

Allocation of Pitches Policy

Policy and Procedure for Allocation of Pitches on Gypsy / Traveller Sites

The Council strives to make allocation decisions on a proportionate basis balancing the needs of relevant parties.

General Information:

1. Pitches can only be allocated to Gypsies / Travellers as defined in the Caravan Sites Act 1968.
2. All applications for pitches must go through the Home Choice process by interested individuals
3. Consideration may be given to any relevant information regarding an individual applicant and their family that could have a bearing on the quality of life of others on the site, should a pitch be offered. 'Needs' will still be taken into account in regard to the offer of pitches. In the first instance, consideration will be given to residents already living on the sites who are outgrowing family plots.
4. Very special circumstances and health needs will also be considered.
5. People to be excluded from the list:-
 - who are subject to court orders and injunctions relating to behaviour on sites / or towards officers
 - who have an interest in accommodation in another area
 - verifiable experiences of the Authority regarding behaviour on site and / or towards staff
6. Application forms are processed by the Home Choice team. Banding is awarded to reflect housing needs. The same system is used for people on the Housing Register waiting for permanent accommodation
7. Allocations will be made by the Corporate Traveller Unit. Regard should be paid to the banding re housing need and the need to ensure that:-
 - sites are safe places for residents and staff alike

- sites do not lead to nuisance to local communities.
8. Caravans to be brought on site must be as defined in the Caravans Site and Control of Development Act 1960 as amended by the Caravan Sites Act 1968.
 9. The accommodation must be in a habitable condition and to a standard approved by the site officer. Each pitch offered will be for one caravan. Up to two further caravans may be added with the specific approval of the Traveller Unit.
 10. All applicants must complete an application form. Assistance can be provided if needed in completing forms and should be signed or marked.
 11. All applicants will receive an accommodation/home visit prior to any allocation being made of a pitch.
 12. Any request for assistance under Part VII of the Housing Act 1996 (Homelessness) will be considered by the Council under its Homelessness Policy. Pitches would not, however, be offered to people other than Gypsies / Travellers.
 13. All offers of a pitch will be in writing to the applicant and if a postal address is not available will be hand delivered by a member of the Traveller Unit.
 14. No moves onto the site can be allowed without an offer having been made by South Gloucestershire Council and a site officer being present. All illegal occupiers will be evicted. In exceptional circumstances, residents may be given permission to move straight onto a plot, eg risk of vandalism to plot when empty.
 15. People owing arrears of rent and/or water charges in respect of permanent dwellings/pitches on Traveller sites or other accommodation sites will be considered for a pitch but not allocated a pitch until arrangements for the arrears to be cleared have been agreed.
 16. Careful consideration will be given to all applicants, however, those who are unable or whose past record indicates an unwillingness to confirm to the terms and conditions as set out in the Pitch Licence Agreement will be referred to a senior HomeChoice officer and the Traveller Unit for further consideration.
 17. South Gloucestershire Council ultimately is allowed to use discretion according to needs in the allocation of pitches to ensure the safety and peaceable enjoyment of all other licensees, and will act in a fair and equitable manner to all Travellers requesting pitches.
 18. Any applicant has the right to appeal where there is any dispute over any aspect of the application. Senior officers not involved in the original decision will consider the appeal.

Contact information

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