Gypsy & Traveller Section 

# Pitch Application Form

**Please fill out all the questions with as much detail as possible.** If you find this form difficult to complete, we are happy to help you or if you prefer, you can ask a friend or someone else.

Hertfordshire County Council is against any form of unfair discrimination and have a legal duty to treat people who use our services fairly and to ensure we do not discriminate on grounds of race, gender, ethnic background, or disability. However, it is not enough to say that we do not unfairly discriminate. We must be able to demonstrate fairness by taking active steps to collect information about employees and people who use our service.

**1. About you**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mr** |  | **Mrs** |  | **Miss** |  | **Ms** |  |
|  **don’t move me** |
| **First name:** |  | **Last name:** |  |
| **Hplease don’t move me** |
| **Previous or other names:** |  |
| **t move me** |
| **D.O.B:** |  | **Telephone:** |  | **N.I number:** |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Single** |  | **Married** |  | **Divorced** |  |  **Separated** |  | **Widowed** |  | **Living together** |  |

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| **don’t move me** |
| **Name of spouse:** |  |
| **Hplease don’t move me** |
| **Is this a joint application?** | **Y** | **N** |  **Name of joint applicant:** |  |
| **Hplease don’t move me** |
| **Joint applicants D.O.B:** |  |  |
| **Do you consider yourself to be:** |
| **Hplease don’t move me** |
| English Gypsy | **Y** | **N** |  Scottish Gypsy | **Y** | **N** |  Welsh Gypsy | **Y** | **N** |  Roma Gypsy | **Y** | **N** |  |
| **Hplease don’t move me** |
| Irish Traveller | **Y** | **N** | Scottish Traveller | **Y** | **N** | New Age Traveller | **Y** | **N** |
| **Hplease don’t move me** |
| Other (please specify): |  |  |  |  |
| **Hplease don’t move me** |
| **Do you now live:**  |
| **Hplease don’t move me** |
| Private Site | **Y** | **N** |  Council Site | **Y** | **N** |  Family Site | **Y** | **N** |  Transit Site | **Y** | **N** |  |
| **Hplease don’t move me** |
| House | **Y** | **N** |  Share a plot | **Y** | **N** |  Roadside | **Y** | **N** |  Other (please state) |  |
| **Hplease don’t move me** |
|  |
| **Hplease don’t move me** |
| **Address:** |  |
| **Hplease don’t move me** |
| **How long have you lived at the above address?** |  |
| **Hplease don’t move me** |
| **Where have you lived for the last five years (please include dates and full address), and why you left:** |
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| **Have you applied to any other Council for a pitch and if so, please state which ones or if not, why not?****please don’t move me** |
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| **Hplease don’t move me** |
| **Where is your preferred site within Hertfordshire County Council? Maximum 3 choices:** |
| **Hplease don’t move me** |
| 3 Cherry Trees  | **Y** | **N** | Barley Mow  | **Y** | **N** | Dyes Lane  | **Y** | **N** |
| Halfhide Lane | **Y** | **N** | Holwell Place  | **Y** | **N** | Long Marston | **Y** | **N** |
| Sandy Lane | **Y** | **N** | Tolpits Lane | **Y** | **N** | Ver Meadows  | **Y** | **N** |
| Watling Street | **Y** | **N** |
| **lease don’t move me** |
| **Have you lived on any of these sites before, if so, please give the date:** |  |
| **please don’t move me** |
| **Do you have close family on the site you have chosen, for instance Mum, Dad, Sister or Brother?** | **Y** | **N** |
| **please don’t move me** |
| **Please give their name(s), address, and relation to you:** |
| Name: | Relationship to you: | Address: |
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| **What is the reason you want to be near your relative?** |  |
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| **How many caravans do you have?** |  | **Do you have a mobile home?** | **Y** | **N** |
|  **don’t move me** |
| **If so, what is the size of your mobile home?** |  | **How many vehicles do you have?** |  |
| **ease don’t move me** |
| **Are you, or anyone included in this application in full or part time employment?** | **Y** | **N** |
| **lease don’t move me** |
| **If yes, please give details:** |  |
| **Hplease don’t move me** |
| Name of working person: | Where works: | Starting date: |
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| **Which (if any) benefits do you claim at the moment?** |
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| Benefit received: | Amount: | How often? |
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| **lease don’t move me** |
| **Please give details of any pets that you have:** |  |
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| (Please note that applicants will only be able to keep an animal on site when given written permission from Hertfordshire County Council). |
| **2. People included in your application** |
| **Hplease don’t move me****Please supply information of everyone who will be moving with you: don’t****move me** |
| First name: | Last name: | Sex: | Date of birth: | Relationship to you: | N.I number: |
