

Office use only

Application No.	Review Yes/No	Registration Date
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CITY OF  
**YORK**  
COUNCIL

## TRAVELLERS SITE WAITING LIST - APPLICATION FORM

This is an application form to apply to be entered onto the Gypsy and Traveller pitch waiting list. Please request the pitch allocation policy for information about the process.

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) you can tick more than one box*

James Street Site

Water Lane, Clifton Site

Outgang Lane, Osbaldwick Site

### 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

How long have you lived here?

**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 below)	

Other:

***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		
Flat		
Maisonette		
Mobile home/Caravan		Not applicable
Static Caravan		Not applicable
Bungalow		Not applicable
Room/s in a house		
Bed-sit		
Hostel		
Bed and Breakfast		
Other (please specify)		

**Do you...**

Own the property	
Own the caravan	
Rent the property	
Rent the caravan	
Live with other people in their home/caravan	
Live with relatives in their home/caravan	
Accommodation tied to your work	
Other (please specify below)	

**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 your home ...**

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?	

<b>Do you own any other property, which you do not live in?</b>	<b>Yes</b>	<b>No</b>
If yes, answer the following questions - Where is this property?		
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 previous addresses over last 5 years.  
*Please continue on a separate piece of paper if more than 4 address' in last 5 years or if any other members of your household have lived elsewhere, please give details separately.*

	<b>Address</b>	<b>Date from</b>	<b>Date to</b>	<b>Type of accommodation</b>	<b>Landlord details</b>	<b>No. of Years There</b>	<b>Reason for leaving</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							

## 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"/>	Personal Independence Payment	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	Disability Living Allowance	<input type="checkbox"/>
Employment Support Allowance	<input type="checkbox"/>	Working Tax Credits	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>	Child Tax Credits	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>
Pension Credit	<input type="checkbox"/>	State Pension	<input type="checkbox"/>

**Where you live at present - Do you share with any other people (other than the people you want to be housed with) any 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 do not have access to running water, fixed WC and wash hand basin 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 in York because you have family living on a site in York?**

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**

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## Connection with York

If you do not currently live in York you may still 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.

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 (*you may be asked for further details regarding this*)

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



## 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.

*An unspent criminal conviction is when a person is convicted of a crime and that conviction will stay on public record (sometimes indefinitely). In the UK, some convictions can become spent and be removed from the record meaning you have served time and passed through a conviction period. Until then, your conviction is unspent. The unspent period is called a time of rehabilitation in which the convicted person does not re-offend after conviction or time served. Some criminal convictions remain unspent regardless of elapsed time.*

We do not need information of your offence if it has been spent under the Rehabilitation of Offenders Act 1974.

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: \_\_\_\_\_

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## 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 :-

<p>Name:</p> <p>Telephone Number:</p> <p>Address:</p>         <p>Relationship to you:</p>
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## 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 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:

*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:

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

I am Male		I am Female	
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