



**Clackmannanshire
Council**

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Chlach Mhanann

Clackmannanshire Council

Housing Service

Westhaugh Traveller Site

Pitch Allocations Policy

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1. Scope of the Policy

Clackmannanshire Council operates one Gypsy/Traveller Site at Westhaugh, near Alva. The site has 16 pitches with a community hub and a play park. Each pitch has its own hardstanding for parking a caravan and another vehicle, with space for a second caravan, an amenity block with toilet, shower/bath, kitchen area, hot and cold water and storage, as well as a hook-up facility for electricity to the caravan.

This policy has been developed in order to allocate pitches fairly and transparently and sets out a framework of how the Council will process applications, assess accommodation need and allocate any vacant caravan pitches on the Westhaugh site.

2. Aims of the Policy

This policy aims to:

- Address and respond to the accommodation needs of the Gypsy/Traveller community;
- Provide a suitable means of allocating pitches and create a sustainable and balanced community;
- Ensure equality of opportunity and fair and transparent allocation of the pitches based on needs of the applicants;
- Ensure an accessible, consistent, efficient and easily understood allocation system;
- Comply with and adhere to the relevant legislation and associated codes of practice and guidelines, including the Equalities Act 2010 and the Council's equal opportunities policies.

3. Applying for the Pitch

3.1 Making an application

Anyone aged 16 and over who self-identifies as a Gypsy/Traveller, with the right to reside in the UK, can apply and be considered for a vacant caravan pitch.

Application form can be obtained by:

- Requesting by email at home@clacks.gov.uk;
- Collecting in-person from Place, Housing Services, Kilncraigs, Greenside Street, Alloa, FK10 1EB;
- Calling the Housing Department on 01259 225122 where a form can be posted out or where one of the housing officers can fill out on behalf of the applicant over the phone;
- Visiting the site office at Westhaugh, Alva, FK10 2AT.



Once obtained, the applicant should fill out the form and send it back by email or hand it in in-person.

The Council may request a tenancy reference from the applicant's previous or current landlord.

Applicants should notify the Council if there have been any changes in their living circumstances which may affect their pitch application, such as change in family circumstances, phone number or current address.

3.2 Assessing Accommodation Need

The Council will maintain a waiting list for the pitches on the site. The Council operates a bands and points-based system for assessing need, rewarding priority and allocating vacant pitches to the applicants. Depending on the applicant's needs and circumstances, the application will fall into one of the following categories, based on the criteria that the applicant fulfils:

Bands	Criteria	Points
Band 1	<ul style="list-style-type: none">The applicant has a caravan or access to a caravan which is their principal home but has nowhere to locate it*	-
Band 2	<ul style="list-style-type: none">The applicant has been assessed as unintentionally homeless or threatened with homelessness*	14
Band 3	<ul style="list-style-type: none">The applicant is living on a site/property which does not meet their medical or support needs*	12
	<ul style="list-style-type: none">The applicant is living on a site/property that is assessed as being below tolerable standard*	8
	<ul style="list-style-type: none">The applicant is living on a private site*	4
Band 4	<ul style="list-style-type: none">The applicant is assessed as adequately housed with no recognised accommodation need (clarify that this is highly unlikely of offer being made)*	-

*Applicants with the highest priority will receive an offer when a pitch becomes available. The applicants must have a caravan at the point of sign up and provide evidence of this.

3.3 Allocating a pitch

When the application form is received, the Council will assess the applicant's need, place the applicant into one of the four bands and award the applicant with the highest number of points based on the housing need.

Applicants in bands 2 and 3 are placed in points order. These applicants are also awarded 'time in need' points. Applicants in bands 1 and 4 are placed in order of date of application.



The applicant will be awarded with only one set of points. Where two or more sets of points apply, the Council will award the highest set of points available.

3.4 Time in Need points

	Time in Need	Points
Applicants in Bands 2 and 3 will be awarded points reflecting the time they have had the assessed accommodation need. These are referred to as 'time in need' points and the maximum number of points that can be accrued is 4 points.	3+ years	4 points
	2 years	3 points
	1 year	2 points
	6 months	1 point

When a pitch becomes vacant, the Council will offer the pitch to the applicant assessed as having the highest priority need taking into consideration local connection.

