KCC Gypsy & Traveller Caravan Sites

Plot Waiting List Application

www.kent.gov.uk
Plot Waiting List
Application

You should complete this form to apply for a plot, or change of plot, on a Gypsy & Traveller Caravan Site managed by Kent County Council. The sites are:

Aylesham Caravan Site
Snowdown, Dover  CT15 4LS
Apply to Kent County Council
www.kent.gov.uk

Coldharbour Caravan Site
Old London Road, Aylesford  ME20 7NZ
Apply to Kent County Council
www.kent.gov.uk

3 Lakes Caravan Site
Castle Road, Sittingbourne  ME10 3NL
Apply to Kent County Council
www.kent.gov.uk

Greenbridge Caravan Site
Vauxhall Road, Canterbury  CT1 1YZ
Apply to Kent County Council
www.kent.gov.uk

Bean Caravan Site
Claywood Lane, Bean, Dartford  DA2 8BU
Apply to Dartford Borough Council
www.dartford.gov.uk

Cinderhill Wood Caravan Site
Matfield, Brenchley, Tunbridge Wells  TN12 7ED
Apply to Tunbridge Wells Borough Council
www.tunbridgewells.gov.uk

Denton Caravan Site
Westcourt Marshes, Shamrock Road, Gravesend  DA12 2LL
Apply to Graveshame Borough Council
www.gravesham.gov.uk

Silver Spot Caravan Site
Old Ferry Road, Iwade  ME9 8SP
Apply to Swale Borough Council
www.swale.gov.uk

Water Lane Caravan Site
Ulcombe, Maidstone  ME17 1DH
Apply to Maidstone Borough Council
Apply to Maidstone Borough Council
www.maidstone.gov.uk

Barnfield Park Caravan Site
Ash, Sevenoaks  TN15 7LY
Apply to Kent County Council
www.kent.gov.uk

Heartenoak Caravan Site
Heartenoak Road, Hawkhurst  TN18 5EU
Apply to Kent County Council
www.kent.gov.uk

Polhill Caravan Site
Dunton Green, Sevenoaks  TN13 2TQ
Apply to Kent County Council
www.kent.gov.uk

Windmill Lane Caravan Site
Windmill Lane, West Malling  ME19 6PJ
Apply to Kent County Council
www.kent.gov.uk

Chilmington Caravan Site
Chart Road, Great Chart, Ashford  TN23 3AE
Apply to Ashford Borough Council
www.ashford.gov.uk

Cuxton Caravan Site
Sundridge Hill, Cuxton  ME2 1LE
Apply to Medway Council
www.medway.gov.uk

Hever Road Caravan Site
Edenbridge, Sevenoaks  TN8 5DJ
Apply to Sevenoaks District Council
www.sevenoaks.gov.uk

Stilebridge Caravan Site
Stilebridge Lane, Marden, Maidstone  TN12 9BJ
Apply to Maidstone Borough Council
www.maidstone.gov.uk

Above is a list of all public maintained Gypsy and Traveller sites in Kent and Medway. Please contact Kent County Council Gypsy and Traveller Unit on 08458 247 247 or gypsy.traveller@kent.gov.uk for further information.
Aims of the policy

To provide a high quality site pitch for those in need. This policy aims to make sure that site pitches will be rented to people who apply because they are homeless, vulnerable or in priority need, and to those who may have had, or have great difficulty in securing pitches on privately owned Traveller sites with planning consent.

To make sure all applicants meet the criteria a 'needs assessment' is completed and a points system applied to this. Each applicant is given a point score based on the information provided. The Gypsy & Traveller Unit must 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 a pitch, we will offer advice on other options.

How the system works

The following people are eligible for inclusion onto Kent County Council’s Gypsy and Traveller Unit waiting list:

1. People over 18 years old who have lived in the area for at least 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. Members of the Gypsy and Traveller community who are transitory will have their application assessed on priority need.

OR

2. People who apply as qualifying persons and meet the criteria because of exceptional circumstances or special needs, regardless of their 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 old unless they are deemed as meeting priority need.

b) Any person who is ineligible under the law because they are subject to immigration controls or a person from abroad who is ineligible for housing assistance.

Existing family groupings will be considered when allocating pitches to new licensees to minimise potential conflicts, both within any official Gypsy & Traveller site and with residents living near a site.

