

# Norfolk County Council Pitch Allocation Procedure and Guidance

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Approved	Simon Hughes	Review date	Feb 2025

## Section 1 – procedure and guidance

### Introduction

1. Norfolk County Council (the Council) is committed to allocating pitches on its Traveller Sites to Gypsies, Roma and Travellers in most need and ensuring individuals have the best possible chance of sustaining their tenancy. This Allocations Procedure sets out how we prioritise applications for pitches on our sites based on a person's circumstances and level of need. Please note that the Council is not a registered housing authority under the Housing Act 1985, therefore it has no statutory obligation to house applicants – that duty in Norfolk sits with the District, Borough or City Councils, and that we reserve the right to reject any applicant who fails to meet the criteria as set out by this procedure.
  - **Section 1** of this procedure sets out the eligibility and qualification criteria and other important information for applicants.
  - **Section 2** sets out how we score each pitch application.

### Aims of the allocation procedure

1. The aims of this procedure are to:
  - Ensure we allocate pitches appropriately and fairly to those in need.
    - Ensure we make best use of local provision.
    - Create sustainable communities; and
    - Set out our approach to eligibility for and qualification to the pitch waiting list.

The following legislation has been considered as part of the aims and objectives for the policy:

- The Human Rights Act 1998 (as amended)
- The Equalities Act 2010
- The Housing Act 2004
- The Mobile Homes Act 2013 (revision)
- Rehabilitation of Offenders Act 1974
- Environmental Protection Act 1990, part 4
- The Housing and Regeneration Act 2008
- The Homelessness Act 2002
- Caravan Sites and Control of Development Act 1960
- Race Relations Act 1976 and Race Relations (Amendment) Act 2000
- Housing and Planning Act 2016

## Our Traveller sites

2. The Council is responsible for the following sites:
  - Saddlebow in King's Lynn
  - Living Waters Close in Swaffham
  - Roundwell in South Norfolk
3. This document sets out the allocation procedure for pitches on the Saddlebow and Living Waters Close Sites, which are managed directly by the Council.
4. Roundwell Site is managed by a third party, who is responsible for allocations. If you wish to apply for a plot on Roundwell Site, please contact Rebecca Gallagher by email at [rebeccafreeacreLtd@gmail.com](mailto:rebeccafreeacreLtd@gmail.com) or by phone on 07501284821.

## Applying for a pitch

5. To apply for a pitch you will need to fill out and submit a pitch application form which can be found here: [Apply for a Pitch](#). If you would like us to send you an application form please contact the welfare line on 01603 222473 or email [GRTSAdmin@norfolk.gov.uk](mailto:GRTSAdmin@norfolk.gov.uk).

## Help completing your pitch application

6. **Support is available to you to help complete your application.** If you need help or guidance, please contact the welfare line on 01603 222473 or email [GRTSAdmin@norfolk.gov.uk](mailto:GRTSAdmin@norfolk.gov.uk).

## Eligibility and qualification

7. As a local authority, we must adhere to all legal requirements that affect who we allocate pitches to. We are required to consider an applicant's eligibility at the time of their initial application and again when they have been successful in applying for a pitch. If an applicant is found not eligible at any time during this process, the allocation cannot continue, and a tenancy cannot be granted.
8. Under this procedure, an applicant may not be eligible if:
  - Under 18<sup>1</sup>

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<sup>1</sup> 16- and 17-year-olds may be exempt if already living independently under section 17 of the Children Act 1989) - Allocation of Housing and Homelessness (Eligibility)(England)Regulations 2006)

- You are subject to controls under immigration or asylum regulations. Certain persons subject to immigration control are not eligible for the allocation of a plot, and therefore not eligible to be accepted onto the waiting list.<sup>2</sup> They are prescribed as being 'persons from abroad' as defined by the Secretary of State or Statute.

### **Criteria to qualify and apply for a pitch**

9. In addition to eligibility, applicants must meet the criteria outlined within the rest of this procedure in order to qualify and apply for a pitch.

10. To apply for a pitch, you must be:

- At least 18 years old<sup>3</sup>
- From a Gypsy and Roma, or Traveller background\*<sup>4</sup>

11. In addition, the following qualifications and exclusions will also be taken into account:

### **Identity**

12. We are required by law to check the Identity of all people who want to rent a property from us.

13. On the application form we ask you to provide paperwork that confirms your identity and your current address, such as your passport, driving license, proof of national insurance number, or utility bill. If you're moving to the UK from abroad, you'll need to provide a copy of your visa.

