

## ALLOCATION POLICY – ITINERANT SITES

1. Only formal applications will be considered.
2. The list will be open to current residents within Pembrokeshire excepting:
  - a) Persons under sixteen years of age.
  - b) Persons subject to immigration controls within the context of the Asylum and Immigration Act 1996.
  - c) Former Council or Housing Association tenants with outstanding rent or other debts relating to previous tenancies. When applying this policy, the Council will have regard to the financial, social and medical circumstances of the applicant as appropriate.
  - d) Former tenants evicted by the Council or it's predecessors from Council property under Section 84 of the Housing Act 1985 (Grounds 2, 3, 4 and 5 of Schedule 2) or Sections 144-6 of the Housing Act 1996, or those evicted by a Housing Association under equivalent grounds will be excluded from the list for five years from the date of eviction. When applying this exclusion the Council shall have regard to the financial, social and medical circumstances of the applicant as appropriate.
  - e) Applicants who have refused a reasonable offer of a pitch less than 6 months ago.

Allocations shall be made either to existing pitch holders under the terms of the Council's Itinerant Site Transfer Policy or to new pitch holders under the Council's Itinerant Site Points System relating to first time applicants.

## THE WAITING LIST POINTS SYSTEM

In assessing applicants to be included on the waiting list the following factors will be considered:

1. Notice of Statutory Action 20  
Applicants given notice of or displaced by compulsory purchase orders, or action under housing or planning legislation.

Note: These points will not be awarded where the applicant is subject to trespass proceedings or occupies land which they have no legal right to occupy.

2. Lack of Access to Reasonable Amenities

(a)	No cold water supply		10
(b)	No provision for hot water supply		5
(c)	No water closet		5
(d)	Inadequate food preparation facilities:	no sink	5
		no cooker	5
(e)	No wash hand basin		5
(f)	No bath or shower		10
(g)	No heating source		10
(h)	No electricity supply		10

3. Shared Amenities

(a)	Applicants of retirement age		
	(i)	In multiple occupancy	10
	(ii)	Living with family	5
(b)	Applicants with children		10
(c)	Applicants (couples) without children		
	(i)	In multiple occupancy	10
	(ii)	Living with family	5
(d)	Single persons		
	(i)	In multiple occupancy	10
	(ii)	Living with family	5

Explanatory Note:

For the purposes of this scoring factor, a child will include a dependant child up to the age of 18 years.

4. Overcrowding

Pitch deficiency – per Pitch	5
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Explanatory Note:

Separate Pitches are required for each family unit.

5. Separation of Family 30

Unavoidable separation of members of the applicant's immediate family. Including family, including married couples forced to live in separate units of accommodation or the separation of children.

Explanatory Note:

This section will only apply to couples with or without children who already cohabit at the time of the application. It will not apply to cases of children in community homes or fostered out under children's and young persons' legislation.

6. Insecurity of tenure to other reasons 10

Applicants who are occupying accommodation with limited or no security of tenure. These points will be awarded to applicants occupying accommodation shared with friends or family.

7. Award of Points on Medical Grounds 0 - 20

7.1 Persons applying for a pitch may be awarded additional points in relation to existing medical factors by the Council's Medical Advisor, if in his opinion, the health of a member of the household seeking rehousing is likely to be substantially improved or ameliorated by being allocated a pitch. Medical points cannot be awarded to assist a household to move nearer a sick relative.

7.2 Not all medical conditions are materially affected by accommodation conditions and consequently the existence of illness or handicap is not in itself a reason for the award of medical points.

7.3 Applications wishing to claim additional points on medical grounds must complete the appropriate section of the application form. If permission is not authorised by the applicant for the Medical Advisor to contact the applicant's doctor as assessment may not be possible.

The Medical Advisor bases his recommendations on the information given together with relevant local information provided by Housing staff. The points assessment issued by the Medical Advisor is provided on a confidential basis, and cannot be the subject of discussion or appeal. The assessment will not contain any confidential medical information.

## 8. Award of Points on Social Grounds

Points may be awarded to reflect an applicant's need for a pitch on social grounds. These points are only awarded following a formal referral from the Council's Social Care teams or other recognised agency and where the applicant's care plan indicates a need for special consideration.

The referral will require a professional indication as to how and why an individual is considered to be in special need using the following set criteria:

(i)	Need for access to statutory or voluntary support	5
(ii)	Being a care-leaver	5
(iii)	Being elderly	5
(iv)	Having learning disabilities	5
(v)	Being physically handicapped	5
(vi)	Having mental ill health	5
(vii)	Requiring assistance under The Children Act 1989	5
(viii)	Need for assistance due to the affects of violence or harassment or threats thereof.	5

When the referral is made, the care plan will indicate what support is to be provided for the applicant and whether there are any special housing requirements.

If after having received the referral particular pitches or sites are identified as being of benefit to the applicant the award of points is conditional on acceptance of the pitch or site recommended. If this is not accepted, the points will be disregarded.

