

Leicester City Council Gypsy & Traveller Sites: Pitch Licence Application Form



This application form is for a licence to occupy a pitch on one of the Leicester City Council's Caravan Sites. The site is owned and managed by the Housing Division of Leicester City Council.

If you have any difficulties in understanding or completing this form, please contact Nigel Townsend the Gypsy and Travellers Site Manager on telephone number 0116 454 5408.

1. APPLICANT(S)

APPLICANT'S DETAILS

Mr/Mrs/Miss/Ms/Other.....

First name(s).....

Surname.....

Date of Birth.....

National Insurance Number.....

Address.....

.....

Postcode.....

Property Ref

(If Leicester City Council property)

Phone Number (home).....

Phone Number (mobile).....

Address for mail if different from above

.....

.....

Postcode.....

Notes

PARTNER'S DETAILS.

Mr/Mrs/Miss/Ms/Other.....

First name(s).....

Surname.....

Date of Birth.....

National Insurance Number.....

Address.....

.....

.....

Postcode.....

Property Ref

(If Leicester City Council property)

Phone Number (home).....

Phone Number (mobile).....

Address for mail if different from above

.....

Postcode.....

2. PREVIOUS APPLICATIONS FOR HOUSING

APPLICANT

Have you applied to Leicester City Council for Housing?
 Or for a site pitch before? YES NO

If YES, please give the address you were living at then, and any previous names you applied under

.....

.....

Postcode.....

PARTNER

Have you applied to Leicester City Council for Housing?
 Or for a site pitch before? YES NO

If YES, please give the address you were living at then, and any previous names you applied under

.....

.....

Postcode.....

3. YOUR NEED FOR HOUSING

3a. ACCESS NEEDS

Do you or anyone who will be housed with you have any **access** needs which should be taken into account when dealing with your application?

For example: needs to use ramp to enter property YES NO

If YES please give names and access needs. **Please provide proof of any access needs you have, for example, DLA, PIP documents or a Doctors letter.**

NAME(S)

ACCESS NEEDS

1..... -

2..... -

3..... -

Are your/their access needs being met at your current home/accommodation?

YES NO

3b. HEALTH NEEDS

Do you or anyone who will be housed with you have any **health** needs which should be taken into account when we are dealing with your application?

YES NO

If YES, please give their name(s) and health need(s). **Please provide proof of any health needs, for example a Doctors letter.**

NAME(S)

HEALTH NEED(S)

1..... -

2..... -

3..... -

Do you think that your current home/accommodation is affecting your health/their health?

YES NO

If YES, please explain why below

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.....
.....

3c. CARE AND SUPPORT NEEDS

Do you or anyone who will be housed with you have any care and support needs which should be taken into account when we are dealing with your application?
 For example needs help to get up, prepare meals, use toilet etc.

YES NO

If YES, please give their names(s) and a brief description of the care and support needs. If you want to give more information please use a separate sheet. **Please provide proof of care and support needs, for example, DLA, PIP documents or a Doctors letter.**

NAME	Care and support needs
1.....	-
2.....	-

Do you or anyone to be housed with you need to provide care and support to someone who lives elsewhere?

YES NO

If YES please provide details of the person(s) requiring support and a brief description of their needs, and the name(s) of those who will provide that support. **Please provide proof of care and support you provide to someone not living with you. For example, proof of carers allowance.**

Name(s).....

Address

 Post code:

Care and support needs.....

Person(s) providing care and support.....

3d. OTHER NEEDS FOR HOUSING

If you are not applying for a site pitch due to access or health reasons, or if there are other reasons as well please provide details of any other needs.

Please include details of any other agencies involved such as Police, social Services, neighbourhood housing offices. If you left a permanent home in the last 6 months please explain why you left. **Please provide any documents you have that you think will help your application.**

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4. PETS AND ANIMALS

Do you keep any pets or other animals?

YES NO

If YES please provide details

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5. YOUR HOUSEHOLD

Please give details of all persons who will need to be housed with you.

(Please put a tick (✓) by the names of anyone you want to be housed with you that do not live with you now.

