

Office use only

Application No.	Review Yes/No	Registration Date
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GYPSY ROMA AND TRAVELLERS SITE WAITING LIST - APPLICATION FORM

Completion of this form **does not** guarantee that you will be entered onto the Gypsy or Traveller pitch waiting list or be made an offer of a pitch.

It is important that you provide accurate information and answer all questions. If you do not provide all the information and requested evidence we need, we may not be able to register your application OR we may not be able to award you the banding to which you may be entitled.

If you provide false information, your application will be void and will be returned to you.

Which site or sites would you like to apply for?

Place a tick in the appropriate box(es)

- | | |
|-------------------------------|--------------------------|
| James Street Site | <input type="checkbox"/> |
| Water Lane, Clifton Site | <input type="checkbox"/> |
| Outgang Lane, Osbaldwick Site | <input type="checkbox"/> |

Name of Applicant

Mr/Mrs/Miss/Ms	
Last name	
First name(s)	

Date of Birth	
National Insurance Number	

Contact Telephone Number	
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Family Members who will be living with you. You may be asked to provide evidence that you live together as a household (e.g. proof of child benefit, Income Support etc.) *If you are offered a pitch, only those listed on your application will be allowed to move on, if there are any changes please let us know as soon as possible.*

Surname	First Name(s)	Date of Birth	Relationship to Applicant	Name & Place of School

Do you own any pets that you would like to move with you? If so please give details -

Please note horses are not allowed on site and only 2 dogs per pitch, so you will be required to comply with this if your application is successful. *Please see policy for further details.*

Where do you live at the moment?

Provide current address and postcode

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How long have you lived here?

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Is it:

Side of road /illegal encampment		Parked at friends / family house	
With friends / family pitch on a site		Licencee of a pitch in another town	
Illegal trespass on CYC pitch or site		Other (give details)	

You may be required to provide evidence of where you are living.

If your current address is a legal Gypsy & Traveller site please provide the name of the Council area	
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If you want us to send letters to a different address than the one above, write it here:

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About your current home – what type of home do you live in now?

Please tick any box that applies

Type of accommodation		Floor level
House	<input type="checkbox"/>	
Flat	<input type="checkbox"/>	
Maisonette	<input type="checkbox"/>	
Mobile home/Caravan	<input type="checkbox"/>	Not applicable
Static Caravan	<input type="checkbox"/>	Not applicable
Bungalow	<input type="checkbox"/>	Not applicable
Room/s in a house	<input type="checkbox"/>	
Bed-sit	<input type="checkbox"/>	
Hostel	<input type="checkbox"/>	
Bed and Breakfast	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

Do you...

Own the property	<input type="checkbox"/>
Own the caravan	<input type="checkbox"/>
Rent the property	<input type="checkbox"/>
Rent the caravan	<input type="checkbox"/>
Live with other people in their home/caravan	<input type="checkbox"/>
Live with relatives in their home/caravan	<input type="checkbox"/>
Accommodation tied to your work	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

If you rent your home/caravan pitch...

Please give name, address and telephone number of your **current** landlord/owner.

Name		
Address		
Telephone number		
How often is the rent due for the pitch	Weekly/ four weekly/ monthly	
How much is the rent for the pitch	£	
Are you in arrears?		
If yes, has any legal action been taken against as a result of your arrears?		
Has any legal action been taken against for nuisance or anti-social behaviour?		
If yes, what action has been taken and when?		

If you own a house ...

Approximately how much is your home worth?	
If you have a mortgage, approximately how much do you owe?	
What are your monthly mortgage payments?	
Are you in arrears with your mortgage?	
If yes, what action has been taken?	

Do you own any property, which you do not live in?
If yes, what is the value?
If you have a mortgage on the property how much do you owe?
Why don't you live there?
Is your home in need of repair, if yes please give details.

Previous Address - provide your last three addresses (this needs to cover last 5 years). *Please continue on a separate piece of paper if more than 3 address's in last 5 years or if any other members of your household have lived elsewhere, please give details separately.*

	Address	Date from	Date to	Type of accommo dation	Landlord details	No. of Years There	Reason for leaving
1							
2							
3							

Employment Details

Please provide details of your employment. Also list the employment of family members living with you.

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Benefits

Are you/your partner currently claiming:-

Jobseekers Allowance	<input type="checkbox"/>
Income Support	<input type="checkbox"/>
Employment Support Allowance	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>

How many families (other than the people you want to be housed with) share each of the following rooms or facilities?

	Relatives	Non relatives	Other parties
Kitchen			
Bathroom			
Cooking facilities			

We need to know what your current home is like. Tell us about the rooms and facilities available to you and the people you want to be housed with you.

