



Application for a Pitch on a South Norfolk Council Site

The Council's 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.

Should you require any help or support with applying for a pitch, you can contact:

- South Norfolk Council Housing Department on 0800 168 2222 and we will be able to assist with completing the forms and explaining the evidence required, and provide free of charge advice and information about the right to make an application
- Friends, Families and Travellers provide a national helpline on 01273 234 777, which provides support with applying for a pitch
- Your local Citizens Advice Bureau on 0800 144 8848

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/stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

Completed application forms must be submitted to the South Norfolk Housing Department, either online, by email to roundwell@southnorfolkandbroadland.gov.uk or by post to:

South Norfolk Council, Horizon Building, Peachman Way, Norwich, NR7 0WF

It is your (the applicants) responsibility to ensure you keep South Norfolk Council 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 tick 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.
- South Norfolk Council Housing Department complies with the Data Protection Act 2018. I have read and understood the privacy notice 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 South Norfolk Council Housing Department.

I give permission for the South Norfolk Council Housing Department 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 South Norfolk Council Housing Department will treat the information received in this process about myself and my family members in confidence.

I understand that I am responsible for telling South Norfolk Council Housing Department about any changes to me and my family members personal circumstances throughout the application process and whilst on the Waiting List.

Signed:

Print Name:

Date:

Section 4 - Previous Local Authority Tenancies

Council	Date	Length of Tenancy	Comments

Section 5 - Medical / Special Family / Educational Needs (delete as appropriate)

YES / NO

If yes, please note any medical / special family / educational needs (including pregnancies for anyone in the household) you feel should be taken into consideration:

Applicant or member of household needs regular outpatient hospital treatment for a life threatening complaint	Details:
Applicant or member of household needs attends regular outpatient hospital or doctors' appointments	
Applicant or member of household needs to live in proximity with a doctors surgery and/or pharmacy	
Applicant or member of household is pregnant	
Other reasons (please specify)	
Applicants family contains persons over the age of 60 years	
Applicants family contains children with special educational needs	

Please detail below any other specific medical / special family / educational needs you wish to be taken into consideration:

Name	Date of Birth	Gender	Details

Current Accommodation

Roadside	Field or Common	Private Site	Housing	Council Site	Other

Current Facilities

Access to Water	Access to Showers / Washing Facilities	Access to Toilet Facilities	Access to Electricity (mains or generator)	Access to Laundry Facilities	Other

Please detail current facilities

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<p>Have you received a Court Eviction Order for your current accommodation? (please detail below)</p>	<p>Yes / No (delete as applicable)</p>
<p>Have you received a Notice Seeking Possession, Notice to Quit or other notice of possession proceedings (please detail below)</p>	<p>Yes / No (delete as applicable)</p>

Reason for Application:

Reason for Application	Please give details:
Returning to South Norfolk for work	
To join family members on a particular site	
To provide support or care to a family member	
To receive support or care from a family member	
For reasons of personal safety	
Other reasons	

Section 6 - Financial Arrangements

Are you, or any person listed above, employed? (delete as appropriate)	Yes	No
If yes, please provide details:		
Are you, or any person listed above, self employed? (delete as appropriate)	Yes	No
If yes, please provide details:		
Do you have a bank account (delete as appropriate)	Yes	No
Do you have other sources of income eg. Rental income, pension, etc? (delete as appropriate)	Yes	No
If yes, please provide details:		
How will be paying for your pitch rent?		
Universal Credit (delete as appropriate)	Yes	No
Housing Benefit (delete as appropriate)	Yes	No
Own Means – income from employment (delete as appropriate)	Yes	No
Own Means – other income (delete as appropriate)	Yes	No
If yes, please provide details:		

Section 7 - Caravan Size

Caravan Size (please supply dimensions length x width x height)	(maximum of 2 caravans)
(1)	(2)

Section 8 - Vehicles and Pets

Please Note: The size of the pitch or number of caravans may restrict vehicles allowed on the plot (maximum two vehicles). No animals, other cats, dogs and caged birds, may be kept on the site. These animals should not be allowed to roam and be restricted to Licensees individual plot only.