14. You must also provide documents that prove you and any other adults living in the property have the right to rent in the UK. This could be a passport, national identity

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- <sup>2</sup> This includes: Over stayers and visitors to the country
  - Illegal entrants
  - Asylum Seekers
  - People in the country on condition that they have no recourse to public funds
  - Persons from abroad who fail the habitual residence test
  - Persons from abroad who are in breach of the European Community Right of Residence
  - Persons from abroad who have been subject of a sponsorship agreement for less than 5 years and who sponsors are still alive.

<sup>3</sup> 16- and 17-year-olds may be exempt if already living independently under section 17 of the Children Act 1989) Allocation of Housing and Homelessness (Eligibility)(England)Regulations 2006)

<sup>4</sup> "Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such." (Planning Policy for Travellers Sites (March 2012)

card, immigration status document or other paperwork listed as acceptable in the [Governments list for right to rent checks](#).

### **Pitch and home ownership**

15. Applicants must not own the freehold or leasehold to any pitch or property within the UK and/or internationally. This does not apply to supported housing applicants aged 60 or over. However, if a supported housing applicant has sufficient means (including financial interest in a property) to purchase a pitch or suitable accommodation for their needs in the Norfolk area they may not qualify for an allocation.
16. If exceptional circumstances preclude this from happening, they may still be eligible for a pitch. Such applications will be assessed on a case-by-case basis and will be considered as an exception to procedure by the Councils Gypsy, Roma Traveller Site Management Tenancy Manager.

### **Financial means**

17. Applicants will not qualify if they have the financial means to meet their own pitch need. We define this as the applicant and/or their partner having in excess of £60,000 gross income or assets (excluding their mobile home and/or touring caravan) or savings that exceed £16,000 (except where a lump sum has been paid to a current or former member of the armed forces as compensation for an injury or illness caused directly by their service and /or a war pension).

### **Anti-social behaviour**

18. Applicants will not qualify where there is evidence that legal or other serious action has been taken against any member of the household due to anti-social behaviour (ASB) within the 5 years immediately preceding the date of application, or that there are grounds for high probability of conflict with other residents.
19. Applicants with any of the below legal orders will not be considered to qualify and will be unable to apply to the waiting list for a period of up to 5 years or more (see below):
  - Acceptable Behaviour Contract (2 years);
  - Community Protection Notice (2 years);
  - Legal Undertakings (3 years);
  - Anti-Social Behaviour Injunction (3 years);
  - Premise Closure Order (5 years);
  - Criminal Behaviour Order (5 years).

20. Following this period, the applicant will be required to provide appropriate evidence that they have been able to maintain consistent positive behaviours during this period.

21. In addition, applicants will also not qualify if they or any members of their household:

- Have been evicted on the grounds of Anti-Social Behaviour (ASB) in the 5 years immediately preceding the application.
- Have held a demoted tenancy due to ASB in the 5 years immediately preceding the application.
- Are a person known to be or have been involved with serious ASB within the 5 years immediately preceding the application, as per the advice of the police or a local authority ASB team.
- Are a person known to be or have been involved with any persistent and/or serious contravention of site rules at a previous site within the last five years.
- Has moved onto one or more of our sites without advance permission.

### **Rent arrears**

22. Applicants will not qualify where there is evidence that they or a member of the household has pitch or accommodation-related arrears owed to a local authority (including council tax), a housing association or a private rented sector landlord, unless two years of regular repayments have been made and these repayments have been shown to substantially remove the arrears debt (e.g. by more than 60 percent). This includes both current and former arrears. Applicants will also not qualify if they or any member of their household:

- Have been evicted on the grounds of rent arrears from a council or housing association in the five years immediately preceding the application.
- There is an existing notice or a possession order on their pitch or property.

23. Exceptions may be made in certain circumstances, e.g. a current tenant downsizing to make rent payments more manageable, which will be considered at the discretion of Tenancy Manager.

24. When exceptions are made, and an applicant with arrears is permitted to move, any debt owed to the council will still be required to be paid.

### **Animals**

25. No animals are permitted on the Site except for household pets including dogs, cats and small caged birds. If you wish to have more than two dogs on your Pitch,

you must first seek written permission. Horses and other livestock are strictly prohibited.

