

## **Permanent Gypsy and Traveller Sites**

# **Pitch Allocation** **Application Form**

You should complete this form to apply for a pitch, or request a change of pitch, on a Gypsy & Traveller site managed by Hull City Council. The sites we manage are:

Bedford Park – 10 pitches (5 double, 5 single)  
Bedford Street  
Hull  
HU8 8AQ

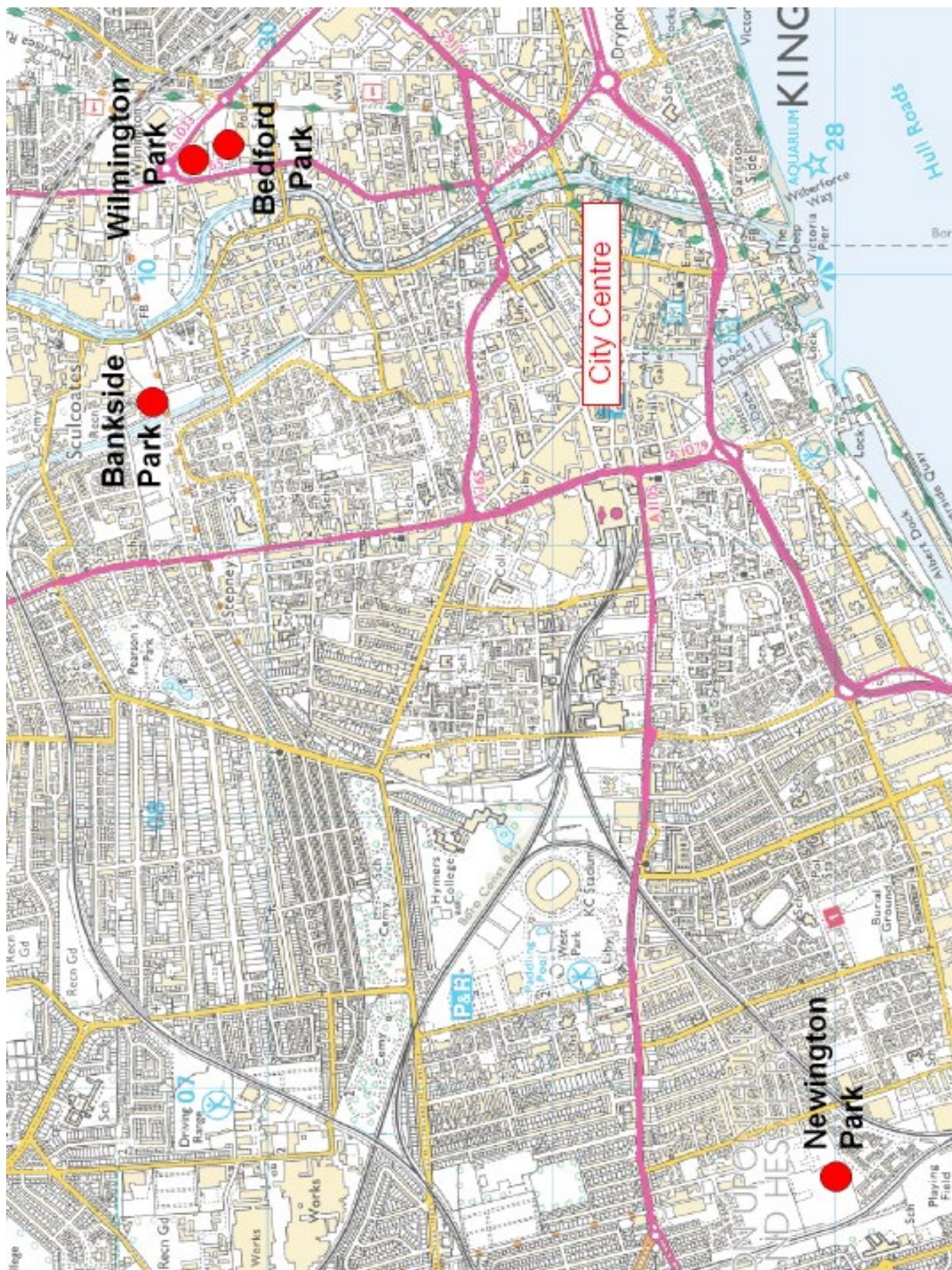
Bankside Park – 27 pitches (12 double, 15 single)  
Bankside  
Hull  
HU5 1SY

