

Site Identification Form (Part 1)

A) is usually completed by the GTLS.

B) and C) are usually completed by an area Highways Officer (or other relevant officer if the land is not DCC Highways). C) may be completed by the GTLS on request if a Highways Officer is unable to make a visit.

A) Initial information completed by: [Name]

Date occupancy began:	
Address/location of property/land (e.g. road name, village/town name):	
Have complaints been received relating to the current occupation? If "Yes" from whom and specific nature of complaint:	
OS Grid reference (use GPS at site if possible):	
Describe any nearby landmarks, roads etc:	
District:	

Notes for next steps:

- Check location on Property Terrier (create Screen Shot and mark location using Paint Tools).
- If the land is marked Pink, DCC has an interest. Refer to Legal Services. Conveyancing Officer for confirmation of status of land ownership.
- If necessary, request a Land Registry Search to identify owner (costs £5).

INSERT/ATTACH MAP marking location of encampment:

B) Completed by: [Name]

- Please amend/complete any missing information under A as appropriate.

Give a brief description of the property / land. Include details relating to usage of neighbouring land or property:	
Describe the site including the surface (e.g. verge, highway, woodland, hard standing surface):	
For what purpose is the land in Council ownership?	
Is the encampment causing an obstruction, or is it unreasonably obtrusive? If "Yes" give details:	
Are there plans to alter the usage of the site or carry out development work? If "Yes" give details including timescales:	
Has damage subsequently arisen from the occupation? Was force used to gain entry? If "Yes" give details including the cost:	
Are any public rights affected by this occupation? If "Yes" give details:	
What sanitary facilities are there on site or in the vicinity (toilets and running water)?	
Are there any other health and safety considerations? If "Yes" give details:	
Is the location environmentally sensitive? This includes: SSSI, ancient monuments, AONB.	
Please provide any additional information which you may feel will assist the County Solicitor in this matter:	

C) Site inspection carried out by: [Name]

Add and amend any information provided under B as appropriate.

Initial condition of site as observed by first visiting officer:			
	Overhanging electrical cables or nearby fuel/power supplies		Dangerous trees/large overhanging trees (refer to Devon Trees Framework)
	Flood risk (check Environment Agency Flood Maps)		Rat infestation
	Extreme weather/other weather related issues or risks		Dangerous machinery
	Pollution (e.g. land, air, water, sewage, from nearby source)		Other (state in Details below)
Details:			

Is an Environmental Health assessment needed?	YES/NO
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PHOTOS: Take and insert/attach any photos as deemed necessary (do not include people).

Please return to the Gypsy & Traveller Liaison Service at: travellers@devon.gov.uk.

GTLS Notes

Actions taken: