



## Salisbury City Council Unauthorised Encampments Policy & Procedure

Policy Number	Version	Owner	Date Published	Review Due	Review Team
CS055	1	Head of Environmental Services	1 <sup>st</sup> July 2024	1 <sup>st</sup> July 2027	Head of Environmental Services

### **Distribution**

Internal:

External:

## **Introduction**

### **Salisbury City Council Staff should not approach any encampment alone.**

The purpose of this document is to provide a procedure to guide staff in deciding how to deal with unauthorised encampments. This Protocol is also intended to explain to other interested parties the Council's position in relation to unauthorised encampments.

In the event of an unauthorised encampment **on Salisbury City Council land** this procedure will ensure that the City Council deals with unauthorised encampments in a fair, proportionate, **safe**, and consistent manner and follows a set legal process.

When trespassers move onto a piece of land they do not own, without the permission of the landowner, this is called an illegal/unauthorised encampment. Illegal encampments can be unsightly, unhygienic and potentially cost Salisbury City Council large sums of money to evict and clean up after the trespassers leave.

This is a civil matter of trespass between the landowner and the trespassers, and it is the responsibility of the landowner to deal with the encampment. If the land is leased, in most cases it is the person leasing the area that is responsible for dealing with the encampment dependent on the agreement with the landlord.

If the land is privately owned by a company or individual, advice can be taken from a solicitor about obtaining a Possession Order through the County Court. However, a faster and more common way is to evict trespassers using common law by calling in a bailiff. Sometimes trespassers behaviour can cause a nuisance or fear and intimidation to people living near to an encampment. Incidents of this nature should be reported to the Police.

For an unauthorised encampment on private land, it is exceedingly difficult for the City Council to intervene if the encampment is on land not owned by them. Salisbury City Council does not have the legal power to instruct bailiffs or apply for a Possession Order through the County Court when they are not the landowner.

### **In the event of an unauthorised encampments on private land, the following procedure should be initiated:**

- Salisbury City Council should inform the landowner (if known) that they have an encampment and inform the Police and Local Authority.
- Ask the landowner to keep Salisbury City Council informed of progress.
- Securing any Salisbury City Council property/land that may be used as alternative sites in preparation for the encampment being moved or the possibility of further encampments.

## Local Authority Powers

### Common Law Power

- Used by the landowner to perform a traveller eviction.
- No requirement for court order.
- requires reasonable notice usually following day.
- The traveller eviction is enforced by Certificated Enforcement Agents.
- No penalty if they return onto land
- Part 55 Civil Procedures Rules
- Used by the landowner.
- Needs a court procedure usually involves solicitor and legal costs.
- Not quick
- The traveller eviction is usually enforced by county court bailiffs, or High Court Enforcement Officer.
- No penalty if they return onto land.

### Sections 61-62 Criminal Justice and Public Order Act 1994

- Used by the police for traveller eviction.
- Can be used on any land except the highway.
- Used to remove identified individuals and / or their vehicles from land.
- Must be two or more persons trespassing on the land.
- No requirement for court order.

It is important to have a good working relationship with Wiltshire Police when dealing with an unauthorised encampment for the sharing of information. Trespassing is a civil matter, and the Wiltshire Police will support Salisbury City Council but will only deal with criminal offences. They may be called upon to assist with any potential visit to prevent a breach of the peace.

## The Human Rights Act

This Act is described as "An Act to give further effect to rights and freedoms guaranteed under the European Convention on Human Rights." Wherever the Human Rights Act 1998 (which requires any public body to conduct its functions to accord with the Convention) applies to a situation which involves an unauthorised encampment, the relevant public authority when dealing with the encampment must comply with the Act. In considering action to recover land, local authorities may need to take a balanced approach and ensure that they have considered the health, education, and housing needs of the trespassers. Proportionality will be considered to ensure that there is a balance between the needs of the settled community and the trespassers. **Salisbury City Council is a parish council and has no duty of care or is required to carry out a welfare check before eviction.** Salisbury City Council cannot use Section 77 / Section 78 Under Criminal Justice and Public Order Act 1994 as this must be authorised by a borough or district council.

## **The Race Relations Act 1975**

Under the Race Relations Act, it is unlawful to discriminate against anyone on the grounds of race, colour, nationality (including citizenship), or ethnic or national origin. All racial groups, including gypsies and travellers, are protected from discrimination. The Race Relations (Amendment) Act 2000 placed both a general and specific duty on public authorities bound by the Act.