Newington Park – 10 pitches (2 double, 8 single)  
Newington Street  
Hull  
HU3 5ND

Wilmington Park – 23 pitches (8 double, 15 single)  
Bedford Street  
Hull  
HU8 8AP

A map showing the location of each site is provided on the following sheet.

Map showing location of gypsy and traveller sites in Hull



## Introduction

Our aims in allocating vacant pitches are to:

- Make sure that those assessed as being in most need are prioritised;
- Be fair, efficient and consistent in the allocation of pitches, and
- Ensure effective management of our permanent Gypsy & Traveller sites.

## Access to the Waiting List

If you are aged 18 or over (although 16 and 17 year olds will be considered in exceptional circumstances) you can add your name to the waiting list for a pitch, provided you are not prevented from doing so by immigration or any other relevant legislation.

However, people living outside Hull and with no local connection (i.e. close family member, permanent employment etc.) will have no priority. Reference should also be made to the section headed '**Restrictions**'.

## Applications for Pitch Allocation

If you want to go onto our Pitch Waiting List, you must complete this form. We will acknowledge receipt of your application within 5-working days.

We may need to contact you to discuss your application. We will need evidence to support information you provide – this will be requested as part of the pitch allocation process.

Applicants are required to renew their application every 12-months. If

registration is not completed within a month of the annual review date, attempts will be made to contact you before action is taken. The first stage will be to suspend the application for 3-months. If after this period no contact has still been received the application will be cancelled. There will be a right of appeal against cancellation within 3-months, in writing to the Community Manager (Riverside).

Our form is for sites managed by Hull City Council – these are listed at the beginning of this form.

All Gypsy & Traveller sites in Hull are permanent sites with a settled community and very little turnover of pitches. Only a few pitches become available for letting each year, and some can only take a single trailer, or have **limitations** on space, meaning they cannot be offered to all applicants on the list. Information submitted on the application form will determine your suitability for each vacant pitch. This includes the size of your caravan and trailers.

We want pitch offers to be fair. We need accurate and current information from you, the applicant, so we can assess need and/or possible site management problems at an early stage (including comments from other council services, local authorities and the Police). When you apply, you are required to sign a 'Declaration and Authorisation' statement that permits the council to make confidential enquiries to progress your application.

If you apply for more than one of our sites, an offer of a pitch on any site cancels other applications.



## Allocation Criteria

An assessment of need will be carried out based on the information disclosed on the application form and any supporting information provided. It is the responsibility of the applicant to provide such information and for its accuracy.

Hull City Council will allocate vacant pitches based upon the needs of the applicant. Allocations will be made using a banding system with time on the waiting list the deciding factor between applicants within the same banding.

**The Council retains the right to allocate pitches outside of the banding scheme where, in its discretion, it considers it necessary in order to maximise its effectiveness in the management of the housing needs of the local gypsy and traveller community.**

The following scheme will be used to allocate permanent pitches on each of the four sites throughout the city, subject to the Council's right of discretion outlined in bold above.

<b>Band</b>	<b>Description</b>
A	Persons who on the <b>qualifying date of 1<sup>st</sup> October 2012</b> were sharing a pitch on a Council site with a separate trailer to the licence holder, and whose presence is tolerated by the council but is creating overcrowding e.g. 2-trailers on a single pitch
B	Persons who have medical or welfare grounds including those who have physical or mental health problems or a learning disability and who need a pitch to receive care
C	Persons who have a need for a stable base, including older people and families with a child under 16-years
D	Persons with a clear family connection to one or more existing residents on one of the Council's four permanent sites
E	Persons who have no permanent accommodation or are seeking authorised site accommodation for the first time

**Where an applicant qualifies under more than one banding B, C or D, they will be given priority above applicants qualifying under a lesser number of bandings.**

Applicants awaiting a vacant pitch will be contacted by the Gypsy & Traveller Liaison Officer to confirm accommodation requirements. Vacant pitches will be allocated in accordance with the above banding scheme. Disputes relating to the allocation of pitches will be referred to the Community Manager (Riverside).

