to within 14 working days.

WILTSHIRE COUNTY COUNCIL**Application For A Caravan Pitch****Please Complete All Sections**

DATE APPLICATION RECEIVED _____

1. NAME OF APPLICANT/S

SURNAME	FIRST NAME	MALE/FEMALE	DATE OF BIRTH	PLACE OF BIRTH

2. CONTACT TELEPHONE NUMBER: STD Code (_____) _____

NATIONAL INSURANCE NUMBER: _____

3. FAMILY MEMBERS (who will be living with you)

SURNAME	FIRST NAME	MALE / FEMALE	DATE OF BIRTH	RELATIONSHIP

4. CURRENT ADDRESS

5. IS YOUR CURRENT ADDRESS A LEGAL SITE? Yes No (please tick)*If Yes please provide the following:*

Name of Local Authority _____

Name of TLO and telephone number _____

6. PREVIOUS ADDRESS (please provide your last three addresses)

	ADDRESS	TYPE OF ACCOMMODATION	NO. YEARS THERE
1			
2			
3			

7. BENEFITS

Are you claiming Housing Benefit? Yes No

Do you need assistance with future claims? Yes No

8. Do you need a Register with a Doctor/Dentist? Yes No

9. Are there any medical problems you wish to inform us of?

10. Is there a particular Site/s you wish to be considered for? Yes No

If Yes please provide Name of Site/s _____

11. Do you have relatives in Wiltshire Yes No

If Yes please provide details

SURNAME	FIRST NAME	NAME OF SITE	RELATIONSHIP

12. How many Caravans, Trailers, and Vehicles will you be bringing on site maximum allowed (2)

DESCRIPTION	NUMBER
Caravans	
Trailers	
Vehicles	
Other	

13. Please provide the names and addresses of two referees with contact numbers.

Referee 1

Referee 2

Tel No. _____

Tel. No. _____

14. **Signature of Applicant 1** _____ Date ____/____/____

Signature of Applicant 2 _____ Date ____/____/____