Under the general duty the requirement is to:

- Eliminate unlawful racial discrimination.
- Promote equality of opportunity.
- Promote good relations between persons of different racial groups.

## **Other Equalities Legislation**

More recently, legislation has come into force covering age, gender, disability, religious belief, and sexual orientation. Many public authorities are producing a corporate equality plan outlining what they plan to do to ensure equality, diversity and equity in employment and service delivery.

## **Confidentiality**

In dealing with unauthorised encampments, all personal information will be treated as confidential between agencies, in line with normal working practices and procedures. However, it must be remembered that occasionally the public interest and the statutory duties of agencies can override the duty of confidentiality. In the operation of this guidance, information may be shared between responsible authorities. In addition, information communicated to public authorities may be disclosed to the public under the Freedom of Information Act 2000.

At no time should agencies, employees or members of the gypsy and traveler community be offered anonymity for information they wish to share with the agency, where this cannot be provided in law.

## **Policy and Procedure**

Responsibility for making and implementing decisions in respect of unauthorised encampments is delegated to the Head of Environmental Services and/or a nominated person in authority. Salisbury City Council will, in dealing with unauthorised encampments, act, always, in a fair and humane fashion with regard government guidelines for dealing with trespassers. Salisbury City Council will consider the balance between the rights and needs of the trespassers in deciding whether unauthorised encampments can be tolerated for a period and when and how to instigate procedures to evict. Instigating procedures to

evict will be taken if the Head of Environmental Services or the nominated person in authority feels that this course of action is necessary. Individual consideration will be taken on each case and exceptional circumstances will also be considered. Any decision will balance the needs of trespassers with the impact on Council services and undue nuisance to neighbours and members of the public, including damage to land and property. Such circumstances being considered will also include the Human Rights Act 1998 and any other good practice guidance from Central Government.

Formal repossession procedures will normally be undertaken where encampment occupy land owned by Salisbury City Council and the Head of Environmental Services or the nominated person in authority is of the opinion that the encampment cannot continue because of one or more of the following factors:

- It creates a hazard in health and safety terms for other users.
- It creates an intolerable nuisance to the public.
- It creates an intolerable impact on the enjoyment, use or habitation of adjoining nearby property or interferes with the effective management of that property.
- It causes damage or likely to cause damage to the land/property or prejudices the use by the Council's members, officers, staff, tenants, occupants, or the public; and/or
- It is too large for the location and is causing an unacceptable impact on the immediate environment.
- Consideration will also be given to the likely cost Salisbury City Council may incur in dealing with returning groups using their previous history on other Salisbury City Council owned sites.

### **Salisbury City Council has implemented the following procedures**

- Reports of an unauthorised encampment should be acted on as quickly as possible, and information should be passed on for consultation as rapidly as possible. **Inform your line manager.**
- Obtain an address or What3words location. Take photos or a video **if safe to do so. Do not put yourself or others at risk.**
- If the owners of the land are Wiltshire Council, then report it immediately, with details of the location and the number of occupants. Follow the flow chart attached, which has contact details.
- Initial details of the encampment need to be reported to the Wiltshire Police by calling 101 (or 999 if required, such as a crime in progress). Make sure you obtain a log number from the police for future reference. They may ask you to email them any photographs or videos taken. Provide them with a point of contact (see flow chart). Wiltshire Police will have a copy of

this protocol and will inform Salisbury City Council if they receive a report of an unauthorised encampment prior to our knowledge.

- The legal representative (bailiff) will require details of the number of vehicles/persons, location, and contact details for an authorising representative of the Council, via whom they can maintain contact and monitor the situation.
- Salisbury City Council will task the legal representative (bailiff) to deal with the unauthorised encampment initially under common law powers.
- It may be that the solicitor acting for Salisbury City Council must apply to the courts for eviction under Part 55 Civil Procedures Rules if common law powers are unsuccessful.