Individuals have a right to ask for a review of a decision to refuse or to terminate their application or seek to be re-included on the waiting list.

A fresh application can be considered if the applicant’s immigration status changes 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, a fresh application will not be accepted for one year.

The above criteria will be considered by an allocations panel made up of officers from Kent County Council, a member of any qualifying residents association for the site with the vacant pitch and an officer from the local borough or district council. Any information provided on personal issues will be kept confidential.
KCC Gypsy and Traveller Sites
Pitch Allocation Policy

Care should be taken to fill out the application form in line with the notes provided in the waiting list guidance information. An officer from Kent County Council's Gypsy and Traveller Unit can help applicants complete the form if required.

Pitch agreement

All successful applicants will be offered a pitch agreement (both applicants where the licence is jointly held) regulated by the Mobile Homes Act 1983. The pitch agreement sets out the rules governing good conduct of sites, advises that any breach of licence is likely to result in formal action being taken to remove the licensee responsible from the site. The rules of the site are set out in the licence and are made up of implied terms used in the Mobile Homes Act 1983 and express terms, which are site specific. 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.

Any Application submitted that is found to have false information could be refused and/or face further action.

Grievances/complaints

Any grievances or complaints can be handled using Kent County Council's formal complaints procedure. A copy of this can be obtained on request from:

Gypsy and Traveller Unit
Invicta House, Sessions Square,
County Hall, Maidstone,
Kent ME14 1XX
www.kent.gov.uk

Reception
Sessions House, Sessions Square,
Maidstone, Kent ME14 1XQ

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:

- 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 Kent which they can reasonably be expected to occupy.
# KCC Gypsy and Traveller Sites

## Pitch Allocation - Points Allocation System

### Points Rating Criteria

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Connections</strong></td>
<td></td>
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<tr>
<td>Applicants have lived in the area for at least 12 months, or have family resident in the area for 3 out of the last 5 years</td>
<td>20</td>
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<tr>
<td><strong>Problems with Existing Accommodation</strong></td>
<td></td>
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<tr>
<td>Living on an overcrowded plot</td>
<td>30</td>
</tr>
<tr>
<td>Unauthorised site without usable facilities</td>
<td>10</td>
</tr>
<tr>
<td>Housing on an unauthorised private site</td>
<td>10</td>
</tr>
<tr>
<td><strong>Poor or Absent facilities</strong></td>
<td></td>
</tr>
<tr>
<td>Lack of water supply</td>
<td>20</td>
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<tr>
<td>No Toilet</td>
<td>5</td>
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<tr>
<td>No Bathing or Showering facilities</td>
<td>5</td>
</tr>
<tr>
<td><strong>Security of Tenure</strong></td>
<td></td>
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<tr>
<td>Applicant at Risk of Eviction (through no fault of their own)</td>
<td>20</td>
</tr>
<tr>
<td>Given notice to quit</td>
<td>25</td>
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<tr>
<td><strong>Welfare Considerations</strong></td>
<td></td>
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<tr>
<td>Applicant fears for their personal safety. At risk of, or escaping violence, intimidation, harassment (through no fault of their own)</td>
<td>40</td>
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<tr>
<td>Applicant required to support or care for a relative (for medical reasons)</td>
<td>30</td>
</tr>
<tr>
<td>Applicant is required to support or care for a relative</td>
<td>30</td>
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<tr>
<td><strong>Family Considerations</strong></td>
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<tr>
<td>Pregnancy</td>
<td>15</td>
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<tr>
<td>Children under 12 months</td>
<td>10</td>
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<td>Children 1-18 Years old</td>
<td>5</td>
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<tr>
<td>Relatives aged over 60</td>
<td>15</td>
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<tr>
<td><strong>Educational Considerations</strong></td>
<td></td>
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<tr>
<td>Children 5-11 Years Old</td>
<td>10</td>
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<td>Children 12-16 Years Old</td>
<td>10</td>
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<tr>
<td>Children that have a Statement of Special Educational Needs</td>
<td>25</td>
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<tr>
<td><strong>Medical Conditions</strong></td>
<td></td>
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<tr>
<td><strong>Substantial.</strong> Applicant has/ is likely to have significant health problems. Has, or is likely to have an inability to carry out personal care or domestic routines in future.</td>
<td>75</td>
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<tr>
<td><strong>Moderate.</strong> Applicant has an inability to carry out the majority of personal care/domestic routines and may need help from family.</td>
<td>30</td>
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<tr>
<td><strong>Existing Points</strong></td>
<td>Points Added for every month an applicant is on Waiting List.</td>
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<tr>
<td>1-25</td>
<td>1 Additional Point</td>
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<tr>
<td>26-50</td>
<td>2 Additional Points</td>
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<td>51-75</td>
<td>3 Additional Points</td>
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<td>76-100</td>
<td>4 Additional Points</td>
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<tr>
<td>101 plus</td>
<td>5 Additional Points</td>
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</table>
KCC Gypsy and Traveller Sites
Applying for a Pitch