Applicants in band 1 will be considered first, followed by bands 2 and 3 and band 4 respectively.

Applicants in band 4 will only be considered once band 1, 2 and 3 have been exhausted.

Applicants with a local connection will be given preference. For further information on the definition of local connection, please see appendix 1 – Terms and Interpretations.

4. Managing Applications

4.1 Making an Offer

Applicants with the highest priority will receive an offer when a pitch becomes available. The applicants must have a caravan at the point of sign up and provide evidence of this.

Prior to extending any offers, the Council reserves the right to consider the needs of the broader community and the potential impact that the allocation may have on the site.

4.2 Refusing an Offer

If the applicant refuses the offer, the pitch will be offered to the next applicant who meets the criteria.



4.3 Suspending Applications

Clackmannanshire Council reserves the right to suspend an application for a specified period of time. If an application is suspended, this will be communicated to the applicant and followed up in writing explaining why the decision has been made regarding any suspension.

During the suspension period, the applicant will not be considered for any allocations of vacant pitches and will not receive any offers. Suspension may last up to 12 months but will be reviewed on an individual basis.

The application may be suspended in cases of:

4.3.1 Antisocial Behaviour

Where there has been antisocial behaviour established/under investigation either by a member of the applicant's household or the applicant themselves. Offers will be held pending the outcome of any investigation. Where antisocial behaviour has been established, the application will be suspended and the offer of a pitch withdrawn.

Where the applicant can show that an appropriate support package is in place and that they are working with others to improve their behaviour and change their actions, the application will be reviewed for active consideration for housing.

4.3.2 Previous occupancy/tenancy-related debts

This includes debt that has been accrued by the applicant from a previous tenancy within the last 3 years, relating to rent arrears, rechargeable repairs or other tenancy-related debt.

Exceptions apply where the debt has been paid in full; the debt is no more than one month's rent (4 weeks' rental charge); repayment plan has been agreed with the applicant and has been upheld for 3 months.

4.3.3 Previous/current tenancy has been neglected

This is following a tenant reference from the previous/current tenancy states that the property has been neglected and is in a poor condition.

Where the applicant can show that the condition of the property has improved to a reasonable standard, following updated tenancy reference, the application will be reviewed for active consideration for housing.



4.4 Cancelling Applications

The Council reserves the right to cancel the application, if the Applicant:

- Has supplied false information;
- Has persistently failed to respond to contact attempts made by the Council;
- Has failed to respond to the periodic review of the application list;
- Has requested to be removed from the application list;
- Has died and there are no joint applicants;
- No longer requires a pitch;
- Has been allocated a pitch.

4.5 Withdrawing an Offer

The Council will withdraw an offer of a vacant pitch if the applicant does not own or has no access to a caravan.

5. Equal Opportunities and Diversity

Clackmannanshire Council is committed to the elimination of unlawful discrimination, advancing equality of opportunity and fostering good relations between people.

The Council believes that equality of opportunity should be a guiding principle in all of its activities. The Council aims to ensure that its commitment to equality is embedded in all council services and in the organisations that it funds.

In accordance with the Equality Act 2010, the Council is actively working towards the elimination of policies and practices that discriminate unfairly on grounds including age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race including colour, nationality, ethnic or national origin; religion or belief; sex; and sexual orientation.

6. Privacy Statement

Clackmannanshire Council must adhere with its legal obligations under Data Protection Legislation as set out in the Data Protection Act 2018 and UK General Protection Regulation (GDPR).

In order to provide the required and/or requested services, the Council will collect, store and process relevant personal information or data.

Personal information may also be shared with other partner agencies and organisations.



Personal information will be kept securely, as long as required by law and/or by specific service requirements. Once the data is no longer required, it will be securely disposed of. The Council has a Record Retention Schedule which sets out the period of time and reasons for keeping particular records. The Retention Schedule is available on request.