### **False, misleading or withheld information**

26. Applicants will not qualify if they have deliberately provided fraudulent information by:
- Giving false information.
  - Not disclosing all information required.
  - Not informing the Council of any important changes to their situation.
27. If an applicant is found to have provided any false or misleading information or they have withheld information that is relevant to their pitch application, their current and any future applications will be suspended. Action may also be taken against the applicant by the corporate anti-fraud team. This may result in prosecution.

### **Points and additional priority**

28. All applications are reviewed, assessed and scored, and a decision made in terms of allocating points to each applicant. Points awarded are reflective of need and are used to prioritise which applicant should be offered a pitch first.
29. Applicants with the highest number of points will be made an offer on a pitch, if available, or if a pitch is unavailable, a place on the waiting list.
30. If two or more applicants are at the top of the shortlist and are in all other ways equal, a pitch will be offered to the applicant with the earliest registration date.
31. Points are awarded for a range of circumstances, including but not limited to:

### **Medical and welfare**

32. The Council will award additional points on medical grounds when there is evidence that an applicant's current situation is having a direct impact on their and/or a household member's medical condition. The term 'medical grounds' also covers disability, as recognised within The Equalities Act 2010.
33. Points will be awarded based on the level of risk caused by remaining in the current situation. Medical cases may be assessed by an independent medical advisor who will advise the Council when making a final decision.

34. The Council will also award additional points on welfare grounds which we define as care and support needs or other social needs that do not require medical care or support e.g. victim of domestic or racial violence.
35. These points are awarded based on the level of risk involved in the applicant remaining in their current circumstances. Where appropriate, we may request information from relevant professionals involved in the applicant's case to assess the level of need.

### **Local connection**

36. Points will be awarded for a local connection. The applicant will be required to evidence at least one of the following:
  - Applicants who are normally resident in the local authority area (a minimum of 6 months out of 12 months)
  - Family connection where an immediate family member (parents, children, siblings) has continuously been a resident within the county for 10 years immediately preceding the date of application
  - Currently in permanent employment within the county, consisting of 16 hours a week or more, and which has been continuous for the last 24 months.

### **Applicants with a dependent child, children or adult**

37. Points will be awarded for applicants with a dependent child or children.
38. Any non-dependent children (aged 18 or over) or other adults who are considered part of the applicant's household must have lived with the applicant for a minimum of 12 months and continue to do so.
39. Any changes to the household may affect the level of priority afforded to them under the qualification criteria.
40. Subject to a review of supporting evidence by the Council's independent medical advisor, dependent adults who have joined or wish to join a household because they are unable to live independently are not required to have lived with the applicant for the minimum of 12 months.
41. If an applicant holds responsibility for residency of a child through a court decision, the child is immediately considered part of the household.
42. Residency arrangements agreed by parents require the applicant to provide supporting evidence of the arrangement, including evidence that the child has



been living as part of their household for a minimum of 6 months and any documents required by Housing Benefit and or Child Benefit; GP registration; to support this claim.

43. Any child residency arrangements submitted as part of a housing application will be checked throughout the application process and the period of the tenancy.

44. A child is not part of the household if:

- The applicant has stayed contact with the child for less than 50% of the time.
- In the case of equal contact time, the pitch will not be the child's main or principal home.

45. An unborn baby will be considered a household member at the point that the mother receives her MATB1 certificate. For this reason, the Council will take a record of the MATB1 where appropriate.

### **Lack of capacity**

46. Where an applicant lacks capacity, the Council will liaise with the relevant appointed representative to ensure that their accommodation needs are fully assessed, and appropriate arrangements are made to meet future accommodation needs. This may include liaison with alternative accommodation agencies to provide specialist packages of support.

### **Checks and assessments**

47. If an applicant is successful in applying for a pitch, a full verification is carried out at the point of offer. In some cases, a full verification may be carried out before an offer is made.

48. Documents required as part of this include (but are not limited to):

- Proof of identity; <sup>5</sup>
- Confirmation of immigration status and right to work if from abroad.
- Proof of income and savings.
- Proof of residency of children (Child Benefit).
- Proof of pregnancy (MATB1 Form) (if applicable)
- Medical evidence (if applicable)
- Notice of eviction (if applicable).

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<sup>5</sup> Some people may not have photo ID, in that situation, 2 other forms of official ID should be provided

49. At the point an offer has been made, if an applicant cannot provide their documentation **within five working days** (unless there are exceptional circumstances), the offer will be withdrawn, and the pitch offered to the next eligible person on the shortlist.