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| **Are you, or anyone included in your application pregnant?** | **Y** | **N** |
| **t move me** |
| **If yes, please give the name of the person pregnant:** |  |
| **Hplease don’t move me** |
| **When the baby is due:** |  |
| **Have you, or anyone included in this application had legal action taken against you for anti-social behaviour over the past five years? Y / N** |
| **please don’t move me** |
| **If yes, please give details:** |  |
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| **lease don’t move me** |
| **For HCC office use only:** | **N/A** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
|  |
|  |
| **Have you, or anyone included in this application ever been convicted of a criminal offence?**  | **Y** | **N** |
|  **move me** |
| **If yes, please give details:** |  |
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| **Hplease don’t move me** |
| **For HCC office use only:** | **N/A** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
|  |
| **Have you, or any member of your household, have a legal or financial interest in any rented or owned**  |
| **property or land in this country or abroad?**  | **Y** | **N** |
| **Hplease don’t move me** |
| **If yes, please give details:** |  |
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| **don’t m****ove me** |
| **For HCC office use only:** | **N/A** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
|  |
| **Have you, or anyone included in this application illegally squatted or ever been evicted, had a property repossessed or sold a property? Y / N** |
| **please don’t move me** |
| **If yes, please give details:** |  |
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| **Hplease don’t move me** |
| **For HCC office use only:** | **N/A** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
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| **3. Health, disability and other special circumstances** |
| Hplease don’t move meFor any health and/or disability we will need verification from a GP or a Consultant. Further details about this are at the end of this application form. |
| **Do you, or anyone included in this application have a disability and/or health problem?** | **Y** | **N** |  |
| **ase don’t move me** |
| **If yes, please give details below:** |
| **please don’t move me** |
| Name of person: | Health problem: |
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| **move me** |
| **Is medication taken?** | **Y** | **N** |  **If yes, please answer the following:** |
| **Hplease don’t move me** |
| Name of medication: | Dose: | How often taken: | Prescribing GP: |
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| **move me** |
| **Does the person(s) receive any other treatment?** | **Y** | **N** |  **If yes, please answer the following:** |
|  |
| Type of treatment: | How often: | Where: |
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| **Hplease don’t move me** |
| **Do you, or anyone included in this application receive Disability Living Allowance (DLA)?** | **Y** | **N** |
| **move me** |
| **Do you, or anyone included in this application receive Personal Independence Payment (PIP)?** | **Y** | **N** |
| **move me** |
| **If yes, please give the name of this person:** |  |
| **don’t move me** |
| **Please give details whether this is for:** | **Mobility** | **Y** | **N** | **or** | **Daily Living** | **Y** | **N** |
| **don’t move me** |
| **Which rate is this paid at?** | **Standard** | **Y** | **N** | **or** | **Enhanced** | **Y** | **N** |
|  |
| **Do you, or anyone included in this application receive Attendance Allowance (AA)?**  | **Y** | **N** |
| **move me** |
| **Which rate is this paid at?** | **Lower** | **Y** | **N** | **or** | **Higher** | **Y** | **N** |
| We may need to contact your Doctor or other professionals for further information or confirmation, and so please supply the following details |
|  | Name: | Contact details/address: | How often you see this person: |
| Doctor |  |  |  |
| Consultant |  |  |  |
| Social Worker |  |  |  |
| Occupational Therapist |  |  |  |
| CPN |  |  |  |
| Health Visitor/District Nurse |  |  |  |
| Midwife |  |  |  |
| Care Agencies |  |  |  |
| Friends/Family |  |  |  |
| Other |  |  |  |
|  |
| **Do you receive support from family on the site you have chosen to apply for?**  | **Y** | **N** |
| **me** |
| **Please give their name and address: me** |
|  |
| **me** |
| **Is it essential that only this person provide the support you need?**  | **Y** | **N** |  |
|  |
| **If this support is essential, please provide details of why, and how they help:** |
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| **For HCC office use only:** | **N/A** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
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| **Do you provide support for a family member on the site you have chosen to apply for?** | **Y** | **N** |
| **dot move me** |
| **Please give their name and address:**  |
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|  |
| **Please provide the name of the person and details of why it is important for you to provide this support:** |
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| **don’t move me** |
