

Application Form

This application form must be completed for all new applicants and existing licensees wishing to apply for a pitch. All applications made on the council's form will be considered.

An officer from KCC's GRT Resident Service can help applicants complete the form if required, at monthly in-person sessions held in Maidstone. To make an appointment to attend a session, please contact the GRT Resident Service on [03000 42 15 67](tel:03000421567).

If you require this form in an alternative format or language, please email alternativeformats@kent.gov.uk or call 03000 42 15 53 (text relay service number 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

The council will provide free of charge advice and information about the right to make an application.

Alternatively, help or support with applying for a pitch, can be requested from:

- Friends, Families and Travellers provide a national helpline on [01273 23 47 77](tel:01273234777), which provides support with applying for a pitch, or
- your local Citizens Advice Bureau on [0800 144 8848](tel:08001448848).

Care should be taken when filling out this application form, and all information provided must be true and correct. Where false or misleading information is provided at any time during the allocation process, the application will be refused or stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

Completed application forms must be submitted to the GRT Resident Service, either online, by email to gypsy.traveller@kent.gov.uk or by post to:

Kent County Council
GRT Resident Service
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

It is your (the applicants) responsibility to ensure you keep KCC updated of any changes in your contact details or any changes in circumstances (including but not limited to children, education arrangements, medical conditions, criminal convictions).

Consents

Please read each statement in full, and check the box to confirm acceptance:

The information I will give about myself, and my family members is true to the best of my knowledge. I understand that any false or misleading information I give may lead to prosecution for a criminal offence, my application will be deleted, and I may be evicted from the pitch I have been allocated.

KCC's GRT Residents Service complies with the Data Protection Act 2018. I have read and understood the [privacy notice](#)¹ which explains how me, and my family members personal information is held and processed.

I can confirm that all my family members know their personal details have been included in my application and they all understand how their information will be held and processed by KCC's GRT Residents Service.

I give permission for KCC's GRT Residents Service to carry out verification checks on all information I have provided in the application, and to complete appropriate background checks on myself and all members of my family who will be residing with me. I understand that KCC's GRT Residents Service will treat the information received in this process about myself and my family members in confidence.

I understand that I am responsible for telling KCC's GRT Residents Service about any changes to me and my family members personal circumstances throughout the application process and whilst on the waiting list.

Signed:

Name:

Date:

¹ www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/environment-planning-and-enforcement/gypsy-roma-traveller-resident-service-privacy-notice

1. About You

Surname of Applicant (including any other names by which known)			
First Names of Applicant (including any other names by which known)			
Date of Birth			
National Insurance Number			
Contact Phone Number			
Contact Email Address			
Name of Person Completing This Form (if different from main applicant)			
Do you have the right to remain in the UK?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced <input type="checkbox"/> Other
Name of Partner		Date of Birth of Partner	
National Insurance Number of Partner			
Will your partner be living with you on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

To which ethnic group do you belong?	
Gypsy/Roma	
Traveller of Irish Heritage	
Scottish Traveller	
Other (please specify)	

Current Address		
How long at this address	Years	Months
What kind of accommodation is your current address? E.g. mobile home, house, homeless		
Please provide contact details of land owner/ landlord		
Please detail why you are looking to move from your current location?		

Please provide your last 5 year address history:

If you have been travelling in the last 5 years (for more than 50% of the time), please provide a summary of your travelling patterns:

2. Current Accommodation Arrangements

Are there problems with your existing accommodation:

- Currently homeless
- No fixed address/sofa surfing
- Unauthorised site or development without running water and/or useable toilets and washing facilities
- Living on an overcrowded pitch/house
- Temporary accommodation – cannot stay long term
- Not culturally suitable
- I am being evicted through no fault of my own
- I have been given notice to quit through no fault of my own
- I am being evicted for my behaviour (misuse/breach of agreement/misconduct)
- It is not safe for me/my family to remain because I am at risk of violence, intimidation, harassment through no fault of my own
- I am escaping violence, intimidation, harassment through no fault of my own
- I am required to support or care for a relative who does not live at my current location
- My current accommodation is affecting my health
- I cannot afford to continue living in my current accommodation

3. Your Application for a Pitch

Which site(s) are you applying for: (please tick next to each site)	
Aylesham Caravan Site, Snowdon, Dover	
Barnfield Caravan Park, Ash, Sevenoaks	
Coldharbour Caravan Site, London Road, Aylesford	
Greenbridge Caravan Site, Canterbury	
Polhill Caravan Site, Sevenoaks	
Three Lakes Caravan Park, Sittingbourne	
Windmill Caravan Park, West Malling	
Any/all of the sites above	