### **What happens if your application is successful**

50. If your application is successful you will either be offered a pitch, or your name will be placed on the waiting list.
51. If you are offered a pitch, you will be invited to an appointment with the Council at local offices in the area to discuss the responsibilities of maintaining a pitch tenancy, the site rules and to ensure that you understand the terms of the pitch licence.
52. You will also be asked to make arrangements to pay a pitch deposit of £300, which will be kept in a deposit account in addition to 1 (one) month's rent in advance, and to sign the pitch licence with a witness present.

### **Reviews and appeals**

53. We will provide an open and fair review process, in accordance with legislation, with appropriate support being offered.
54. If your application is not successful, then we will write to you and contact you using your preferred method of contact to let you know, including the reason why.
55. Following a decision, you have the right to request information about how your application was assessed and scored, and the right to request a review of decisions.
56. You must provide the reason why you believe your application should be reviewed, along with any additional information that you think will assist your case
57. Review requests must be made in writing within 21 days of the applicant being notified of the decision, to:

[GRTSAdmin@norfolk.gov.uk](mailto:GRTSAdmin@norfolk.gov.uk)

Gypsy Roma Traveller Site Management  
Corporate Property Team  
Norfolk County Council  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH

58. If this is not possible, a review may be requested in a phone call, but this must be taken by a manager.
59. **Support is available to help you make a request for review.** If you need help, please call 01603 222473 or email [GRTSAdmin@norfolk.gov.uk](mailto:GRTSAdmin@norfolk.gov.uk) .
60. The review will be conducted by a Council Officer who is not involved in the original case assessment or application.
61. Applicants have the right to request an appeal of the outcome of review decisions. Any appeal request must be made as above, within 21 days of the applicant being notified of the review decision to:
- [GRTSAdmin@norfolk.gov.uk](mailto:GRTSAdmin@norfolk.gov.uk)  
Gypsy Roma Traveller Site Management  
Corporate Property Team  
Norfolk County Council  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH
62. An appeal investigation will be led by a Head of Service.
63. We will contact you no longer than 30 days after we have received your request for review or appeal to discuss the outcome with you.
64. Unless you are successful in an appeal, this will mean that you cannot apply for a pitch on one of Norfolk's sites for a duration of one year (12 months).

### **Confidentiality and data protection**

65. Information on any pitch applicant is confidential and will not be disclosed with any member of the public.
66. This also applies to any information related to applications. An applicant's family members will need written permission from the applicant to access any information.
67. In certain circumstances, disclosure of an applicant's information to other professionals or services may be necessary. This will only apply in certain circumstances for example to verify evidence provided as part of the application, or to prevent and detect fraud, or where an applicant has particular support needs that need to be met in order to enable them to maintain a tenancy.

68. In such cases, any information that is disclosed will be shared on a need-to-know basis.

69. Examples of services include but are not limited to:

- Local authority housing or Traveller site officers or tenancy sustainment officers
- Corporate anti-fraud team.
- Occupational health officers.
- Doctors or social services.
- Police or probation services.
- Other local authorities or housing associations.

70. If you are placed on the waiting list, please contact [GRTSAdmin@norfolk.gov.uk](mailto:GRTSAdmin@norfolk.gov.uk) or the welfare line on 01603 222473 after a year to confirm whether you still wish to remain on the waiting list. It is important that you keep us updated on how to contact you. If we are unable to do so and you do not contact us after a year of being on the waiting list, we will remove you from the list and you will have to apply again. Once you are removed from the waiting list, we will delete all of the information you have supplied through the application process.

71. If your tenancy is terminated, we will delete all information relating to you from the Council's systems. An exception to this will be if you have outstanding debts relating to your tenancy, where information will be kept until the debt has been cleared, or where your actions have presented a risk to others, where information will be retained until there is no assessed risk.

### **Data protection and use of your personal information**

72. The Council uses your personal information to manage accommodation and provide support for welfare, and accommodation services.

73. By 'use' we mean the various ways your personal information may be processed including storing and sharing the information.

### **Further details**

74. We also provide further details regarding:

- Who we are
- How long we use your information for
- Your rights under the GDPR and how to exercise them

You can see this information in our [Privacy notice for Corporate Property \(Site Management and Connected Services\)](#) on our website or you can ask us for a copy of this information.