Number of Type of Vehicles (make & model)	Pets (type/breed)
(1)	(1)
(2)	(2)

Section 9 - Declarations

Have you, or any person listed above, ever been resident previously on any site owned/managed by South Norfolk Council? (delete as appropriate)	Yes	No
If yes, please provide details:		
Have you, or any person listed above, ever had an application for accommodation refused? (delete as appropriate)	Yes	No
If yes, please provide details:		
Have you, or any person listed above, been convicted of a violent offence? (delete as appropriate)	Yes	No

If yes, please provide details:		
Have you, or any person listed above, been convicted of a drug related offence? (please delete as appropriate)	Yes	No
If yes, please provide details:		
Do you, or any person listed above, have any criminal actions pending? (delete as appropriate)	Yes	No
If yes, please provide details:		
Have you, or any person listed above, used or displayed threatening behaviour towards an officer of the Council or other agency? (delete as appropriate)	Yes	No
If yes, please provide details:		
Have you, or any person listed above, been convicted of or been subject to an injunction for threatening behaviour? (delete as appropriate)	Yes	No
If yes, please provide details:		
Have you, or any person listed above, been issue with a breach notice or notice to quit by a Council? (delete as appropriate)	Yes	No
If yes, please provide details:		

Are you, or any person listed above, in debt with housing related costs to a Council or other type of landlord/supplier? (delete as appropriate)	Yes	No
If yes, please provide details:		
Are there any details of welfare issues that the South Norfolk Housing Department should take into account when considering your application. For example, any support with reading and writing, completing form, applying for benefits etc. (delete as appropriate)	Yes	No
If yes, please provide details:		

Section 10

Any other factors that you wish to be taken into consideration for this application

Section 11 - Supporting Documents

You must provide all and any documents that support your application. Please tick all that you have provided with your completed application form:

Please tick all documents you have provided with your completed application form:	
Photographic ID for you as main applicant (birth certificate and driving licence or passport)	
Photographic ID for joint applicant (birth certificate and driving licence or passport)	
Photographic ID for any children/family members over 18 who will be residing with you	
Birth certificates for all children	
Proof of current address	
Proof of eviction from current address	
Proof of safety concerns for your current address (such as police reference numbers)	
Evidence of pregnancy	
Evidence of medical conditions (such as doctors or hospital letter)	
Proof of carer status	
Proof of education arrangements (such as letter from school/Local Authority)	
Evidence of social worker arrangements	
Proof of all income and benefit payments (such as letters from providers, bank statements, pension statements, statements of savings accounts)	
Evidence of any criminal records	
Evidence of any breaches/warning letters issued by previous landlords	

If you have any questions or are unable to provide any of these supporting documents, please contact the South Norfolk Council Housing Department on 0808 168 2222 for further advice and support with providing documents.

Supporting documents must be provided with the application form for *you as the applicant, and any person intending to live with you*. These documents are used to ensure that all decisions are made based on information and fact.

These must be original copies and must include:

- Proof of Identity – this could be a birth certificate, driving license, or passport, or any other paperwork listed as acceptable in the Government’s guide for right to rent checks.

Other documents that should be provided depending on your circumstances can include:

- Proof of current/last address – this can be a utility bill, bank statement, council tax bill dated within last 3 months (if applicable).
- Proof of family – this can be birth certificates, child benefit information, income support details, or council tax letter to show family.
- Evidence of receipt of any benefits – this can be housing benefit/universal credit/tax credit/child benefit.
- Details of school for children and special education needs.
- Access to other local services – this can be a letter or email from another local service (for example, social services).
- Evidence of eviction/homelessness – this can be a letter or email showing you have been evicted.
- Evidence of safety concerns – this can be details of incidents, crime reference numbers, or similar.
- Evidence of carer arrangements – this can be a letter from a medical professional or community health worker, or showing you are in receipt of carers allowance.
- Information about medical conditions – this can be a doctor’s letters, medical records, hospital letter.
- Information about criminal records – this can be details of previous incidents, or letters from Police.

DECLARATION

I/we certify that the particulars given on this form are true and correct to the best of my knowledge. I/we also understand and agree that South Norfolk Council may approach any previous landlords to gain tenancy references and that a police enquiry may be made regarding all family members over the age of 18 years of age. I further understand that the completion of this application form in no way gives automatic right to allocation of a plot until fully assessed by the Council’s officers.

Applicant 1 Date

Applicant 2 Date

Please return this application form to:

BY POST: Housing Department, South Norfolk Council, Horizon Building, Peachman Way, Norwich, NR7 0WF

BY EMAIL: roundwell@southnorfolkandbroadland.gov.uk

If this form has been filled in by someone else:

Please tell us why you are filling out the form:		
I have confirmed with the person applying that the answers I have written on this form are correct		
Signature of person who completed the form		Date:



Points Allocation Process

Introduction

The Council will use the information you provide to assess whether you are eligible for a pitch and if so, your relative priority on the waiting list depending upon your level of need.

On the application form we ask you to supply references, either from a previous landlord or a professional who may know you. We are unable to accept references from family members. It is not compulsory to have references, but it will affect your score if you do not provide any and may mean that you do not qualify for a pitch.

