

Application for the allocation of a pitch on a Gypsy and Traveller site

If you require help or advice in filling in this form please do not hesitate to ask us

1. Your details

Preferred Site

Surname Maiden Name *(if applicable)*

First Name(s) Other names used

Date of birth Place of birth

National Insurance Number

Address where we can write to you (Please let us know if this changes) Telephone number

Do you have a partner? YES / NO Where does your partner live?

Partner's Name

Partner's date of birth Partner's place of birth

2. Your links with South Norfolk

What is your connection with the South Norfolk District?

Please list all addresses you have lived at in the last 5 years, starting with where you are living now (if different from the address where you can receive mail given above).

Addresses	From/To	Owner/Licensee/Tenant

3. Your family

Please list the children and any other family members that will be living with you:

Name	Date of birth	Age

4. Your requirements

Do you occupy a caravan at the moment?

YES/NO

Number and size of caravans to be occupied on site

Number of dogs you wish to have on the site:

Other Animals you wish to have on site:
(please describe)

5. Evidence to support your application

Please attach any additional information that you wish to support your application. If there is not enough space to answer a question please complete on another sheet.

For all applications we will need proof of identity and references from any previous sites. If previous site references cannot be provided you should nominate a contact from whom a reference may be obtained

References from previous sites or from your contacts

Name

Name

Address

Address

Tel No

Tel No

6. Ethnicity

How would you describe yourself?

Romany Gypsy Irish Traveller Other gypsy or traveller

(please describe.....)

7. Your current situation

Where are you currently living/stopping?

Do you currently own/rent any other property/land/pitch

YES/NO

If yes please supply details

Please describe why are you applying for a plot on this site

Please describe any health or welfare issues that you feel would be helped by a move to this site

Is there anyone who is currently offering you support who you would like us to contact to tell us more about why you need this pitch?

8. Confidential Disclosure

Have you (or a member of your household) ever been guilty of the following offences or evicted from your property or threatened with eviction on the following grounds

Rent arrears	Yes	No
If yes, what was the amount of your arrears?		
Breach of tenancy/licence/site conditions	Yes	No
Conduct causing or likely to cause a nuisance or annoyance to persons in the locality	Yes	No
Conviction for using the property for an immoral or illegal purpose	Yes	No
Conviction for an arrestable offence committed in the property or in the locality of the property	Yes	No
Deterioration in the condition of the property	Yes	No
A false statement that induced the landlord/site owner to grant the tenancy/licence	Yes	No
Subletting of the property without the consent of the landlord	Yes	No
Abandonment of a property	Yes	No
Sex offenders		
Do you or a member of your household appear on the sex offenders register?		
If you answered yes above, what is the name of the person on the register?		

Information about the confidential disclosure

Failure to complete this disclosure accurately and honestly will prevent the Council from considering your application.

Please be aware that answering yes to any of the questions in the disclosure does not automatically mean that you will be unable to join the register for South Norfolk Gypsy and Traveller sites or be given a lower priority.

9. Your Signature

I declare that the information given on this application/assessment is correct and I will notify South Norfolk Council of any changes there may be.

Signature

Date

We will contact you after we have made an assessment in accordance with the allocation criteria described on the enclosed sheet. You have a right to seek a review of our assessment if you are not satisfied.

Now return this form to: Strategic Housing, South Norfolk House, Long Stratton, NR15 2XE

Allocation Policy and Criteria for pitches

When a site becomes available, South Norfolk Council will use the information you have provided to decide who they will recommend to be offered a pitch. The final decision will be made by the organisation responsible for the management of the site

The Council will not be discriminate against anyone applying for a pitch on the grounds of:

- ethnic or national origin,
- race, colour or nationality,
- sex or marital status,
- disability,
- religion or belief,
- sexuality, or
- age.

We will assess each application on a case-by-case basis. When assessing your application, we will consider how you may get along with other site users. We will look at the site community as a whole. We will seek references from previous landlords and carefully consider any information submitted to us

We will look at a number of factors and assess your priority. We will be considering your application alongside applications from other people who want a pitch. When deciding who is given a priority we will use the following criteria.

- Homelessness or threatened with homelessness. We will also look at your recent housing history and take into account if you have contributed to the situation
- A Local connection with South Norfolk
- Living in overcrowded circumstances
- A victim of violence or harassment
- Your health and medical factors
- Social factors
- The need for children to attend a local school
- Other support you might have
- Compatibility with the site community

It is therefore really important that you give us as much information as possible.

Your application may be refused if

- you give false information or fail to provide suitable and valid references.
- you have a history of violence/sexual offences or drug mis-use, in which case our service may not meet your needs.
- you have a history of not paying site charges or rent in full, or have persistently and/or seriously broken rules with a previous landlord, or if you or your family or friends have been responsible anti-social behaviour.

If you have any queries regarding the application process please contact Strategic Housing on 01508 533705.

PLEASE WRITE ON THIS SHEET IF YOU WISH TO PROVIDE ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION, OR ATTACH OTHER SHEETS AS NECESSARY.