Have you or the people you want to be housed with you got access to the following facilities?

	Yes	In caravan only	No		Yes	In caravan only	No
Kitchen				Hot water supply			
bath/shower				Mains water supply			
Cooking facilities				Out/inside toilet			
Wash hand basin/sink				Heating	Yes	If yes Part or Full	No

If you have not got access to running water, fixed WC and wash hand basis how long has this been for?

Do you have to leave this accommodation/area for any reason?

Yes
 No

If yes, please provide details –

Do you want a pitch because your family live on site?

Yes		No	
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Please give name and address of family on site	
How long have they lived on site	

Are you on the waiting list for a pitch in another Authority area ?

Yes		No	
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Name of Authority _____

Connection with York

If you do not currently live in York you may be eligible for housing. If you do not live in York at the moment but do have a connection with the city please state below what that connection is.

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Do you or a member of your household have a medical condition/special needs you wish to inform us of?

If yes please provide full details

Is there anything else you would like to tell us about your accommodation needs in support of your application?

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Criminal Convictions

If you, or any member of your household, has an unspent conviction for a criminal offence you need to tell us about it

We do not need information of your offence if it has been spent under the Rehabilitation of Offenders Act 1974. A Conviction is spent once the rehabilitation periods had ended.

Some sentences are excluded from rehabilitation and are therefore never classed as spent.

Do you or anyone to be accommodated with you, have an unspent conviction for a criminal offence?

Yes
No
Don't know

If you or a member of your household has a probation officer, please provide their details below:-

Name: _____ Telephone Number: _____

Contact Address: _____

Connections

Do you, or any of your household, work for the City of York Council?

Yes No

If yes, please give details:

Name Job Title Employer

Are you, or any member of your household, related to any committee member, or member of staff at the City of York Council?

Yes No If yes, please give details:

Name Relationship to you

Data Protection and Your Application

City of York Council will use the personal data you provide in this form for the purpose of deciding your application to register your accommodation need and for the proper management of the Council's Gypsy & Travellers sites. We may disclose this information to other Council departments, the Police, the Department of Work and Pensions and any other person or body the Council feels is reasonably necessary for the processing of this application, the protection of any person, the prevention or detection of any crime or the carrying out by the Council of any of its statutory functions.

We will not discuss the details of your application with anyone else without your permission.

Nominated Contact

Would you like to nominate someone who can contact us on your behalf to discuss your application? Yes/No

Would you like this person to receive all correspondence relating to your application, rather than sending to you? Yes/No

If yes to either please give the person's details :-

Name:	Telephone Number:
Address:	
Relationship to you:	

IMPORTANT

Declaration and Authorisation

Please read this declaration carefully then sign it.

If you are applying jointly please give both signatures.

I declare that the information I have given on this form is correct and complete.

I agree to City of York Council sharing details of my application with any relevant agency on a confidential basis. I understand that information may be shared with City of York Council so that we can improve access to our services.

I agree that City of York Council may obtain any relevant information about me from other relevant agencies. I understand that relevant agencies may include, but are not limited to, any police force, previous landlords, the probation service and other Council departments.

I understand that City of York Council will undertake checks to verify the information I/we have given is correct.

I understand that if I supply false or incomplete information or if I fail to notify you of any relevant change of circumstances, I may be guilty of an offence.

I understand that if my behaviour is deemed to be unacceptable due to non-payment of rent or other housing debts, anti-social behaviour or wilful damage or neglect to a property of which I have been a tenant/licence holder, then my application may be down-banded or removed from the pitch waiting list.

I understand that the Council is, by law, entitled to take action to end any pitch licence I may be given as a result of a result of a false statement made by me or another person acting on my behalf.

I understand that this application will be cancelled if I am re-housed by the Council or allocated a pitch licence.

Signature of applicant/s:

Date: _____

This form should be returned to:

Travellers Support Worker
Ordnance Lane Hostel
Fulford Road
York
YO10 4DY

or

Housing Options Admin Team
West Offices
Station Rise
York
YO1 6GA

Equality of Access

We are committed to giving everyone equality of access and service regardless of their race, colour, ethnic origin, religion, gender, physical disability, sexual orientation or mental status. To make sure that our equal opportunities policy is carried out, we would like you to answer the following questions. However, if you do not wish to do so it will not affect your application for housing in any way.

I would describe myself as being:

White	
British	
Irish	
Any other White background (please specify)	
Mixed Race	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed background (please specify)	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian background (please specify)	
Black or Black British Caribbean	
African	
Any other Black background (please specify)	
Other Ethnic Groups	
Chinese	
Traveller	
Any other ethnic background (please specify)	

I am Male		I am Female	
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