4. Local Connections

Do you have close family living in Kent? (grandparents, parents, children, or siblings)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide their details below and how long they have lived in Kent for:		
Do you have any connections to the site(s) you are applying for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below:		

Do you, or any person listed above, own any other property, land, mobile/static home in the UK or abroad?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

5. Who Will Be Living With You?

Please list all people who will be living with you on the site	
Person 1 Full Name	
Person 1 Date of Birth	
Person 1 Relationship to you	
Person 2 Full Name	
Person 2 Date of Birth	
Person 2 Relationship to you	
Person 3 Full Name	
Person 3 Date of Birth	
Person 3 Relationship to you	
Person 4 Full Name	
Person 4 Date of Birth	
Person 4 Relationship to you	
Person 5 Full Name	
Person 5 Date of Birth	
Person 5 Relationship to you	

If your application is successful, and you are offered a pitch, only the names of the people you have listed here will be permitted to live with you.

Are you, or any person listed above, pregnant? (scores points)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a carer for any person listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is any person listed above a carer for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

Do you, or any person listed above, have medical conditions falling into any of the categories below? (Evidence must be provided)		
A. I / they have a life limiting illness, which means that I cannot complete basic welfare/daily tasks. I have a carer / care plan in place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. I / they have significant health problems. I have or am likely to frequently have an inability to carry out personal care or domestic routines now and in future, even with medication.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. I / they have an inability to carry out the majority of personal care/domestic routines, most of the time. I may need help from family on occasion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. I / they have a recognised medical condition that may/may not be treated with medication, which does not limit my daily activities or personal welfare on a daily basis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide further detail on the conditions above. Include how your / their current living arrangements impact your / their condition, and how moving to a site will improve it.		

Please provide details for any of the people listed above who are in school? Evidence must be provided	
Child 1 - Name	
School Name and Address	
Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child 2 - Name	
School Name and Address	

Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child 3 - Name	
School Name and Address	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a special education school?	
Child 4 - Name	
School Name and Address	
Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you, or any person listed above, have a social worker assigned to you by a Local Authority? Evidence must be provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

6. Financial Arrangements

Are you, or any person listed above, employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Are you, or any person listed above, self-employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Do you have a bank account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other sources of income? i.e. rental income, pension etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will you be paying for your pitch rent?		
<input type="checkbox"/> Universal Credit <input type="checkbox"/> Housing benefit <input type="checkbox"/> Rent (income from employment) <input type="checkbox"/> Rent (other income) – Please specify source of income:		

Please list all state benefits and other income which you or any person listed above receive per week:	
Employment support/job seekers allowance	£
Universal credit	£
Wages from paid employment	£
Working Families Tax Credit	£
Disability Living Allowance	£
PIP	£
Child Benefit	£
Child Tax Credit	£
Maintenance from spouse	£
Pension credit	£
State pension	£
Other – please detail	£

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7. Declarations

Have you, or any person listed above, ever been a resident previously on any site owned/managed by KCC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, ever had an application for accommodation refused?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted (fine imposed or custodial sentence) of a violent offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted of or arrested for, a drug related offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you, or any person listed above, have any current criminal investigations or actions pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'Yes' to any of the above, please provide detail below:		
Have you, or any person listed above, been issue with a breach notice or notice to quit by a Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you, or any person listed above, in debt with housing related costs to a Council or supplier?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted of or been subject to an injunction for threatening behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered 'Yes' to any of the above, please provide detail below:

Please provide below any details of welfare issues that the KCC GRT Residents Service should take into account when considering your application. For example, any support with reading and writing, completing form, applying for benefits etc.

Please provide below any further information which you feel should be known in support of your application.

Supporting Information

In order to ensure the fair and consistent application of the Pitch Allocation Policy, you must provide documents to verify your identity, your current circumstances and the information you have provided in the application form.

Evidence of a local connection

You must provide:

- A complete 5-year address history, including the full address, date moved in and moved out. This is required for both the applicant, joint applicant (if applicable) and any other adult within the household.
- The full name, address, and relationship to the applicant and/or joint applicant of all immediate family members (parent/brother/sister/child over the age of 18) who live in Kent, and have done so verifiably for the past 5 years.
- Armed Forces discharge papers.
- Evidence of any 'special reason' where local connection is not applicable.

Proof of address

- Every person listed on the application who is over the age of 18 (or 16 if they are no longer in education) must provide a utility bill, phone bill or GP registration card etc. Documents such as bank and Universal Credit statements cannot be used as proof of address, as it is possible to log in and amend the address online at any time.

