

## ALLOCATIONS SCHEME FOR COUNCIL-OWNED TRAVELLER SITES

### Purpose

This scheme sets out the criteria by which Herefordshire Council allocates Pitch on its traveller sites, both to new applicants and to existing tenants seeking a transfer. This document should be read in conjunction with the Council's Policy for the Allocations of Pitches on Council-owned Traveller Sites.

The scheme aims to allocate Pitches to eligible applicants on the basis of three criteria:

- **Need, as assessed by the allocation of needs points;**
- **Time spent on the waiting list, and;**
- **Whether the applicant is new, or an existing tenant seeking a transfer.**

The Council will also provide transit sites that will be covered by their own allocation scheme.

### Eligibility

Eligibility to apply for a Pitch on a council-owned Traveller site (other than transit sites) is restricted to people aged eighteen or over who:

- Are Travellers whose primary residence is the county of Herefordshire.
- Are Travellers who regard Herefordshire as their primary base.
- Are Travellers who have close family living in the county.
- Are Travellers who can demonstrate a need to live in Herefordshire for the following reasons:
  - Employment
  - Education
  - Health (including those who cannot live in fixed housing for health reasons)
  - Caring responsibilities. In exceptional circumstances pitches may be occupied by persons other than family members i.e. spouse or partner of licensee and children with the prior written agreement of the Environmental Protection Manager
- Other special circumstances considered appropriate by the Environmental Protection Manager.

Additionally those who are not eligible to apply are:

- Previous and/or current residents of Herefordshire council-owned sites with records of failing to pay due rent on time.
- Previous and/or current residents of Herefordshire council-owned sites with unsettled overdue rent accounts.
- Previous and/or current residents of Herefordshire council-owned sites with records of behaviour that would lead, or did lead the Council to take possession proceedings against them (e.g. violence against other residents, or council staff, anti-social behaviour, etc.).
- Current residents of Herefordshire council-owned sites who are subject to a Notice of Seeking Possession, a Notice to Quit, or any other possession proceedings.
- The Council is unable under the current legislative regime to accept applications from Travellers subject to controls under immigration or asylum regulations.
- Residents of sites outside Herefordshire who have unacceptable tenancy record or have a history of violence.
- Applications will be accepted from persons who have secured accommodation but it is expected that if a Pitch is awarded that the current accommodation will be relinquished.

All applicants found to be ineligible to make an application will receive an explanation of the decision and are entitled to appeal against that decision to the Head of Environmental Health and Trading Standards within 21 days of notification in person, or in writing. All applicants will be given information about where they can receive independent advice.

## **The Waiting List**

All eligible applications will be entered onto a waiting list that is administered by the Gypsy and Traveller Officer. All Applicants will receive notification when possible that their application has been registered and has been given a serial number.

Successful applicants will be offered a licence to occupy a plot. A breach of the licence conditions may result in termination of the licence.

Attached, as appendix 7 is the procedure that will be followed if such a breach of condition occurs.

New legislation is expected that will mean that the current licence arrangements will have to be replaced. The new arrangements shall be implemented to ensure compliance with legislative requirements



HEREFORDSHIRE  
COUNCIL

Points Scheme  
For Allocation of Pitches  
on  
Council Gypsy Sites

Applicant: \_\_\_\_\_

Reference: \_\_\_\_\_

Date of Review Meeting: \_\_\_\_\_

Officers Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Points Scheme

The point's scheme shown in this section is the Herefordshire Council's Gypsy Service scheme.

### 1. Local connection

	Available points	Total points
Applicants who are living on the roadside, and who have lived in Herefordshire 3 out of the last 5yrs.	150	
Applicants who have lived in Herefordshire for three years out of the last five but not currently living on a Traveller site	100	
Members of the applicant's immediate family who have lived in Herefordshire for at least twelve months prior to the application being made.	75	
Existing licensees who have held a licence with Herefordshire Council for a minimum of two years who wish to transfer to another site.	50	
Existing licensees who wish to take up an additional Pitch on a site.	0	

**Use one box only**

### 2. Current Accommodation

	Available points	Total points
Roadside with no facilities	30	
Field or common with no facilities	30	
Private Site (Reference required)	5	
Housing (Reference required)	5	
Council Site (Reference required)	5	