Applying for a pitch on a Kent County Council Gypsy and Traveller site

**You**
- Make an application for the waiting list
  - Complete an application form giving all the details requested
  - Provide evidence of your welfare needs (if applicable)

**KCC**
- Kent County Council (KCC)
  - Decide whether you are eligible to apply and write to you advising of their decision

**Waiting List for a site pitch**
- Your details are entered and held on the waiting list for site pitch allocation when one becomes available

**Eligible**
- Apply for housing

**Not Eligible**
- Over time your needs and / or circumstances may change – and you may move onto the waiting list
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. Should you need help in completing the form, please contact the Council’s Gypsy Unit on 08458 247247.

Which Site or Sites would you like to apply for?

- Aylesham, Snowdown, Dover  
  Apply to www.kent.gov.uk
- Coldharbour, Old London Road, Aylesford  
  Apply to www.kent.gov.uk
- 3 Lakes, Castle Road, Sittingbourne  
  Apply to www.kent.gov.uk
- Greenbridge, Canterbury  
  Apply to www.kent.gov.uk
- Bean, Claywood Lane, Bean, Dartford  
  Apply to www.dartford.gov.uk
- Cinderhill Wood, Matfield, Brenchley, Tunbridge Wells  
  Apply to www2.tunbridgewells.gov.uk
- Denton, Westcourt Marshes, Shamrock Road, Gravesend  
  Apply to www.gravesend.gov.uk
- Silver Spot, Old Ferry Road, Iwade  
  Apply to www.swale.gov.uk
- Water Lane, Ulcombe, Maidstone  
  Apply to www.maidstone.gov.uk
- Barnfield Park, Ash, Sevenoaks  
  Apply to www.kent.gov.uk
- Heartenoak, Heartenoak Road, Hawkhurst  
  Apply to www.kent.gov.uk
- Polhill, Dunton Green, Sevenoaks  
  Apply to www.kent.gov.uk
- Windmill Lane, West Malling  
  Apply to www.kent.gov.uk
- Chilmington, Chart Road, Great Chart, Ashford  
  Apply to www.ashford.gov.uk
- Cuxton, Sundridge Hill, Cuxton  
  Apply to www.medway.gov.uk
- Hever Road, Edenbridge, Sevenoaks  
  Apply to www.sevenoaks.gov.uk
- Stilebridge, Stilebridge Lane, Marden, Maidstone  
  Apply to www.maidstone.gov.uk

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 the Site.)

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>Name and place of School</th>
<th>Are you a Gypsy or Traveller?</th>
<th>Relationship to Applicant(s)</th>
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National Insurance Numbers

Applicant
Joint Applicant (if applicable)
Any other adults (if applicable)
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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.)

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

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

Have you or any member of your household:

- 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 the Council
- Been subject to an injunction for threatening behaviour
- Behaved in an antisocial way towards neighbours
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If so, please provide full details.

Provide details of any pets or animals you have.

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

Do you have close family connections on the Site(s) you have applied for? (grandparent, parent, sister or brother)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Relationship</th>
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Have you applied to the Gypsy and Traveller Unit, or other caravan site or housing providers in the last 5 years (anywhere in the UK)? If you have, please provide details.


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 Kent County Council? If so, please provide full details and dates.

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

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

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

Is there anything else you would like to tell us about your accommodation needs? Have you or anyone in the family now living with you ever been judged intentionally homeless? If so, please give date, council name, reason(s) and whether you or anyone in your family are currently judged to be intentionally homeless.
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 and Traveller 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 and Traveller Unit of any material changes in personal circumstances.

Signed (applicant) Date

Signed (joint applicant) Date

Please return this form to:
The Gypsy and Traveller Unit,
Invicta House,
Sessions Square,
Maidstone,
ME14 1XX.