## 9. Family Size

For each member of a family unit 5

Note: for applicants including a pregnant woman, an extra 5 points will be awarded.

## 10. Pembrokeshire Weighing

All applicants who have resided in the Pembrokeshire administrative area for a period of at least 12 months immediately preceding their application. 30

Note: These points will not be awarded to applicants who have illegally occupied land during this period.

Additional points will be awarded to applicants who have resided within the County for 10 years or more immediately preceding their application. 10

#### 11. Length of time on Waiting List

For each half year on the Waiting List (subject to a maximum of 20) 2

#### 12. Association with Site 10

Points will be awarded where an individual has family already living on the site applied for or where the applicant has been previously resident on that site.

#### 13. Special Allocations

This factor will cover special needs falling outside the normal application policies, e.g. allocation to special needs groups such as the mentally handicapped or mentally impaired, allocations necessary to facilitate housing or environmental developments, allocations that are in the best interests of good site management. All cases considered in this under this factor must be the subject of a detailed written report prepared by a Housing Officer for consideration by the Senior Housing Officer (Tenancy Enforcement)

### TRANSFER POLICY – ITINERANT SITES

The Council recognises that the needs of its pitch holders can change as their personal circumstances change. Decreasing or increasing household size, the onset of chronic illness or disability, or employment/school relocation may result in a family's location ceasing to meet their housing needs.

In such circumstances, transfer requests will be considered by the Council in accordance with the following policy and conditions: -

#### Transfer Conditions

- A. Under normal circumstances, transfers will not be permitted where an applicant has lived on a pitch for less than 12 months; this condition may be waived in cases where the applicant of this condition would lead to severe medical or social problems. Supporting documentary evidence will be required before waiving this condition.
- B. Transfers will not be permitted where applicants are in arrears of rent or in breach of agreement conditions. When applying this condition, the Council will have regard to the financial, social and medical circumstances of the applicant as appropriate.

## THE TRANSFER POINTS SYSTEM

### 1. Separation of family 30

Unavoidable separation of members of the applicant's immediate family, including married couples forced to live in separate units of accommodation or the separation of children.

### 2. Award of Points on Social Grounds

Points may be awarded to reflect an applicant's need for a pitch on social grounds. These points are only awarded following a formal referral from the Council's Social Care Teams or other recognised agency and where the applicant's care plan indicates a need for special consideration.

The referral will require a professional indication as to how and why an individual is considered to be in special need using the following set criteria:

(i)	Need for access to statutory or voluntary support	5
(ii)	Being a care-leaver	5
(iii)	Being elderly	5
(iv)	Having learning disabilities	5
(v)	Being physically handicapped	5
(vi)	Having mental ill health	5
(vii)	Requiring assistance under The Children Act 1989	5
(viii)	Need for assistance due to the affects of violence or harassment or threats thereof.	5

When the referral is made, the care plan will indicate what support is to be provided for the applicant and whether there are any special housing requirements.

### 3. Award of Points on Medical Grounds

3.1 Persons applying for a pitch may be awarded additional points in relation to existing medical factors by the Council's Medical Advisor, if in his opinion, the health of a member of the household seeking rehousing is likely to be substantially improved or ameliorated by being allocated a pitch. Medical points cannot be awarded to assist a household to move nearer a sick relative.

3.2 Not all medical conditions are materially affected by accommodation conditions and consequently the existence of illness or handicap is not in itself a reason for the award of medical points.

3.3 Applications wishing to claim additional points on medical grounds must complete the appropriate section of the application form. If permission is not authorised by the applicant for the Medical Advisor to contact the applicant's doctor as assessment may not be possible.

The Medical Advisor bases his recommendations on the information given together with relevant local information provided by Housing Strategy staff. The points assessment issued by the Medical Advisor is provided on a confidential basis, and cannot be the subject of discussion or appeal. The assessment will not contain any confidential medical information.

4 Association with Site 10

Points will be awarded where an individual has family already living on the site applied for or the applicant has been previously resident on that site.

5 Length of Time on Waiting List

For each year on the waiting list (subject to a maximum of 15) 3

6 Special Allocations

This factor will cover special needs falling outside the normal allocation policies, e.g. allocation to special needs groups such as the mentally handicapped or mentally impaired, allocations necessary to facilitate housing or environmental developments, allocations, which are in the best interest of good site management. All cases considered under this factor must be the subject of a detailed written report prepared by the Gypsy Sites Liaison Officer for consideration by the Strategy Officer.

### ALLOCATION OF PITCHES

Allocations will be made to the applicant with the highest number of points on the list selected. Where two or more applicants share the same points the allocation will be made to the applicant whose application was received first.

### Penalties

Applicants who refuse a reasonable offer of a pitch will have their application removed from the waiting list and will not be entitled to reapply for 6 months.