## **What we use your personal information for**

75. We use your personal information primarily regarding:

- Entering into a pitch agreement if an individual wants to live on one of our sites
- Managing plot rentals on sites, including collection of rent
- Supporting accommodation including securing suitable accommodation and supporting tenancies
- Supporting and assisting with the identification of, and application for, appropriate benefits
- Supporting access and signposting to health care and other services
- Supporting families in meetings with Children's Services and other services
- Supporting welfare issues including safeguarding for children and their families
- Supporting maintenance and repairs to Traveller pitches and sites.

76. The Council also uses this information to assess the quality of its services and evaluate and improve policies and procedures.

77. It may also use information in other ways compatible with the above.

## **The information we collect and use**

78. The information the Council may collect, and use may include your:

- Name, address and contact details
- Date of birth
- Gender
- Identifiers such as National Insurance number and NHS number
- Personal history including education and employment history
- Family history and social relationships including children in the family
- Engagement with the Council including being a child in need or a looked after child – including fostering and residential care, adopted and leaving care
- Financial details including bank account details and benefit receipts

79. We also collect information about the following which is classed as [special category data](#) under the GDPR:

- Racial or ethnic origin

- Health data including disabilities

80. We also collect information about criminal convictions and offences.

81. The GDPR includes safeguards to protect the use of your special category data and criminal conviction data. Further details can be found on our website in the document named [Special category data and criminal offences data policy](#) which sets out our procedures for compliance with the principles of the GDPR and the retention and erasure of this information.

### **Who provides this information**

82. The information we hold includes information you have provided to us.

We may also receive information from:

- Other Council departments or services including Children's Services and Adult Social Services
- District councils including housing and planning services
- Law enforcement agencies such as the police
- NHS and other health agencies
- Government departments or agencies eg Department for Work and Pensions
- Other businesses such as housing associations
- Courts and other judicial agencies
- Probation

### **How the law protects you and the legal basis for processing your information**

83. We have legal grounds to process this information because it is necessary for the performance of a task carried out in the public interest. This includes tasks under the:

- Children Act 1989, as amended
- Caravan Sites and Control of Development Act 1960
- Mobile Homes Act 1983
- Housing Act 1985
- Housing Act 1996
- Housing Act 2004
- Planning and Compulsory Purchase Act 2004
- Equality Act 2010
- Equality Act 2010 (Specific Duties) Regulations 2011
- Fair Access Protocol: DoE advice 2012
- Children and Families Act 2014
- Special educational needs and disability code of practice: 0 to 25 years

84. We also process personal information where it is necessary for the performance of a contract, such as plot rental or other lease, or service and maintenance contracts.
85. We have legal grounds to process special category data and criminal convictions data where it is in the exercise of a statutory function, and it is necessary for reasons in the substantial public interest. The statutory functions are as set out above.

### **Who we share your information with**

86. We may also share your personal information with other organisations and public bodies, in particular:

- Other Norfolk County Council departments of services including Children's Services and Adult Social Services
- Other local authorities including city, district and borough councils' housing and planning services
- Law enforcement agencies such as the police
- NHS and other health agencies
- Government departments or agencies e.g. Department for Work and Pensions
- Other organisations such as housing associations
- Courts and other judicial agencies
- Probation

87. We share this information without your specific consent if it is reasonable and necessary to do so to fulfil our public tasks or if it is otherwise in the substantial public interest to do so. The law imposes safeguards to protect your privacy in these circumstances.

88. Finally, we may also share your information across different departments of the Council, where it is necessary for our public tasks or functions to do so.

### **How we keep your information**

89. The information is stored electronically, on the Council's records management system. Additionally, information is securely stored in other ways, including in email accounts and in paper files.

### **Automated decision making**

90. We do not make automated decisions about you and your family.

## **Section 2 – scoring criteria**

### **Introduction**

91. Norfolk County Council (the Council) will use the information you provide to assess whether you are eligible for a pitch and if so, your relative priority on the waiting list depending upon your level of need.
92. On the application form we ask you to supply references, either from a previous landlord or a professional who may know you. We are unable to accept references from family members. It is not compulsory to have references, but it will affect your score if you do not provide any and may mean that you do not qualify for a pitch.
93. Applications will not be considered until a completed application and all supporting evidence is received.

