

**Un-Authorised Camps – Visit & Liaison Recording & Checklist**

*Form 1 – General information for key contacts. Update as needed following visits.*

|  |  |
| --- | --- |
|  | Date of Notification    |
|  | Location  |
|  | Land ownership  |
|  | Date of visit.  |
|  | Number of vehicles.  | Number of caravans |
|  | Number of adults. | Number of children.  |
|  | Reason for stay  |
|  | Intended length of stay.  |
|  | Anticipated date of departure.  |
|  | Agreed date of departure (if different)  |
|  | Actual date of departure |
|  | Date other Services Notified |

**Assessment & Actions**

*Form 2 – information for sharing with relevant services. Update as needed following visits.*

|  |  |
| --- | --- |
|  | Impact of camp on road safety?  |
|  | Impact on area’s amenity e.g. any public health, refuse or other waste issues?  |
|  | Impact on: environment; land use; community e.g. preventing use of a lay-by?  |
|  | In your opinion, is the family Scottish Gypsy Traveller community? Y / N |
|  | Any support needs identified? (*e.g. Health, Education, Welfare, Vul. Children / Adults)?* |
|  | Were these met and by who? |
|  | Services required (e.g. waste collection)? Were they met? |
|  | Any other relevant information (e.g. re. the agreement expectations?)  |
|  | Nature of Complaints Received? Any Significant Breaches?  |
|  | Should Enforcement Action be considered & if so why?  |
|  | Date Legal Action Started  |
|  | Summary of Lessons Learnt? |

**Checklist** – **Information Provided**

This is to support consistent, and comprehensive, information and assistance

**Date of Visit(s) ……………………………………………………………………………………….**

|  |  |
| --- | --- |
| **Information to be Provided** | **Discussed? Please tick** |
| Contact Details | Yes / No / Not Relevant |
| Household Rubbish  | Yes / No / Not Relevant |
| Other Waste (e.g. toilets; trade waste) | Yes / No / Not Relevant |
| Good Neighbour & Visitor Agreement | Yes / No / Not Relevant |
| Access to public toilets | Yes / No / Not Relevant |
| Water access | Yes / No / Not Relevant |
| Frequency of Liaison Visits  | Yes / No / Not Relevant |
| Any health needs including dentist?: adult | Yes / No / Not Relevant |
| Any health needs including dentist?: children | Yes / No / Not Relevant |
| Education | Yes / No / Not Relevant |
| Accessing Welfare Benefits  | Yes / No / Not Relevant |
| Other Welfare services e.g. CABx  | Yes / No / Not Relevant |
| Fixed Sites - location, cost, availability  | Yes / No / Not Relevant |
| Applying for housing | Yes / No / Not Relevant |
| Anything else? A*ny other info. provided / asked for?*  |  |
| Space for Notes |

**Appendix 7**

**Good Neighbour & Visitor Agreement**

**Un-Authorised Camping in Highland**

We, The Highland Council, respect Gypsy / Travellers’ right to a travelling lifestyle, moving and camping across Highland. We work hard to get a good balance between this and the needs of settled communities. We will help to make sure that Gypsy / Travellers are not discriminated against. And will support good relations between different communities.

We ask everyone in the Highlands to act responsibly and respectfully. This leaflet sets out what is expected of people visiting and camping here. And also, how we will help.

We ask and expect visitors to:

* Respect, and help to look after, the land that the camp is on
* Show respect to others who live nearby - including their peace of mind (for example, don’t act in ways that might annoy or alarm others)
* Work positively with us.
* Leave no mess. And get rid of your household rubbish helpfully. Use the local recycling centres. Or make it easy for our bin men to collect your rubbish bags (e.g. leave them at the road side).
* Get rid of your animal and human waste safely and responsibly (e.g. nappies)
* Not ‘fly-tip’ – get rid of commercial waste at landfill sites or recycling centres
* Take responsibility for your own actions – be aware of dangers
* Prevent ‘out-of-control’ fires by being careful – and not having large fires
* Keep pets quiet and under control.
* Keep groups small – avoid having too many vehicles in one place
* Keep noise down - for example, from your generators. This stops nuisance.
* Respect the rights, and way of life, of others who use the land
* If possible, let us know when you arrive to camp (if you don’t have the landowner’s permission already). This will help us provide services you may need.
* Leave the area clean - and as you found it.

The Highland Council will give you:

* Advice about, and help with, accessing services (such as health or education).
* Advice on how to have good relations with nearby communities & the land-owner.
* Help to get rid of your household waste responsibly.
* Advice on where you can get rid of your trade (commercial) waste.
* Advice on accommodation – and sites with services set up for Gypsy Travellers
* Information on how we will manage any issues. (*Our Gypsy / Traveller Camps Policy also sets this out We can give you a copy. Just ask. Or see:* [*www.highland.gov.uk*](http://www.highland.gov.uk)*)*

We will be a ‘go-between’ e.g. between your camp and others who live nearby. To do this, we will:

* Regularly visit and make contact with you
* Tell you about concerns. And work with you to find ways to make things better
* Respect confidentiality. We and our partners will only share information appropriately and in line with our Policy. We will not share personal data.

**Waste Disposal** – Remember, you need to fill out a [Household Waste Declaration Form](http://www.highland.gov.uk/downloads/file/6410/household_waste_declaration_form) if you’re taking a van or trailer to one of our recycling centres. You can do this on-line on the Council’s website. We can give you a form. Or get one at a Council Service Point.

**If you do not respect these wishes, you will be asked to move on. We will make you aware of any issues. We will ask you to put things right. If you don’t, it may be necessary for the land-owner to take legal action.**

**Advice on Stopping Places**

If you want to stop, find somewhere less likely to lead to problems. Some places are **never** suitable. You will be asked to move on, no matter what the stopping reasons are. For example: :

* Parks / public open spaces which are used regularly by others
* Places where you, or others, are in danger of death or injury. For example, from car accidents; toxic waste; near railway lines; lay-bys next to fast roads
* Places where the land is particularly at risk of harm. For example, protected sites; where public water supply is at risk

Other places are not suitable because they might lead to difficulties. For example:

* Parking areas
* On land which is for sale
* On footpaths
* Close to housing
* In places considered as ‘National Scenic Areas’

Other things might make a location unsuitable. We will give a clear reason for this. Remember, it's up to the land-owner. They decide to let you stay on - or, to take legal action to evict you.

**Useful Contacts**

* The Highland Council - **01349 886606** (ask for the Gypsy/ Traveller Liaison Contact)
* THC Website (for information and online requests): www.highland.gov.uk
* NHS 24 – **111**
* Police Scotland - **101**
* Citizens Advice - 0808 800 9060 Or visit the local CAB (Citizens Advice Bureaux)
* General advice is available on the Scottish Gov. website: [www.mygov.scot](http://www.mygov.scot)

*If you need this information differently (e.g. verbal recording, call and ask.*