Applications will not be considered until a completed application and all supporting evidence is received.

Confidential disclosure

As part of your pitch application, you will be asked to complete a confidential disclosure. This asks whether you or anyone you will be living with has ever been found guilty of offences which may impact upon residents and the surrounding community.

As part of these checks, the Council may ask the police if you and / or a member of your family are currently subject to a police investigation or have any undischarged criminal convictions. The Council is unable to request this information without your permission so we will make you aware before we do so. If you do not grant permission, we will not be able to proceed with your application. By signing the pitch application form you will be confirming that you understand this and authorise for these checks to be made.

Answering yes to any of the questions will not automatically disqualify you from the waiting list for a pitch or mean that you will be given lower priority, but failure to complete the disclosure accurately will.

The reason for this is that as part of your application, there must be evidence that you, or anyone who will be living with you has not behaved in a way that could affect the

cohesion of the site, and / or impact on the wider community or other residents. Examples include where an applicant, or a member of their household has:

- evidence of violent or other serious offence(s)
- evidence of drug use or drug dealing
- used threatening language or behaviour to any officer of a site or supporting organisation
- 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 an application
- deliberately worsened their housing situation without reasonable cause
- moved onto any of the managed sites in section one, point three of this policy without written permission
- the applicant or a member of their household has property which they can reasonably be expected to occupy.

Failure to declare may automatically disqualify you not only for your current application but also from applying in the future.

Applicants should also be aware that evidence of any of these behaviours, may result in automatic termination of their pitch licence.

How your application will be scored

The application form includes questions about your current living arrangements, the size and age of your family and the state of their health.

Each answer is given a score, and these are then added together to decide whether you qualify for a pitch and if so, how urgently you need one (when one becomes available).

The more points you score, the more we think that you need a pitch as soon as one becomes available. If your circumstances change when you are on the waiting list, you must inform us as this could affect the score we give you and your position on the waiting list.

Criteria - points awarded to Yes answers

Current living arrangements

1	Are you living on the roadside?	20
2	Are you living on a council or private site with the permission of the landlord?	-10
3	Are you living in permanent housing?	-10

Welfare

4	*Do you need to move quickly due to a welfare issue such as domestic or racial violence?	40
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Connection

5	Do you have a close family member already living on your chosen site?	10
6	Are your parents' licenced tenants who have lived on your chosen site for five years or more?	30

Household

7	*Is anyone on your application pregnant? (please provide contact details of midwife)	5
8	Does your application include any children under the age of 12 years?	20
9	Does your application include children between the ages of 12 to 18 and / or a family member between the ages of 65 to 75 years?	10
10	Does your application include a family member over the age of 75 years?	20

Health and wellbeing

11	Do you or anyone on the application have a health issue(s)?	5
12	*Do they have a referral from a doctor, nurse or health visitor relating to a permanent health issue that needs care on site?	20
13	*Do they have a referral from a doctor, community nurse or health visitor relating to health issues that need hospital visits for up to a year?	25
14	*Do they have a referral from a doctor, community nurse or health visitor relating to health issues that need hospital visits for over a year?	30
15	*Does the application include anyone who is disabled?	25

Children and dependants

16	*Do you have one or more children living with you going to pre-school?	5
17	*Do you have one child living with you going to school?	5
18	*Do you have two children living with you going to school/s?	10
19	*Do you have three children living with you going to school/s?	15
20	*Do you have four children living with you going to school/s?	20
21	*Do you have five or more children living with you going to school/s?	25
22	*Do you have children living with you that are homeschooled?	10

Social support

23	*Do you have a referral from a social worker or other relevant support worker relating to the support you need?	25
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Employment

24	*Do you or anyone on the application have a job offer in Norfolk?	5
25	*Do you or anyone on the application have a temporary job in Norfolk?	10
26	*Do you or anyone on the application have a permanent job in Norfolk?	20
27	Do you or anyone on the application have regular self employed work in Norfolk	10

Positive behaviours

28	Have you or anyone in your household been involved in, or associated with antisocial behaviour over the last 5 years?	-50
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Eviction

29	Are you about to be evicted? (if this is because of rent arrears or anti-social behaviour this score will not count)	30
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References*

30	Do you have 2 references from either landlord(s) or professional(s) that know you?	20
30a	If you fail to provide references without valid reasons	-30

*If you answer yes to any of these questions you will be required to provide evidence. This may be either in written form or through a contact name / number that we can speak to. In some cases, we may need your permission to do this – if this is the case, we will speak to you first.