



For Office Use Only

**ROMANI WAY  
HOUSING APPLICATION**

Name:

Application Date:

Registration Number:

**Sevenoaks District Council has one Gypsy and Traveller site situated at Romani Way, Hever Road, Edenbridge.**

**You must complete this form if you wish to be considered for a pitch at Romani Way.**

*There are also Gypsy and Traveller Sites managed by Kent County Council – applications for these Sites should be made through Kent County Council.*

**Our Role**

Romani Way site is owned and managed by Sevenoaks District Council and provides accommodation for households who fall within the following definition:

*Persons of nomadic habit of life, whatever their race or origin, including such persons who on grounds only of their own or their families or dependants educational or health needs or old age have ceased to travel temporarily or permanently, and all other persons with a cultural tradition of nomadism and/or caravan dwelling.*

**Who can apply for Hever Road Site waiting list?**

The following people/households are eligible to make an application to be considered for inclusion on the Council's Gypsy and Traveller Register

- Are from a Gypsy and Traveller background (see definition above)
- Are aged 18 or over
- Are currently living in the Sevenoaks District and have been resident for a continuous period of three years at the point of application. This does not include households placed in temporary accommodation under homelessness legislation or the Children's Act 1989.
- Are currently employed in the District and your place of work is within the District and you have been working within the District continuously for the last three years at the point of application
- Are self-employed, where documentary evidence shows at least 50% of your work is within the District, and this has been the case continuously for the last three years at the point of application
- Are an applicant for whom we have accepted the main housing duty under homelessness legislation (s193 Housing Act 1996)

- Members of the Gypsy and Traveller community who are transitory will have their application assessed on priority need
- Are persons or households who apply as qualifying persons and meet the criteria because of exceptional circumstances or special needs, regardless of their previous address

## **Exemptions**

The following exemptions to the above criteria may apply:

- Applicants who have previously lived in the District
- Applicants who have close family connections i.e. children, parents, grandparents or siblings only where those connections continue to exist.

Existing family groupings will be considered when allocation pitches to new occupiers to minimise potential conflict, both within the Romani Way site and with residents living nearby.

## **Restrictions**

We currently run a waiting list for Romani Way as the number of applicants exceed the number of pitches that become available. Allocation of a pitch aims to achieve a balance between meeting accommodation needs and ensuring the quality of life for all existing residents is not detrimentally affected.

## **Exclusion from the Register**

Certain people/households may be excluded from the register. The decision that a person/household is excluded may occur at the time of application or, if accepted on to the register, at any time during the life of the application.

Applicants may not be eligible for inclusion on the Gypsy and Traveller register if there is evidence of recent behaviour, by an applicant or a member of their household, likely to affect the management of Romani Way and/or adversely impact the Romani Way community.

The Sevenoaks District Gypsy and Traveller Allocation Policy will take account of any unacceptable behaviour of an applicant or member of their household. If there is current or historical evidence of unacceptable behaviour, then this will make an applicant unsuitable to be a licensee and their application will be withdrawn.

Examples of exclusions can be found at Point 6 of the Sevenoaks District Gypsy and Traveller Allocation Policy.

**It is important that you provide accurate information and answer all questions.**

**Should you need help in completing this form, please contact the Council's Accommodation Team by emailing [housing.register@sevenoaks.gov.uk](mailto:housing.register@sevenoaks.gov.uk) or by telephone 01732 227000.**

## YOU AND YOUR FAMILY

### Details of your Household

Your household includes **you** and **everybody who will be living with you**. Please provide proof of pregnancy where relevant. You may be asked to provide evidence that you live together as a household (e.g. child benefit book, income support details, electoral register).

**Only those registered as part of the application will be allowed to live on the Site.**

**Please note each question must be answered.**

Are you or a member of your household expecting a baby YES/NO?

If yes, please provide the date the baby is due:

Title Mr Mrs Ms Miss	Surname	First Names	Joint Application	Date of Birth	Regular School Attendance	Are you a Gypsy and/or Traveller	Relationship to Applicant
			No		No	Yes/No	Applicant
			Yes/No		Yes/No	Yes/No	
			Yes/No		Yes/No	Yes/No	
			Yes/No		Yes/No	Yes/No	
			Yes/No		Yes/No	Yes/No	
			Yes/No		Yes/No	Yes/No	
			Yes/No		Yes/No	Yes/No	
			Yes/No		Yes/No	Yes/No	

### IF CHILDREN ARE AT SCHOOL - WHERE DO THEY GO TO SCHOOL?

Childs name	School Attended	How long at school	School phone number

**WHERE DO YOU LIVE AT THE MOMENT?**

If you are of no fixed abode, please give postal address where letters may be sent (this is important in case we need to contact you).

Address
Telephone Number (Include Mobile No)

How long have you lived at this address?