Under the Data Protection Act 2018 and the Freedom of Information(Scotland) Act 2002, individuals have the right to access personal information and data held about them by Clackmannanshire Council as well as the right to access information from records held by the Council.

To submit a Subject Access or Freedom of Information request, please follow [the link](#).

To make a complaint in relation to the Council's handling and processing of personal data and information, please contact the [Information Commissioner's Office](#).

For further information on Clackmannanshire Council's data protection practices, please visit the Council's [Data Protection Statement](#). For the Council's Data Protection Policy, please follow the [link](#). For further information on freedom of information laws, please visit the [Scottish Information Commissioner webpage](#).

7. Complaints and Appeals

If the applicant is dissatisfied with the provided services and/or the standards of service, please follow the Council's Complaints Procedure. Complaints can be made in person, in writing, by email or online. For further information on the Complaints Procedure and how to make a complaint, please visit the [Council's Complaints Procedure webpage](#).

If the applicant remains dissatisfied with the final decision or the way the complaint has been handled following the Council's Complaints Handling Procedure, they can make a complaint to the Scottish Public Services Ombudsman (SPSO) by completing a [complaints form found online](#) or calling on 0800 377 7330.

For further information on how to make a complaint to SPSO, please visit the [SPSO website](#).

8. Monitoring and Reviewing

The policy will be continuously monitored to ensure that it is performing efficiently against the aims set out in the policy.

The Council will review and evaluate this policy every 3 years or earlier, as necessary, to ensure the adherence to the relevant legislation and statutory guidance as well as changes in organisational practices and policies.



9. Appendix 1. Terms and Interpretations

Antisocial Behaviour – behaviour as defined by section 143 of the Antisocial Behaviour etc. (Scotland) Act 2004. Antisocial behaviour occurs where a person “acts in a manner that causes or is likely to cause alarm or distress; or pursues a course of conduct that causes or is likely to cause alarm or distress to at least one person who is not of the same household.”

Within this policy, antisocial behaviour applies to the following behaviour and circumstances:

- Annoyance, harassment, violent or intimidating behaviour towards staff, neighbours or others;
- Criminal convictions related to a tenancy such as drug dealing, prostitution, illegal gambling or betting and fire raising;
- Extensive damage caused to the landlord’s property;
- Eviction decree previously granted for antisocial behaviour;
- Antisocial behaviour order has been granted;
- If you/any member of your household has been evicted for ASB, has current ASBO, waiting for a court decision on eviction or antisocial behaviour order (ASBO).

Local Connection – the applicant’s local connection will be considered when assessing housing need and allocating pitches. Local connection includes, but is not limited to, being employed within the local authority area, living within the area, having family associations within the area (such as parents, siblings, grandparents, children) or any other special circumstances such as attending specialist health treatment within the area.

Unintentionally homeless or threatened with homelessness – the applicant will be placed into band 2 where they have been assessed as unintentionally homeless or threatened with homelessness. This means that the applicant has presented to the Council as homeless, and the Council has assessed the applicant as homeless or threatened with homelessness, and not intentionally homeless.

An applicant may be considered unintentionally homeless if they have been forced to leave their home due to abuse or harassment, including domestic abuse, or if they have been evicted or required to leave their accommodation through no fault of their own.

Tolerable standard is a minimum standard of housing that all residential dwellings must meet. To meet the tolerable standard, all dwelling houses should:

- Be structurally stable;
- Be substantially free from rising or penetrating damp;



- Have enough natural and artificial lighting, ventilation and heating;
- Have enough thermal insulation;
- Have adequate piped supply of water for domestic use;
- Have a sink with supply of both hot and cold water within the house;
- Have a toilet;
- Have a fixed bath or shower and wash-hand basin with a supply of both hot and cold water;
- Have effective system for the drainage and disposal of foul or surface water;
- Have a supply of electricity (where supplied to the property) that is compliant with relevant electrical installation regulations, and is safe to use;
- Have facilities for cooking food;
- Have access to all external doors and outbuildings;
- Have equipment installed for detecting fire and warning of fire/suspected fire;
- Have equipment installed for detecting and giving warning of excessive levels of carbon monoxide.