

APPLICANT:

DATE RECEIVED:

**APPLICATION FOR A CARAVAN PITCH AT THE GYPSY &
TRAVELLER SITE,
HEATH COMMON, WAKEFIELD**

PLEASE COMPLETE THIS FORM IN BLACK INK

If you have any queries or need help with completing this form, please contact the Site Manager on 01924 201775

The information you provide on this form is needed to assess your need and priority for accommodation. It is important that you answer every question and provide any documentation requested. Failure to do so may result in our returning the form to you and delaying the assessment process. All information given will be treated by the Council as confidential and only disclosed to other agencies on a need to know basis. (Do not send original documents with this application as we may not be able to return them, photocopies will be accepted).

- Please ensure that you have completed the form as fully as possible.
- Please remember to enclose any documentation.

ANY INCOMPLETE APPLICATIONS MAY BE RETURNED

When you have completed this form please return it to:

Wardens House,
Heath Common Site,
Doncaster Road,
Wakefield,
West Yorkshire.

SITE APPLICATION FORM

Received:.....

Registration No:.....

1. Name of applicant/s

SURNAME	FIRST NAME	MALE/ FEMALE	DATE OF BIRTH	PLACE OF BIRTH

2. Contact telephone number:

3. National insurance number:.....

4. Occupation:.....

5. Current address:.....

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(Please enclose suitable document as proof of identity i.e. copy of Birth Certificate, Passport or Driving Licence).

6. Number of caravans/trailers:..... **Number of vehicles:**.....

7. Details of all persons who will be living with you on the pitch

SURNAME	FIRST NAME	MALE/ FEMALE	DATE OF BIRTH	RELATIONSHIP

If necessary please continue overleaf:

8. Are any persons wishing to live on the pitch pregnant? Yes/No

9. Do you or any person living with you have any medical condition, disability or special needs that we should take into account when considering your application? If Yes, please provide details:

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10. Are you or any person living with you claiming:-

- Disability Living Allowance (for those aged under 65) Yes/No
- Attendance Allowance (for those aged 65 and over) Yes/No
- Carer's Allowance Yes/No
- Incapacity Benefit Yes/No
- Employment and Support Allowance Yes/No
- Income Support Yes/No

(If you have answered yes to any of the above, please enclose a copy of a letter showing proof of entitlement or benefit received.)

11. If you have lived at your current address for less than 5 years, please provide details of all the addresses you have lived in for the last 5 years.

ADDRESS	DATE MOVED IN (month/year)	DATE MOVED OUT (month/year)	TYPE OF ACCOMMODATION

12. Do you need to leave your current accommodation for any reason?
If Yes, please provide details:

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13. If you rent your current house, mobile home and/or plot please provide contact details of your current landlord.

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14. Please provide details of your employment and whether you are claiming housing benefit.

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15. Do you have children attending schools in the Wakefield Metropolitan District Council area? If Yes, please provide details:

NAME	DATE OF BIRTH	SCHOOL ATTENDED

If required please continue overleaf:

16. Do you need to care for an elderly or vulnerable relative living on the site?
If Yes, please provide details including the relative's name and address.

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17. Do you require care from a relative living on the site? If Yes please provide their name, address and specify the nature of care you require.

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18. Do you have any relatives living on Heath Site or in the Wakefield MDC area? If Yes, please provide details:

SURNAME	FIRST NAME	ADDRESS	RELATIONSHIP

19. Have you or anyone living with you made a homeless application to Wakefield Metropolitan District Council? If Yes, please tell us when the application was made and if it has been determined.

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20. Are you or anyone living with you currently judged by any Council to be:-

- **Unintentionally homeless and in priority need?** Yes/No
- **Threatened with homelessness unintentionally and in priority need** Yes/No
- **Unintentionally homeless but not in priority need** Yes/No
- **Intentionally homeless** Yes/No

If you have answered Yes to any of the above, please provide a copy of the decision letter from the relevant Council with your application

21. Do you consider your current home is:-

- **overcrowded** Yes/No
- **in insanitary condition** Yes/No

If yes please give details:

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22. Please provide details of any pets or animals you have:
(Please note that applicants will only be permitted to keep one dog on site)

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23. Any Additional Information (including details of convictions for violent or drug related offences as well as any other action taken against you or any person wishing to live on the pitch, for threatening / anti-social behaviour or breach of tenancy conditions if applicable):

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24. Please provide the names and addresses of two referees with contact telephone numbers. (Family members can not be used as referees)

Referee 1

Referee 2

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Tel No:.....

Tel No:.....

Data Protection Act 1998:

The information provided on this form will be used to process your application for a pitch on the Council's Gypsy and Traveller Site. This information may be checked with other information held by Wakefield Council and may be used to prevent and detect fraud.

Please read the following statements carefully then indicate you have understood the statements by signing below.

Declaration

I/we understand that this application form is the first step in the application process in securing a pitch on the Heath Gypsy and Traveller Site.

I/we declare that the information given on this form is correct and complete to the best of my/our knowledge.

I/we authorise Wakefield Council to make such enquiries as necessary to verify the information on this form with my current/previous landlord and other agencies, which includes the police.

With this application I/we apply for a licence to occupy a council pitch and certify that the particulars on the form are true. I/we will notify the Council of any changes in the particulars whilst I/we remain on the waiting list for a pitch. I/we understand that the Council reserves the right to withdraw any offer or take an action to terminate any licence or agreement that has been granted on the basis of incorrect information

Signature:

Date: