

ASSESSMENT FORM FOR UNAUTHORISED ENCAMPMENTS

General Information (to be completed by Local Authority)

Encampment Reference No:	
Location of encampment:	
Date encampment reported:	
Time encampment reported:	
Date encampment first visited:	
Visited by:	
Date Code of Conduct issued to encampment:	
Code of Conduct issued to neighbouring properties (detail which ones):	
Landowner (Name and Address):	
Date Landowner advised:	
Number of caravans:	
Number of other vehicles:	
Number of tents:	
Number of adults:	
Number of children:	
Number of animals:	
Reason for encampment:	
No of vacant pitches at LA site:	
Date encampment vacated:	

Assessment of Location (to be completed by Local Authority)

General conditions:	
Toilet facilities:	
Refuse collection:	
Provision of water:	
Road safety concerns:	
Other Health & Safety concerns:	
Environmental concerns:	
Impact on land use:	
Impact on wider community:	
Complaints received (to include complaints from Gypsy/Travellers):	

APPENDIX B

Humanitarian Considerations (to be completed by GREC and returned to Local Authority)

No of school age children on site:	
Provision available for education:	
Are children attending local school:	
If so, the length of attendance:	
School previously attended:	
Advice given on housing:	
Advice given on health:	
Advice given on welfare:	
Any specific health/welfare concerns:	

Code of Conduct compliance (to be completed by Local Authority)

Keeping groups small and appropriate to size and location of area:	
Looking after the land/respect nearby residents:	
Keeping animals under control at all times:	
Disposing of litter/rubbish in bins/bags provided:	
Area not used for fly tipping:	
Land/adjoining land not used as toilet – where provided use a portaloo:	
Do not cause a road traffic hazard:	
Do not start fires:	
Intended length of stay:	

Decision on Encampment (to be completed by Local Authority)

No action but review in:	
Have enforcement powers been considered? (Local Authority and Police). If yes, provide details:	

Details of Visits/Dialogue (to include dates/times of visits and Officers attending and any other advice given)

[Empty rectangular box for recording details of visits/dialogue]