**Use one box only**

### 3 Homelessness

	Available points	Total points
Has the applicant submitted a homeless request?	30	
Has the application gone through and homeless status been granted?	50	
Did the applicants intentionally make themselves homeless?	20	

**Use one box only**

#### 4 Lack of facilities

	Available points	Total points
No water supply	5 points	
No bathroom	5 points	
No W.C.	5 points	
No electricity, mains or generator	5 points	
No laundry facilities	5 points	

**Use all appropriate boxes**

#### 5 Security of Tenure

	Available points	Total points
Court Eviction Order	50	
Notice of Seeking Possession (NSP), Notice to Quit (NTQ) or other notice of possession proceedings.	40	

**Use one box only**

#### 6 Welfare Needs

	Priority	Examples	Available points	Total points
Category 1	Where the need is for urgent consideration for applicants personal safety.	Fleeing violence or harassment, or the threat of violence or harassment.	100	
Category 2	Where the need for a Pitch is of a supporting, caring & compassionate nature.	Moving to Herefordshire to receive support or care from family members.	75	
Category 3	Where the need for a Pitch is of a supporting, caring & compassionate nature.	Moving to Herefordshire to provide support or care for family members.	75	
Category 4	Where the need for a Pitch is of a social nature.	Joining family members on one particular site.	50	
Category 5	Where the need for a Pitch is of a less urgent nature.	Returning to Herefordshire to work.	25	
Category 6	Where there is no urgent need for a Pitch.	Applicant moving into Hereford but has no connection with the area.	10	

**Use one box only**

### 7 Medical Circumstances

	Priority	Examples	No of persons	Available points	Total Points
Category 1	Where the need is so urgent that the applicant should be considered for the next available Pitch.	Applicant or member of household needs regular outpatient hospital treatment for life threatening complaint.		100	
Category 2	Where the need for a Pitch is urgent.	Applicant or member of household attends regular outpatient hospital or doctor's appointments.		50	
Category 3	Where the need for a Pitch is necessary but of a less urgent nature.	Applicant or member of household needs to live in proximity with doctor's surgery and/or pharmacy.		20	
Category 4		Applicants or member of household contains a pregnant woman.		10	

**Use all appropriate boxes**

### 8 Special Family needs

	No of persons	Points per person	Total Points
Applicants' family contains children less than 1 year?		10	
Applicants' family contains persons over the age of 60 years?		10	

**Use all appropriate boxes**

### 9 Educational Needs

	No of persons Attending a local school	Points per person	Total Points
Children age 5 - 11 with special educational needs.		20	
Children age 12 - 16 with special educational needs.		20	
Children age 5 - 11		10	
Children age 12 - 16		10	

**Use all appropriate boxes**

**10 Time in Need for accommodation and transfer applicants**

Additional points awarded for every 3 months applicant is on waiting list. These are weighted to favour those in greatest need.

Existing need points	Additional time points (per completed 3 months on list)	Total
1 - 25	= 1 additional point	
26 - 50	= 2 additional points	
51 - 75	= 3 additional points	
76 - 100	= 4 additional points	
101 plus	= 5 additional points	

**Use one box only**

<b>Summary -</b>		
1.	Local connection	
2.	Existing/Previous tenants	
3.	Current Accommodation	
4.	Homelessness	
5.	Lack of facilities	
6.	Security of Tenure	
7.	Welfare Needs	
8.	Medical Circumstances	
9.	Special Family needs	
10.	Educational Needs	
11.	Time in Need	
	<b>TOTAL POINTS</b>	

**Offers**

As vacancies arise the allocation panel will review the waiting list and make an offer the highest placed applicant who has expressed a preference for the site where the vacancy has occurred. Applicants will be offered an accompanied viewing of the site and will have 14 days within which to accept the offer.

## **Review**

- Periodically the allocation panel will conduct an overall review of the waiting list to ensure that applicants' circumstances have not changed since making their initial application. Where circumstances have changed points awarded will be adjusted. Where an applicant is found to have become ineligible they will be removed from the waiting list. Applicants will be formally notified of any changes and will be able to appeal against any decision to remove applicants' name from the waiting list. Appeals should be made to the Head of Environmental Health and Trading Standards within 21 days of notification in person, or in writing. All applicants will be given information about where they can receive independent advice.