Kent County Council’s Gypsy and Traveller Pitch Allocation Policy

Aims of the policy

To provide a high quality site pitch for those in need. This policy aims to make sure that site pitches will be rented to people who apply because they are homeless, vulnerable and priority need, and to those who may have great difficulty in securing pitches on privately owned Traveller sites with planning consent.

To make sure all applicants meet the criteria a ‘needs assessment’ is completed and a points system applied to this. Each applicant is given a point score based on the information provided. The Gypsy & Traveller Unit must treat all applicants and applications fairly. However, there are only a limited number of pitches, and it is not possible to provide a pitch for everyone who wants one. If Kent County Council cannot help by offering a pitch, we will offer advice on other options.

Eligibility to apply for a pitch on sites owned or managed by Kent County Council

The following people are eligible for inclusion onto Kent County Council’s Gypsy and Traveller Unit waiting list:

1. People over 18 years old who have lived in the area for at least 12 months or have close family that have lived in the area for the past three (3) years consecutively. Close family means grandparent, parent or sibling. Members of the Gypsy and Traveller community who are transitory will have their application assessed on priority need.

OR

2. People who apply as qualifying persons and meet the criteria because of exceptional circumstances or special needs, regardless of their previous address.

The following people are not eligible to apply for a pitch:

a) Any person applying for a pitch in their own right who is under 18 years old unless they are deemed as meeting priority need.

b) Any person who is ineligible under the law because they are subject to immigration controls or a person from abroad who is ineligible for housing assistance.

Existing family groupings will be considered when allocating pitches to new licensees to minimise potential conflicts, both within any official Gypsy & Traveller site and with residents living near a site.

Individuals have a right to ask for a review of a decision to refuse or to terminate their application or seek to be re-included on the waiting list.
A fresh application can be considered if the applicant's immigration status changes to allow them to live in Britain.

**Where an applicant or any member of their household knowingly gives false or misleading information, or withholds information that has been reasonably requested, a fresh application will not be accepted for one year.**

The above criteria will be considered by an allocations panel made up of officers from Kent County Council, a member of any qualifying residents association for the site with the vacant pitch and an officer from the local borough or district council. Any information provided on personal issues will be kept confidential.

Care should be taken to fill out the application form in line with the notes provided in the waiting list guidance information. An officer from Kent County Council's Gypsy and Traveller Unit can help applicants complete the form if required. If a pitch is offered to an applicant on the basis of information that is subsequently found to be untrue, or information is omitted that would have affected the decision to offer a pitch, the applicant will be liable to eviction.

**Site rules/licence conditions**

All successful applicants will be offered a pitch agreement (both applicants where the licence is jointly held) regulated by the Mobile Homes Act 1983. The pitch agreement sets out the rules governing good conduct of sites, advises that any breach of licence is likely to result in formal action being taken to remove the licensee responsible from the site. The rules of the site are set out in the licence and are made up of implied terms used in the Mobile Homes Act 1983 and express terms, which are site specific. Once agreement is concluded under the procedures in the Mobile Homes Act 1983, each applicant or joint applicant will be issued with a copy of their pitch agreement.

**Grievances/complaints**

Any grievances or complaints can be handled using Kent County Council's formal complaints procedure. A copy of this can be obtained on request from:

Gypsy and Traveller Unit  
Invicta House  
Sessions Square County Hall  
Maidstone, Kent  
ME14 1XX

[www.kent.gov.uk](http://www.kent.gov.uk)  

Reception  
Sessions House  
Sessions Square  
Maidstone Kent  
ME14 1XQ.