

Application Form for Short Term Pitch

**Gypsy/Traveller Stopover Site
Aikey Brae, Maud, Peterhead, AB42 5PP**

OFFICE TIMES

**Monday to Friday
9.30am – 12.30 pm**

TELEPHONE

**CONTACT NUMBER 9.00 am to 5.00 pm
07795 258423**

Name: _____

Pitch No: _____

Application Date/Date of Receipt of Application _____

Rent ACC No: _____

Payment Ref No: _____

Aberdeenshire Council's Allocation Policy for Aikey Brae, Gypsy/Traveller Transit Site.

Purpose

To provide a fair and equitable means of allocating pitches on the Aikey Brae, Gypsy/Traveller Transit Site, operated by Aberdeenshire Council.

Terms of Application

Applications are available from the Gypsy/Traveller Liaison Officer, to whom they should be returned.

Once an application has been lodged, it is the responsibility of the applicant to keep the Council aware of their location.

The Council reserves the right to request information on previous tenancies (both site and house) from previous landlords. Such information will cover the conduct of rent accounts and any associated accounts (e.g. Housing Benefit overpayment and repair recharge accounts), general conduct of the tenancy and any other issues upon which a previous landlord may wish to comment.

Leasing of Allocations

Offers of tenancy will be decided upon the basis of the date of application, with the applicant, with the earliest date of application, being offered a Site Tenancy.

When an applicant cannot be contacted, the offer will be made to the next applicant on the waiting list, on the basis of the date of the application

The Council reserves the right to suspend or cancel an application on the basis of either an unsatisfactory tenancy report, or, if/where an applicant has provided false or deliberately misleading information.

Appeals Mechanism

If the applicant is concerned about the treatment of their application, an Appeal at which the applicant can be represented can be made, the appeal being heard or by the Housing Manager (Strategy). The appeals mechanism is not a replacement for any other processes open to applicants.

Change to Allocation Policy/Procedure

The Council will advise all applicants (on the basis of content details provided) of any changes to the allocation system, within 28 days of these changes being agreed.

GUIDANCE NOTES

GUIDANCE NOTES FOR APPLICANTS FOR PITCHES AT ABERDEENSHIRE COUNCIL'S GYPSY/TRAVELLER TRANSIT SITE AT AIKEY BRAE.

Please read the Guidance Notes thoroughly before competing your application.

1. AUTHORISATION

Under no circumstances will a caravan be permitted within the site boundaries, unless the Council has allocated a pitch to the applicant.

2. REFERENCES

References will be requested from the previous sites and lord or local authority which you are required to name on the Application. If any such reference indicates that you owe monies to the site or landlord, or includes any report of previous unsatisfactory behaviour, your Application will not be approved.

The Housing Service is committed to administering and maintaining the site to a high standard in the interests of the residents. These guidelines and conditions in the lease are designed to ensure this. Please be satisfied that you are able and willing to comply fully with these before submitting your Application to the Gypsy/Traveller Liaison Officer.

APPLICATION FORM FOR AIKEY BRAE, GYPSY/TRAVELLER TRANSIT SITE

This form must be completed in full by the Head of the Household. Please read the guidance notes first. If you are unsure how to answer any of the questions, please contact the Gypsy/Traveller Liaison Officer. Although you have completed the application, the Council gives no guarantee that a place will be offered.

PERSONAL DETAILS: Please list **ALL** intended occupants of the pitch/pitches:

Number of pitches required: -

Name	Relationship to Applicant	Date of Birth	Male/Female	Marital Status
1.				
2.				
3.				
4.				
5.				
6.				

CURRENT ADDRESS/CONTACT POINT:

TELEPHONE/MOBILE NUMBER:

Do you, or anyone listed above, who is living with you, have any medical or special needs, which should be taken into consideration? **YES / NO**

PREVIOUS ADDRESS: Please list two previous addresses in the last year, most recent first.

Dates			
Address/Site	From	To	Reason for Leaving

Do you wish to keep any pets on the site?