**DO YOU HAVE ANY PETS?**

Do you have any pets which you would like to take with you YES  NO

If YES please give details

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**ARE YOU OR JOINT APPLICANT IN REGULAR EMPLOYMENT?**

YOU YES  NO

JOINT APPLICANT YES  NO

Employer/Company Name	Employer/Company Address	Employer/Company Telephone Number	How Long Have You Worked There

**IS THE PROPERTY WHERE YOU LIVE?**

- a) A caravan you own on a private Site YES / NO
- b) A caravan you rent on a private Site YES / NO
- c) A caravan you own on a Council site YES / NO
- d) A caravan you rent on a Council Site YES / NO
- e) A caravan you own on an unauthorised encampment YES / NO

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|----|--|----------|
| f) | A caravan you rent on an unauthorised encampment             | YES / NO |
| g) | Privately tented accommodation                               | YES / NO |
| h) | Owner occupied house   | YES / NO |
| i) | Council rented accommodation                                 | YES / NO |
| j) | Tied accommodation   | YES / NO |
| k) | Accommodation owned by a friend who is allowing you to share | YES / NO |
| l) | Accommodation owned by family who are allowing you to share  | YES / NO |
| m) | Other (please specify)                                       |          |

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**YOUR LANDLORD(S)**

If you rent your present house, mobile home and/or plot, please provide details of your current landlord and a copy of your tenancy agreement, rent book or licence agreement.

**House**

Landlord's name
Landlord's address

**Mobile Home**

Landlord's name
Landlord's address

**Plot**

Landlord's name
Landlord's address

**YOUR RELATIVES AND WHERE THEY LIVE**

Do you have close family connections currently living at Romani Way? Please provide details of your close family (parents, brothers, sisters, children, grandparents etc.)

Name	Address	Relationship

**NATIONAL INSURANCE NUMBERS**

Your National Insurance Number

If joint application:

Your Partner's National Insurance Number

What is the reason for your application?

- a) My home is too small for our needs
- b) I cannot afford to stay in my home
- c) My home is in disrepair
- d) I or a member of my family have a medical need or disability which is made worse by our current housing circumstances
- e) I need to move to or within the District to give or receive support
- f) I am leaving hospital and am unable to return to my home
- g) I am homeless or about to become homeless

h) Other (please specify)

**HAVE YOU BEEN ASKED TO LEAVE YOUR CURRENT ACCOMMODATION?**

Have you been served with a notice seeking possession or Notice to Quit? YES  NO

If **YES**, please state reason(s) why you are required to vacate the accommodation

If you must leave your home give date when you must leave by

**WHERE YOU HAVE LIVED IN THE PAST?**

Where have you and your household lived for the last 5 years?

Address	Landlord	Dates	Why you left

**PREVIOUS APPLICATIONS**

Have you applied to Sevenoaks District Council in the last 5 years?

YES  NO

If **YES** please give details

**PREVIOUS TENANCIES**

Have you, or any member of your household been a Site, Council or Housing Association tenant in the past 5 years?

YES  NO

If **YES** – please provide details

Name	Address	Site/Council/ Housing Association	Dates

### **OTHER PROPERTY**

Do you own, part own or lease a property, other than your present accommodation?

YES  NO

If **YES** please give details


### **MEDICAL CONDITION**

Do you, or any member of your household have a medical condition which is adversely affected by your current accommodation?

YES  NO

If **YES** please give details


### **PRIORITY**

Sevenoaks District Gypsy and Traveller Allocation Policy contains a number of priority bands which ensure that the Council meets its policy aims and commitments. This means that some applications have more priority than others.

Eligibility for a pitch at Romani Way is based on priority order according to housing and support needs. The banding system ranks the level or urgency of a need for a pitch, from Band A (most urgent need) to Band D (reduced priority).

Following verification and assessment, each applicant(s) will be placed in a band dependant upon housing need. Applicant(s) will be notified of priority banding.

A copy of the priority bands can be provided upon request.



**Do you or any member of your household have any medical, disability or mobility problems that are affected by your existing home?**

Please provide the following details where appropriate:

	<b>Name</b>	<b>Address</b>	<b>Telephone</b>
Social Worker			
Doctor			
Probation Officer			
Solicitor			

### **Convictions and Behaviour**

Have you or anybody on your application been convicted of any offence, other than those registered as 'spent' under the Rehabilitation of Offenders Act?

If so please provide details:

What was the offence?
What was the date of the offence?

Are you or anybody on your application required to notify the policy in accordance with Section 1 of the Sex Offenders Act 1997?

If so please provide details:

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### **OTHER INFORMATION**

Is there anything else you would like to tell us about your accommodation needs?

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## Declaration

All of the replies I have given on this form are true to the best of my knowledge. I understand that any false or misleading information may lead to prosecution for a criminal offence and may result in eviction from any allocated accommodation.

When signing the application form, the Council will seek their consent to share information with other agencies such as Housing Associations; Social Service Departments; Police Authorities; Education Services and other sections within Sevenoaks District Council. Information is shared on a 'need to know' basis only in order to:

- Determine an applicant's priority
- Assess any potential risks to the applicant and/or others who may be affected by the Council's actions in allocating a pitch
- Ensure suitable accommodation is provided for applicants

## Authorisation

I agree that enquiries may be made of any present and previous landlords and any relevant agencies, including Police records, who may be able to help in those investigations and that a photocopy of this authorisation may be used in those circumstances.

I also understand that the information obtained by this method will be treated as confidential, provided that I have not tried to mislead or withhold information that should have been disclosed as part of your application

Signed (Applicant)

Date

Signed (joint applicant)

Date

**Please return this form to:**

Accommodation Team  
Sevenoaks District Council  
Argyle Road  
Sevenoaks  
TN13 1GN