You will need to give proof of access arrangements, proof of child benefit for any children living with you, proof of residence for any adult/child living with you currently.

Surname	First name(s)	Sex M/F	Age	Date of Birth	Relationship to applicant e.g. son, father	✓

Do all the people listed above live with you at the moment?

YES NO

If NO, please give the name(s) of those not living with you, their current address, and explain why.

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Are you pregnant? YES NO

If YES please give the date the baby is due:

Is anyone wishing to be housed with you pregnant? YES No

If YES please give their name and the date the baby is due.

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5. YOUR PRESENT HOME

Please give details of your present home.

Address.....
.....
..... Post Code:

If you are renting your home what type of tenancy do you have?

Secure Assured Assured Short-hold Introductory

Do not know Other specify.....

Please indicate your present housing circumstances

Owner Occupier

Private tenant

Housing Association tenant

Council tenant

Living with parents

Living with relatives

Unauthorised camp

Caravan on a site

No fixed abode

What type of accommodation do you live in?

House/flat

Caravan

Hostel

Bed and Breakfast

Other specify.....

6. Do you have any close family connections on any of the Leicester City Gypsy & Travellers sites? Yes/No

If yes, please give details below:

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7. Have you ever been a Leicester City Council tenant before?

If so, please provide address(es) and tenancy date(s)

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8. Please give your preference for which site you would like a pitch.

For example, if your first choice is Meynells Gorse write 1 in the box, and then give your second and third choice. **Please note; giving a preference does not necessarily mean you will be allocated a pitch on that site.**

Meynell’s Gorse

Red Hill Way

Greengate Lane

9. Please give any other information you think will support your application:

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10. Proof that you need to provide with the application

Please indicate if any of these apply and make sure you provide proof

- Dependent children e.g. Proof of child benefit
- Adults living with you Proof that they live with you
(E.g. driving licence, bank statement)
- Current/former tenancy Proof of current and former
Rent account
- Access to children Proof of access to children
- References from former landlord
- Proof of disability, health needs, or access needs e.g. DLA, PIP, or Carers Allowance,
hospital notes, Doctors letter. Supporting
letter from Social Services.

Please note; photocopies of documents required for proofs are acceptable.

11. APPLICANT'S DECLARATION

I/we authorise Leicester City Council to make any investigations that it considers is required to process my/our Pitch Licence application for accommodation on a LCC caravan site.

I/we also give Leicester City Council permission to contact any of the following bodies or agencies in connection with this application for housing, or in connection with any future housing service if I/we become licensee(s) Of Leicester City Council:

- Any police authority**
- Any social security and benefits authority**
- The National Health Service**
- Any other local authority or social housing landlord**
- Or any other statutory authority**

I/we understand that any FALSE INFORMATION given by me/us which leads to a pitch being allocated to me/us may result in eviction proceedings being taken against me/us.

I/we also understand that any FALSE INFORMATION given by me/us will result in my/our application being suspended or cancelled and may also result in exclusion from the waiting list for one year.

I/we understand that Leicester City Council must be informed immediately if my/our circumstances change, or if any of the information supplied in the application changes.

I/we also understand that if an offer of accommodation is made to me/us but refused then I/we will be suspended from the waiting list for one year.

I/we understand that if I/we are offered accommodation by Leicester City Council I/we will abide by the Pitch licence conditions for the LCC caravan site.

Deposit

Prior to occupation of the pitch, to pay a deposit in the sum £..... which is 4 weeks rent to our representative on signing of the agreement for which a receipt will be issued. The deposit will be held against arrears, damage, or other breaches of the agreement.

All applications must have the correct supporting proofs in order for the application to be deemed as complete.

SIGNED: Applicant.....

Date

Partner.....

Date.....

Is there anyone helping you with this application?

Would you be happy for us to discuss your application with them?

IF Yes please give their name and contact details:

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.....
.....
.....

When completed please return this form to with all proofs required to:

Nigel Townsend
Gypsy & Traveller Manager
Leicester City Council
Housing Division
New Parks Housing Office
321 Aikman Avenue
Leicester
LE3 9PY