

Tunbridge Wells Borough Council

Cinderhill Gypsy/Traveller Site, Matfield – Plot Waiting List Application Form

You should complete the attached form to apply for a plot, or change of plot, on the Cinderhill Gypsy/Traveller Site, Matfield, managed by Tunbridge Wells Borough Council.

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 the Cinderhill Gypsy/Traveller Site and protect the interests of other residents. Tunbridge Wells Borough Council 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 you must fill out – or ask us or someone else to help you fill out – this application form. We will let you know, in writing, that we have got your form and respond to any letters within 10 days. We will ask you to come to an interview so we can discuss your accommodation needs and personal details. If we cannot offer you a place on our Waiting List, we will write and let you know why within 30 days of getting your form. If we need to know more we will ask you more questions, and it may take longer. We need evidence to support information you provide on this form.

You must also let us know if any of your circumstances change. If we cannot immediately offer you a Plot on the Cinderhill Gypsy/Traveller Site, we will tell you why we cannot do so. We will take you off the Waiting List 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 e-mail, so we can let you know if a Plot becomes available. If you give us an address or 'phone number, we will write to or ring you to remind you 11 months after you go on the List, unless you have written to or rung us.

Plots on the Cinderhill Gypsy/Traveller Site can only take a single trailer, and have limits on space and facilities, meaning that they are not suitable for all families. If the Cinderhill Gypsy/Traveller Site is not suitable for you/your family we will tell you as soon as you apply to join 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.

You should be aware that Plots on the Cinderhill Gypsy/Traveller Site rarely become available for letting.

There are a number of other Gypsy/Traveller Sites across Kent, managed by the following organisations, and you may want to contact them to find out about joining a Waiting List for one of these Sites:

- Kent County Council – manages sites in: Aylesford, Canterbury, Dover, Hawkhurst, Sevenoaks, Sittingbourne and West Malling
- Dartford Borough Council – manages a site in Dartford
- Gravesham Borough Council – manages a site in Gravesend

- Swale Borough Council – manages a site in Iwade
- Maidstone Borough Council – manages sites in Maidstone and Marden
- Ashford Borough Council – manages a site in Great Chart, Ashford
- Medway Council – manages a site in Cuxton
- Sevenoaks District Council – manages a site in Edenbridge

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.
- Medical – as advised by a doctor, health visitor or similar medical advisor, including currently receiving or needing support services in the area.

Other Factors

- Applicant or household member has regular employment in the Tunbridge Wells borough.
- Can prove travelling links with the Tunbridge Wells borough.
- Family has a child of school age regularly attending a school within the Tunbridge Wells borough.
- Has immediate family living within the Tunbridge Wells borough – defined as parent, child, sibling, grandparent or similar close relationship. The family must be living on a licensed/owned site, or in secure accommodation and have done so for at least 5 years.

Management Considerations

The Borough 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 anti-social behaviour to Gypsy/Traveller families or other residents within the Tunbridge Wells borough 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 the Cinderhill Gypsy/Traveller Site or to residents within the locality of the 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 the Site 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. A sample copy is available on request from the Borough Council. Once signed, each applicant/joint applicant will be issued with a copy.

Please note that applicants will only be permitted to keep an animal on the Site after getting written permission from the Borough Council and that the Borough Council will remove any animal that it has not permitted or that it considers to be causing a nuisance.

Appeals

There is no specific appeals procedure in respect of the Borough Council's refusal to allocate a Plot or the non-inclusion of an applicant on the Borough Council's Waiting List. Any grievances can be handled via the Borough Council's formal complaints procedure, a copy of which can be obtained on request from the Customer Care Manager, Tunbridge Wells Borough Council, Town Hall, Royal Tunbridge Wells, Kent TN1 1RS.

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/Traveller, either by ethnic group or under the current legal definition.
- Not "intentionally homeless" under the Housing Act 1996 (as amended).

Restrictions

We have a Waiting List to achieve a balance between meeting accommodation needs, managing resources and fostering an acceptable quality of life on the Cinderhill Gypsy/Traveller Site 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 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 anti-social 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 the Cinderhill Gypsy/Traveller Site or any other Gypsy/Traveller Site in Kent without permission in advance.
- The applicant, or a member of their household, has property in Kent which they can reasonably be expected to occupy.

Tunbridge Wells Borough Council



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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 Borough Council's Housing Officer on (01892) 554160.

Please 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.

Title	Last Name	First Name	Date of Birth	Are you a Gypsy or Traveller?	Relationship to Applicant(s)

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).

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.

Provide details of any pets or animals you have:

(Please note that applicants will only be permitted to keep an animal on the Site after getting written permission from the Borough Council)

If you have lived at your current address for less than 5 years, please provide details of all addresses you have had in the last 5 years as follows:

Applicant

Address	Date Moved In	Date Moved Out	Type of accommodation

Joint Applicant (if applicable)

Address	Date Moved In	Date Moved Out	Type of accommodation

Have you or any member of your household:

- | | |
|--|--|
| <input type="checkbox"/> Been convicted of violence | <input type="checkbox"/> Been convicted of drug use |
| <input type="checkbox"/> Been convicted of drug dealing | <input type="checkbox"/> Used threatening language to an Officer of the Council |
| <input type="checkbox"/> Demonstrated threatening behaviour to an Officer of the Council | <input type="checkbox"/> Been subject to an injunction for threatening behaviour |
| <input type="checkbox"/> Behaved in an anti-social way towards neighbours | |

If so, please provide full details:

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?

Name	Address	Relationship

Have you applied to the Borough Council, or other caravan site or housing providers in the last 5 years (anywhere in the UK)? If you have, please provide details:

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 Borough Council and may be used by any part of the Borough 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 Borough Council's accommodation procedures.

I undertake to inform the Borough Council of any material changes in personal circumstances.

Signed (Applicant)

Signed (Joint Applicant)

Please return this form to:

Housing Officer
Housing Needs Team
Tunbridge Wells Borough Council
Town Hall
Royal Tunbridge Wells
Kent TN1 1RS