**Hertfordshire County Council**

**HCC - Gypsy and Traveller Service**

**WAITING LIST APPLICATION PROCESS**

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| 1. **Applying for a pitch** |
| If you would like to apply to go on the Gypsy and Traveller Service waiting list for a pitch, you can do this by completing one of our Pitch Application Forms.  These can be found on the Hertfordshire County Council website (search Gypsy and Traveller), sent via email, or picked up from our office. Our office telephone number is 01707 281622.  If you are unable to read or write or have difficulty completing these forms, we can help you. You will need to make an appointment with the office, to do this.  All completed forms must be returned to the Gypsy and Traveller Service office by email, post or in person. |

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| 1. **What happens next.** |
| Once we have received a completed application form, we will enter this onto our waiting list system. If we have any questions, we will contact you.  Once your application has been loaded on our system, we will write to you to confirm you are on the list and what your reference number is.  If for any reason we are unable to accept your application, we will write to you and give you reasons why you have been declined.  YOU DO NOT NEED TO CONTACT US TO ASK IF A PITCH IS AVAILABLE. WE WILL CONTACT YOU. |

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| 1. **Your responsibility.** |
| Our waiting list is calculated on a point-based system. The points allocated are based on the information provided on your application.  It is your responsibility to ensure we always have the correct information. Should your circumstances change at any point, you must ring to advise us, so we can update your application.  Failure to do this may result in you missing out on a pitch. |

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| 1. **When a pitch becomes available.** |
| When a pitch becomes available, we will refer to the current waiting list and contact the top 5 applicants.  If we contact you, we will check the information on the application is correct and that you are still interested in a pitch on the site.  The top 5 applications will then be referred to an independent panel for assessment and you will be contacted with the outcome. |