YES / NO

If yes, please give details below:

Have you or any of your household ever held the tenancy of a Council House: **YES / NO**

If yes, please give details below:

Name and Address of Council House	From	To	Reason for leaving

Make and Model of **ALL** vehicles to be parked on the site:

Make	Registration Number	Car/Van

DURATION OF STAY

If my application is granted, I acknowledge that I am being granted permission to stay on this site for a maximum of Two Weeks, unless otherwise agreed with the Gypsy/Traveller Liaison Officer/Aberdeenshire Council.

DECLARATION

Are you, or anyone who is to be rehoused with you, required to register with the police under the Sexual Offences Act 2003? YES/NO

If yes, please give the name of the person required to register _____

Have you, or anybody who is to be rehoused with you, ever been evicted for antisocial behaviour, or had an Antisocial Behaviour Order made against you/them? YES/NO

If yes, please give the name of the person required to register. _____

What was the reason for the Order? _____

I/we have read and understood the abovementioned and declare that the information supplied in support of the application, to the best of my/our knowledge is true and accurate:-

Signed _____

Date _____

Signed _____

Date _____

Monitoring Information

The information on this form will be used for monitoring purposes only and not for any other purpose. It is completely confidential and any data we hold will be stored separately from any data that could identify you personally.

1. Into which age band do you fall?					
16-24		25-29		30-34	
35-39		40-44		45-49	
50-54		55-59		60-64	
65+		Prefer not to say			

2. Do you consider yourself to be disabled?			
Yes		No	
Prefer not to say			

3. Are you?			
Female		Male	
Prefer not to say			

4. Is your gender identity the same as the gender that you were assumed at birth?			
Yes		No	
Prefer not to say			

5. Are you currently pregnant or on maternity leave?			
Yes		No	
Prefer not to say			

6. What is your marital status?			
Single		Married (Heterosexual)	
Registered in same sex civil partnership		Married (Same Sex)	
Separated		Divorced	
Widowed		Living with a partner	
Prefer not to say			

7. What is your ethnic origin?			
Scottish		Russian	
English		European (Other)	
Northern Irish		Bangladeshi	
Irish		Chinese	
Welsh		Pakistani	
British		Indian	
Gypsy/Traveller		Asian (Other)	
Polish		African	
Portuguese		Caribbean	
Latvian		Arab	
Lithuanian			
Multiple ethnic origins (please specify)			
Prefer not to say		Other (please specify)	

8. What of the following best describes your sexual orientation?			
Heterosexual		Gay Man	
Bisexual		Gay Woman/Lesbian	
Prefer not to say		Other (please specify)	

9. What religion, religious denomination or body do you belong to, if any?			
Church of Scotland		Roman Catholic	
Christian (Including Church of England, Catholic, Protestant and all other Christian denominations)			
Buddhist		Hindu	
Jewish		Muslim	
Sikh		None	
Prefer not to say		Any other religion (Please specify)	

See attached Privacy notice which explains how the Council will manage the personal data you have supplied us with.

Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To allow you to apply for a temporary pitch at Aikey Brae Transit Site. All details on this form will be held for application process.

Your information is:

Being collected by Aberdeenshire Council	√
Has been provided to Aberdeenshire Council by	

Please pick the applicable option

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law	√
Legal Obligations			
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests ¹		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems.	
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Unable to be allocated a pitch

Your information will be shared with the following recipients or categories of recipient:

Please list recipients or categories of recipient here or state "Not applicable"

Aberdeenshire Council

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Please list any countries to which the data will be transferred and stored or state "Not applicable". Where data is transferred abroad, details of the safeguards in place must be stated e.g. Privacy Shield compliant organisation, Country deemed "Safe" by European Commission, etc.

Not applicable

The retention period for the data is:

Please state the retention period(s) –

All details will be held for a season and then disposed of each November.

The following automated decision-making, including profiling, will be undertaken:

Please detail any automated decision-making or profiling that will take place or state "Not applicable".

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

[INTERNAL GUIDANCE - the section below ONLY needs to be completed where the Legal Basis is Consent. If relying on another basis of processing, please delete this section.]

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting

[\[INSERT SERVICE CONTACT\]@aberdeenshire.gov.uk](mailto:[INSERT SERVICE CONTACT]@aberdeenshire.gov.uk)

Name

Date

Signature