Proof of identity

For every person listed on the application, provide:

- Current full or provisional UK driving licence (this should contain their current address, as it's a legal requirement to have your driving licence registered at your place of residence. However, there may be occasions that this is not up to date, e.g. when an individual is staying between friends and family); or
- Current UK or foreign passport or for EEA nationals, a national identity card; or
- Birth certificate (for children this should be the full copy that names the parent/s); or
- Current Armed Force's identity card.

Proof of eligibility (if applicable)

For anyone subject to immigration control (unless they are in an exempt group) or are not habitually resident in Great Britain, Ireland, the Isle of Man, or the Channel Islands,

or because of their right of residence under European Union Law, the following must be provided:

EU or EEA nationals only

- A residence permit, registration certificate or other documentation issued by the Home Office indicating a permanent right of residence in the UK.
- All documents from the Home Office confirming Settled Status or Pre-Settled Status if this has been granted, including the share code to access the applicant's status online.
- A passport or national identity card showing that the applicant is a national of the European Economic Area or Switzerland.

Other persons from abroad

- Biometric immigration document or share code issued by the UK Border Agency to the holder that indicates the person named is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

Immigration Status Documentation

- An immigration status document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, or no restriction on claiming benefits.
- Certificate of naturalisation or registration as a British Citizen.
- A passport or other travel document stamped or containing a visa to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right to live in the United Kingdom, or has no time limit on their stay in the United Kingdom or restrictions on claiming benefits.
- Any letter or certificate indicating a time limited right of entry.
- Referral letter from NASS for former asylum seekers.

Proof of pregnancy (If applicable)

- Both sides of the MAT B1 certificate. This can be obtained from the midwife once the household member reaches 20 weeks of pregnancy.

Proof of income

Where applicable, every person listed on the application who is over the age of 18 (or 16 if they are no longer in education), must provide:

- Full copies of all benefit entitlement/award letters, such as Employment Support Allowance, Income Support, Disability Living Allowance, Personal Independent

Payment, Carers Allowance etc. We require all pages of each letter for assessment.

- 2 full copies of the applicants most recent Universal Credit statements, this must include the full payment breakdown.
- Payslips covering the last 2 months or 8 weeks (depending on how the household member is paid).
- Proof of any private pensions.
- If self-employed, audited accounts, HMRC notification and/or most recent tax return.

Proof of Child Benefit

- This must show who the child benefit is being paid to, their address and the names and dates of birth of the children they receive it for.

Bank statements and proof of savings

For every person listed on the application, you must provide two full months of up-to-date statements for every account held by each household member listed on the application who is over the age of 18 (or 16 if they are no longer in education).

This includes accounts in other people's names such as children's accounts held by their parents. These must be dated within the last three months, and this includes all bank accounts ranging from everyday transactional accounts through to all savings accounts, for example; savings accounts held by you in your children's names, ISA's, Everyday Saver accounts and 'Pots' and any other savings accounts the applicant may hold as well as building society accounts, post office accounts, online accounts, PayPal accounts, and investments.

Screenshots are not accepted. Only a full statement showing the actual transaction lists, with a page that identifies the account holder and the account number will be accepted. If multiple accounts are held, we will require consecutive months for each account, to ensure that all transactions between accounts can be verified.

Notice to leave (if applicable)

- If the applicant is renting a property, this may be a Form 6, Possession Order or warrant of eviction.
- If the applicant is living with family and friends, this would be a letter from the owner explaining the situation and why the applicant is being asked to leave. This must contain the owners name, full address, signature, and a contact number/email address.

- If the applicant is a homeowner, they must provide mortgage repossession paperwork.
- If the applicant is currently living on an unauthorised encampment, the section 78 Notice must be provided.

Homeowners (if applicable)

If an applicant has previously or currently owns/part owns a property in the UK or abroad, proof of ownership is required. This could be a mortgage statement or land registry confirming ownership of the accommodation.

Supporting evidence (if applicable)

Applicants are also required to provide additional supporting information from relevant professionals or organisations to demonstrate their housing need and the circumstances that they would like the council to consider.

- If an applicant suffers from a medical condition and/or mental health issue. This would be a letter from the NHS medical professional that confirms their diagnosed conditions, and how these are being treated. The letter must detail their current accommodation is affecting these conditions.
- If they have a physical disability, which is being affected by their current accommodation, we require a Housing Needs Assessment (HNA), carried out by an Occupational Therapist.
- If the applicant feels they are at risk at their current address due to violence/threats of violence, we will require any crime reference numbers they may have and/or supporting information from any organisations they may be working with.

Verification and Fraud Prevention Policy Statement

All supporting information submitted will undergo comprehensive review, and verification checks will be conducted where deemed necessary. Any documentation identified as false, fraudulent, or intentionally misleading will result in the immediate rejection of the application and will be reported to the appropriate authorities in accordance with legal and regulatory requirements.