A reasonable offer is where: -

- a) The essential needs (not necessarily preferences) of the household are met.
- b) It is located on the site of the applicant's choice.
- c) The pitch has suitable facilities.
- d) The location of the pitch would not put the applicant or a member of his/her family at risk of violence or harassment and, if this is the case documented evidence is available as confirmation.
- e) The pitch is particularly suitable for the applicant's medical needs.

Note: In cases of severe social hardship the Senior Housing Officer (Tenancy Enforcement) may determine that no time penalties are imposed. Such requests can only be considered on the basis of written evidence prepared by a Housing Officer or on the recommendations of other agencies/departments.

### Appeals Procedures

If applicants consider that their application has been incorrectly assessed or that their application has been inappropriately excluded or removed from the list they should discuss the matter with a Housing Officer to resolve the matter informally.

If the matter remains unresolved the applicant, or someone on their behalf may ask for their application to be reviewed. The review will be undertaken by the Senior Housing Officer (Tenancy Enforcement), whose decision will be final.

### HOMELESSNESS

The Council is under legal obligation to secure accommodation for certain applicants who are considered to be homeless or threatened with homelessness and for whom no other suitable accommodation is available. Applicants to whom this duty may apply are: -

- 1 A person with dependant children who live with them or can be expected to live with them.
- 2 A woman who is pregnant, together with any person with whom she might reasonably be expected to live.
- 3 A person who is vulnerable due to old age, mental illness or handicap, physical disability or other special reason or someone who lives with a vulnerable person.
- 4 A person who has become homeless due to an emergency such as fire, flood or other disaster.

Accepted homeless applicants will be re-housed initially in temporary accommodation. The application will then be assessed using the criteria in The Council's Housing Allocation Scheme and will be placed on the register with the banding appropriate to the individual circumstances.

Applicants who consider themselves homeless or likely to become so shortly should discuss their circumstances with staff at an Area Housing Office.

Note: The acceptance of a duty to assist a homeless applicant does not require the Council to provide a secure tenancy.



## SUMMARY OF ALLOCATION POLICY – ITINERANT SITES

This gives a brief guide to the Council's Waiting List and how the Council allocates its pitches. More details are available on request.

### Who cannot apply? – In general

- Persons under 16
- Persons subject to immigration control
- Former tenants or pitchholders with outstanding housing debts
- Former tenants or pitchholders evicted for rent arrears or nuisance less than five years ago.

### What can I get points for?

1	Being asked to leave by certain legal orders	20
2	Not being able to use certain facilities	0-65
3	Sharing facilities	0-10
4	Overcrowding	5 for each pitch needed
5	If your family is separated	30
6	Living in insecure circumstances	10
7	Having medical problems affected by where you live	0-20
8	Having a social need for housing	0-40
9	For each member of your family	5 for each family member
10	Living in Pembrokeshire	0-40
11	How long you have been on the waiting list	0-20
12	Having an association with the site	10

### What can I get points for if I already live on a site and want to move?

1	If your family is separated	30
2	Having a social need to move	0-40
3	Having medical problems affected by where you live	0-20
4	Having an association with the site	10
5	How long you have been on the waiting list	0-15

### What if I want to swap my pitch with someone else?

You must apply to the Council for permission when your request will be considered. The Council will not say no without there being good reason.

### **What if I want to move away?**

You will need to contact the Council in whose area you wish to live to get an application form to go onto their Housing Register.

### **What if I am homeless?**

If you are homeless or think you might become so, you should make an appointment at the Area Housing Office immediately. The Council is expected to help different people in different ways depending on: -

- 1 Whether you have children, are pregnant, or have difficulty getting housing because of things such as your age or your health.
- 2 If you made yourself homeless.
- 3 If you have a link with Pembrokeshire.

The Council will at first try to help you keep your home, but if this can't be done, they will help you to find other accommodation and will put your name on the housing register for more permanent accommodation.

### **How do I apply?**

Application forms are available from the Council's Customer Contact Centres. You should complete the form and hand it in to a Housing Officer.

Your application will be registered for the site you have asked for and the Council will tell you how many points you have and how this compares with the applicant at the top of the register.

If anything to do with your application changes you must tell the Council.

### **How long will I have to wait before I get an offer?**

Unfortunately the Council cannot give you a real indication of when you will be made an offer because the waiting list is always changing as people apply or others are allocated pitches. However at any time the Council can tell you what points you have and how these compare with the top of the list.

### **What happens if I am offered a pitch but I don't want to accept it?**

If you want to refuse you must tell us why, if your refusal is reasonable your application will stay on the waiting list until such time as another offer can be made. If your refusal is not reasonable, your application will be removed from the waiting list and if you want to apply again you can do so after six months.

**If I don't agree with my points, being taken off the waiting list or not being put on in the first place, what can I do?**

You should firstly discuss the matter with a Housing Officer to resolve the matter informally.

If you are still not satisfied, you, or someone on your behalf can ask for your application to be reviewed. The review will be carried out by the Senior Housing Officer (Tenancy Enforcement) whose decision will be final.