

Oxfordshire Gypsy and Traveller Services (OGTS)

Unauthorised Encampment Procedures

This document highlights the procedures that are undertaken when an unauthorised encampment is first brought to the attention of the OGTS, during the occupation of the encampment and when the encampment has been vacated. The OGTS will only act on County Council, District Council, Parish Council or Town Council land and not on private land although we will advise private landowners how to go about the eviction procedure.

1. The Discovery of an Unauthorised Encampment.

- Take the details of the initial caller in order to keep them updated.
- Inform the TVP Helpline in order to set up a URN.
- Identify who owns the land.

2. The Initial Visit to the Site.

- Present yourself immediately to the Travellers informing them who you are and if possible, ask who they are.
- Try to discover how long the Travellers are to be at the location.
- Serve a Landowners Notice to Move on the Travellers informing them verbally what this is and its contents.
- Make initial enquires to any welfare, health or education issues. These are to be documented and passed on to the relevant agencies using the Welfare, Health & Educational Reporting Form.
- Look at how the Travellers got onto the land, have they broken in or was the land open.
- Carry out an Initial Site Assessment (in accordance with the OGTS Initial Site Assessment Form).
- Issue a Code of Conduct to the Travellers and inform them verbally what this is. It is to be read out should the Travellers not read.
- Issue black plastic bags for rubbish expressing the importance of their use.
- Take all vehicle details on the Vehicle Log Form.
- Take photograph evidence of all rubbish, if any, on the site.

3. On Future Visits to the Site.

- Present yourself to the Travellers in a polite manner.
- If there are any welfare issues etc ask if they have been visited by the relevant agency, if not investigate why not.

- If the site has become a problem with the settled or business communities, then inform the Travellers of this in order to address the problems and hopefully put an end to the issues.
- If there is a need to evict the Travellers, then they are to be informed verbally explaining why.
- Note any new dumping of rubbish/green waste.
- Issue more black bags if necessary.
- Should bagged rubbish need to be removed then inform the relevant waste services department?
- Update TVP using the URN of the site and those that requested updates.

4. **The Eviction Procedure.**

- Again, update the URN and those interested parties.
- Check that there are no outstanding welfare, health or educational issues.
- Complete an Eviction Rationale fully justifying the eviction.
- Complete the Section 77 Direction to Move forms.
- Ensure the eviction date on the Section 77 gives a reasonable time to move.
- On arrival at the site again present yourself to the Travellers.
- Post a copy of the Section 77 on the entry and exit points of the site in accordance with Section 79 of the CJPOA 94.
- Move to each caravan in turn logging the vehicle details on the Section 77 and issuing it to the occupant or posting it onto the caravan.
- Verbally inform the Travellers of the date and time they must have left the site by.
- Complete a Certificate of Service 1 for the site file.
- Should the Travellers have not left the site establish with the Travellers why they haven't left.
- If the Travellers have ignored the Section 77 inform Legal Services of the fact and ask for them to prepare Court Summons and then take them all the site paper.
- Legal Services will contact the OGTS informing us of the court date and that we can pick up the summons.
- Serve the summons to each caravan informing the Travellers of the court location, and the date and time.
- Post a copy of the summons at the entry and exit points.
- Complete a Certificate of Service 2 for the site file.
- On the day of the court hearing visit the site to confirm that the Travellers are either there or have left.
- If the Travellers have left immediately inform Legal Services to cancel the hearing.
- If the Travellers are still at the site, then attend the court and present yourself to the barrister to update them.

- If there are issues the magistrate will allow the Travellers to stay. If not, they will issue the barrister with a Section 78 of the CJPOA94.
- Serve the Section 78 on the Travellers informing verbally what it means.
- Give the Travellers a reasonable amount of time to leave the site. At this point have TVP stood by in case of a breach of the peace.
- Should the Travellers not go then arrange to have the vehicles and caravans pulled off onto the nearest road again with TVP in attendance.

5. On Vacation of the Site.

- Visit the site with a camera taking photographs of all rubbish and, if any, any damage caused.
- Log all the rubbish and its contents.
- Inform the relevant waste serves depart of the location of the site and what is present.
- Complete a Vacated Site form for the site file.
- Print off images of the rubbish and place into the site file.
- Inform TVP of the fact and to close the URN
- Inform all interested parties that the site has been vacated.

These procedures will be strictly adhered to always. Any changes to the listed procedures are to be in consultation with the OGTS Manager and all interested parties.



Signed:

Gary Brewer
Manager, OGTS.