If no contact can be made with a successful applicant within 5-working days of an allocation being awarded, the Council may withdraw the offer of a pitch and allocate to the next appropriate applicant.

## Management Considerations

Hull City Council will take due account of the need to ensure that those who are allocated pitches are compatible with other existing family groupings both within any official Gypsy & Traveller site or to residents within the locality of such a site, whether or not they have had any previous contact with each other.

## Offers of a Pitch

If an applicant refuses an offer they can remain on the waiting list. If they refuse a second offer, the application start date will change to the date of the refusal – putting you to the bottom of the list within your band.

## Site Rules/Licence Conditions

Applicants will have no legal right to a pitch until the Council has approved the application and a Pitch Agreement has been issued and signed. The licence sets out the rules governing good conduct and site rules and states that a breach of the Agreement by the applicant and/or a member of your household, is likely to result in formal action being taken to terminate the Agreement. Once signed, the applicant will be issued with a copy.

Each pitch has its own Utility Block which includes a kitchen area and bathroom.

## Restrictions

The Council has a waiting list to achieve a balance between meeting accommodation needs, managing resources and fostering an acceptable quality of life on the permanent Gypsy & Traveller sites located in the City in accordance with the allocation procedure outlined.

Applicants may not, therefore, be eligible if there is evidence of behaviour (especially within the previous 3-years), **by the applicant and/or a member of their household**, likely to affect the management of the Council's site and/or adversely impact on the site community or neighbouring areas.

Examples of exclusions could be where an applicant, or a member of their household, has:

- 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 3-years
- Caused damage to site facilities or property elsewhere
- Behaved in an anti-social manner towards neighbours
- Supplied false or misleading information when making an application for a pitch
- Deliberately worsened their housing situation without reasonable cause
- Moved onto one or more of the Council's permanent pitches without permission in advance
- The applicant, or a member of their household, has property in Hull which they can reasonably be expected to occupy
- If your name is already on our list, your application will be suspended if you have rent arrears or former tenant debts with the Council

## **Change of Circumstances**

Once you have submitted your application, you must let us know of any change of address, contact numbers or circumstances within your household

## **Removal of Applications from the Waiting List**

Your application for a pitch will only be removed from the waiting list in the following circumstances:

- You have requested in writing that it be removed from the register
- We have been notified of your death
- Your housing need has been met
- You have failed to respond to the annual review of your application
- You have persistently failed to respond to our attempts to contact you

## **Confidentiality**

All information provided will be treated confidentially and all enquiries will be made in a sensitive and appropriate manner. The application form requests permission from applicants to discuss their case with appropriate agencies.

## **Can I be considered for any other kind of rented accommodation?**

You can apply for social rented properties owned by the Council and Housing Associations in the Hull area. Further information is available by visiting a Customer Service Centre or by telephoning (01482) 300300.

## **Complaints**

Any complaints will be managed via the Hull City Council's Customer Feedback procedure, a copy of which can be obtained on request from any Customer Service Centre or by telephoning (01482) 300300.

## **Further Information and Advice**

There are lots of agencies and Council departments that can provide support and advice about a wide range of issues.

These issues include domestic abuse, hate crime, anti-social behaviour, drug or alcohol abuse, legal matters, money and debt advice, victim support and many others.

If you have any circumstances that you would like to talk to someone about but not sure where to go, please call (01482) 300300 or visit any Customer Service Centre.

Enquiries relating to the Gypsy & Traveller Pitch Allocation Procedures should be directed to the Gypsy & Traveller Liaison Officer. Completed application forms can be hand delivered to a Customer Service Centre or posted to:

Gypsy & Traveller Team  
Hull City Council  
Unit E  
The Freedom Centre  
97 Preston Road  
Hull  
HU9 3QB

Tel: (01482) 300300