### **Confidential disclosure**

94. As part of your pitch application, you will be asked to complete a confidential disclosure. This asks whether you or anyone you will be living with has ever been found guilty of offences which may impact upon residents and the surrounding community
95. As part of these checks, the Council may ask the police if you and / or a member of your family are currently subject to a police investigation or have any undischarged criminal convictions. The Council is unable to request this information without your permission so we will make you aware before we do so. If you do not grant permission, we will not be able to proceed with your application. By signing the pitch application form you will be confirming that you understand this and authorise for these checks to be made.
96. Answering yes to any of the questions will not automatically disqualify you from the waiting list for a pitch or mean that you will be given lower priority, but failure to complete the disclosure accurately will.
97. The reason for this is that as part of your application, there must be evidence that you, or anyone who will be living with you has not behaved in a way that could affect the cohesion of the site, and / or impact on the wider community or other residents. Examples include where an applicant, or a member of their household has:
  - evidence of violent or other serious offence(s)
  - evidence of drug use or drug dealing



- used threatening language or behaviour to any officer of a site or supporting organisation
- been subject to an injunction over violent behaviour in the past three years
- behaved in an anti-social manner towards neighbours
- supplied false or misleading information when making an application
- deliberately worsened their housing situation without reasonable cause
- moved onto any of the managed sites in section one, point three of this policy without written permission
- the applicant or a member of their household has property which they can reasonably be expected to occupy.

98. Failure to declare may automatically disqualify you not only for your current application but also from applying in the future.

99. Applicants should also be aware that evidence of any of these behaviours, may result in automatic termination of their pitch licence.

### **How your application will be scored**

100. The application form includes questions about your current living arrangements, the size and age of your family and the state of their health.

101. Each answer is given a score, and these are then added together to decide whether you qualify for a pitch and if so, how urgently you need one (when one becomes available).

102. The more points you score, the more we think that you need a pitch as soon as one becomes available.

103. If your circumstances change when you are on the waiting list, you must inform us as this could affect the score we give you and your position on the waiting list.

### **Criteria - points awarded to Yes answers**

#### **Current living arrangements**

1	Are you living on the roadside?	20
2	Are you living on a council or private site with the permission of the landlord?	-10
3	Are you living in permanent housing?	-10

## Welfare

4	*Do you need to move quickly due to a welfare issue such as domestic or racial violence?	40
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## Local connection

5	Do you have a local connection to Norfolk such as family already living on your chosen site?	10
6	Are your parents' licenced tenants who have lived on your chosen site for five years or more?	30

## Household

7	*Is anyone on your application pregnant? (please provide contact details of midwife)	5
8	Does your application include any children under the age of 12 years?	20
9	Does your application include children between the ages of 12 to 18 and / or a family member between the ages of 65 to 75 years?	10
10	Does your application include a family member over the age of 75 years?	20

## Health and wellbeing

11	Do you or anyone on the application have a health issue(s)?	5
12	*Do they have a referral from a doctor, nurse or health visitor relating to a permanent health issue that needs care on site?	20
13	*Do they have a referral from a doctor, community nurse or health visitor relating to health issues that need hospital visits for up to a year?	25
14	*Do they have a referral from a doctor, community nurse or health visitor relating to health issues that need hospital visits for over a year?	30
15	*Does the application include anyone who is disabled?	25

### Children and dependants

16	*Do you have one or more children living with you going to pre-school?	5
17	*Do you have one child living with you going to school?	5
18	*Do you have two children living with you going to school/s?	10
19	*Do you have three children living with you going to school/s?	15
20	*Do you have four children living with you going to school/s?	20
21	*Do you have five or more children living with you going to school/s?	25
22	*Do you have children living with you that are home-schooled?	10

### Social support

23	*Do you have a referral from a social worker or other relevant support worker relating to the support you need?	25
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### Employment

24	*Do you or anyone on the application have a job offer in Norfolk?	5
25	*Do you or anyone on the application have a temporary job in Norfolk?	10
26	*Do you or anyone on the application have a permanent job in Norfolk?	20
27	Do you or anyone on the application have regular self-employed work in Norfolk	10

### Positive behaviours

28	Have you or anyone in your household been involved in, or associated with antisocial behaviour over the last 5 years?	-50
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## Eviction

29	Are you about to be evicted? (if this is because of rent arrears or anti-social behaviour this score will not count)	30
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## References\*

30	Do you have 2 references from either landlord(s) or professional(s) that know you?	20
30a	If you fail to provide references without valid reasons	-30

\*If you answer yes to any of these questions you will be required to provide evidence. This may be either in written form or through a contact name / number that we can speak to. In some cases, we may need your permission to do this – if this is the case, we will speak to you first.