| **For HCC office use only:** | **N/A** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
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| **don’t move me** |
| **Are you suffering from any form of harassment or violence where you are currently living?** | **Y** | **N** |
| **don’t move me** |
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| **don’t move me** |
| **For HCC office use only:** | **N/A** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
|  |
|  |
| **don’t move m** |
| **4. Other Information** |
| **don’t move me** |
| **You will be required to sign a pitch agreement if allocated a plot with Hertfordshire County Council, are you** |
| **willing to do this?** | **Y** | **N** |
| **Hplease don’t move me** |
| **Are there any welfare issues you would like us to take into account?** | **Y** | **N** |
| **Hplease don’t move me** |
| **If yes, please give details:** |  |
|  |
|  |
|  |
|  |
| **For Office use only:** | **Low Y/N** | **Medium Y/N** | **High Y/N** |
| **Please give reason for decision:** |
|  |
|  **Do** |
| **Is there anything more you would like to include in your application?** | **Y** | **N** |
| **don’t move me** |
| **If yes, please give details:** |  |
|  |
|  |
| **Declaration (please answer these statements), if you choose to answer ‘NO’ your application cannot be processed. If you do not answer the statements your application cannot be processed.** |
| **move me** |
| I declare that the information I have given is correct and complete | **Y** | **N** |  |
| **Hplease don’t move me**I undertake to inform Hertfordshire County Council of any changes in my circumstances as soon as they take  |
| place | **Y** | **N** |
| **don’t move me**I understand that if I give any information that is false or incomplete, I am committing an offence and that  |
| legal action may be taken to bring my tenancy to an end resulting in my eviction | **Y** | **N** |
| **don’t move me**I give permission for information to be disclosed to other parts of the Council and other organisations,  |
| including the police and probation authorities for verification, assessment and nomination purposes | **Y** | **N** |
| **Hplease don’t move me**I give permission for the Council to contact any social worker, probation officer, community psychiatric nurse |
| or other similar worker to discuss my application in order to assess my housing need | **Y** | **N** |  |
| **Hplease don’t move me** |
| I give permission for the Council to make any enquiries necessary to verify and/or assess my housing  |
| application | **Y** | **N** |  |
|  |
| **Print name:** |  | **Date:** |  |
| **please don’t move me** |
| **Signature:** |  | **If this is a joint application, both applicants must sign** |
|  |
| **Print name of joint applicant:** |  |
| **Hplease don’t move me** |
| **Signature of****joint applicant:** |  |  |
| **please don’** |
| **Information Required:** |
| please don’t move mePlease note that your application cannot be processed unless you provide the following documentary evidence. (Copies of the original documents are acceptable). Letters must not be older than three months. |
| If this is a joint application, details for both applications need to be supplied.  | **Please tick to confirm****that you include it** |
| **These documents MUST be provided with this application:** | Applicant | Joint Applicant |
|  |
| **don’t move me** |
| Proof of national insurance number (such as a benefits letter, P45/60 or N.I card) |  |  |
| **don’t move me** |
| Copies of all birth certificates |  |  |
| **don’t move me** |
| A passport size photo  |  |  |
| **don’t move me** |
| **These documents MUST be provided with this application if they apply to you:** |
|  |
| **If you have children**, a Child Benefit notification letter |  |  |
|  |
| **If you are on benefits**, proof of all state benefits received, including Tax Credits  |  |  |
| **don’t move me** |
| **If you are of ill health**, proof of Disability Living Allowance if you receive it  |  |  |
| **don’t move me** |
| **If you are of ill health**, proof of Personal Independence Payment if you receive it  |  |  |
| **don’t move me** |
| **If you are of ill health**, proof of Attendance Allowance if you receive it |  |  |
| **don’t move me** |
| **If you are of ill health**, proof of illness/disability from GP and/or Hospital |  |  |
| **don’t move me** |
| **If you are working**, proof of earnings such as your last two wage slips  |  |  |
| **don’t move me** |
| **If you are pregnant**, a MAT B1 Form  |  |  |
| **don’t move me** |
| **These documents MUST be provided with this application if you have them:** |
| **don’t move me** |
| Driving Licence  |  |  |
| **don’t move me** |
| Passport  |  |  |
| **don’t move me** |
| Bank/Building Society or Post Office account statement for the last two months |  |  |
| **don’t move me****If you cannot supply the above, or have not included it in this application, please state why:****Hplease don’t move me** |
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|  |
| **Please return this form to: Gypsy and Traveller Section, 21 St Albans Road East, Hatfield AL10 0ER**  |