### **On eviction - the following should be considered**

- Cleaning of the site.
- Securing other Salisbury City Council properties that may be used as alternative sites if a blanket order has not been given for all Council land.
- Head of Environmental Services (or a nominate person in authority) in conjunction with the Police to notify local organisations or individuals of the eviction, in time to enable them to secure other targeted sites. This information can be added to the website and Facebook Page to get the message out quickly.
- In conjunction with the Police, consider traffic and pedestrian management in the surrounding area if necessary.
- There may be a need to close a road or control traffic movements during the eviction period. This will be in liaison with the Police and Wiltshire Council if necessary.
- Salisbury City Council Staff should expect a lot of calls/emails from concerned residents during any unauthorised encampment in Salisbury and Council Staff should stay calm and explain to the public the legal process that has been started and advise members of the public not to confront the trespassers.
- Officers should update the website and social media pages with progress reports as appropriate.
- Members of the public should be advised to call the Police non-emergency 101 number to report any issues or 999 if it is an emergency issue. Contact will be maintained with the local Police.

### **Eviction Proceedings**

Salisbury City Council may consult with the principal authority where it is deemed eviction proceedings are necessary. As Wiltshire Council is the principal authority it has responsibility for assessing:

- Housing circumstances.
- Health needs; and Education and general welfare.

Once a decision to evict an unauthorised encampment has been properly taken, the aims should be to:

- Act quickly and efficiently.
- Use the powers most appropriate to the circumstances.
- Reduce scope for challenge through the courts by ensuring that welfare considerations have been taken and considered.

Salisbury City Council may consult with the Principal Authority (Wiltshire) Enforcement Officer, the Police and other relevant public or voluntary agencies to facilitate better joint working and a better understanding of the problems and any issues related to trespassers generally and incurred expenses.

### **Necessary Expense**

In dealing with the trespassers there are likely to be issues of health and safety (environmental, wellbeing or welfare). The Head of Environmental Services is authorised to incur reasonable expense as per Salisbury City Council Financial Regulations in resolving any eviction of trespassers from City Council property.

## **Annex list**

1. Bailiff Cost
2. Trespasser Incursion Form and Welfare Needs Assessment (if required)
3. Enforcement Notice
4. Unauthorised Encampment flow chart



## Common Law Traveller Eviction

### TO INSTRUCT US CLICK BELOW

[www.qualitybailiffs.co.uk/trespasser-instruct](http://www.qualitybailiffs.co.uk/trespasser-instruct)

All operations and transactions are subject to our standard terms and conditions can be accessed and downloaded from

<https://www.qualitybailiffs.co.uk/company/terms/business.html>

Specific terms re travellers/ trespassers removal are listed below along with costs.

If you need any further information or availability telephone us on 0208 0902439 or out of hours number 07715 447737

This would normally be done under common law subject to a risk assessment visit. (see law section at bottom of email). If a court order is required, we can course execute any High Court Writs of Possession.

### The Common law Solution

1/ We would send a team to serve the trespassers usually the same day the cost of this would be £350 vat at this stage our bailiff would carry out a risk assessment to determine numbers of bailiffs and resources required for a safe eviction 70% of the time depending on their resolve they leave within hours of this.

2/ If they did not move, we would agree cost based on our risk assessment as to numbers of men required and agree a time to repossess the land usually the following day depended upon resources needed and availability of police support and if a court warrant or writ is needed

3/ We would liaise with the police then send a team of bailiffs to repossess the land cost of which will be £225 per man to turn out for the first hour then £75 per man per hour (or part thereof) thereafter.

4/ Tow Trucks Unlike most of our competitors we do not provide these at very inflated prices. The client can order their own removal (tow) truck on the day of eviction if required. We do not have any trucks ourselves but will attempt to provide numbers of local contractors or ones that we have worked with before that the client can source these from. We usually find they charge around £250 call out then £150 per hour. All costs subject to Vat. **Sometimes having a truck on site is a benefit and sometimes causes confrontation and makes the situation worse, we will advise you the best we can on a case by case basis.**

We would aim, to have them off within 2/3 hours though we cannot guarantee this. We will use our best endeavours to repossess the land as quickly and economically as possible using sufficient manpower to do so in safety. Ordinarily repossessions will take place within 48 hours of receiving instructions although we do not guarantee to do so.

High levels of hostility, travellers/ trespassers locking themselves into caravans, resistance from travellers/ trespassers and lack of police support may contribute to a delay in the repossession taking place. Should you need site clearance, re incursion prevention measures and or security we can provide these via our strategic partners.

### **Terms of Engagement of Quality Bailiffs a trading name of Enforcement Bailiffs Ltd for trespasser eviction services**

Please see below for the basis upon which we will provide these services & how we expect payment for those services is as follows:

#### **Conduct**

We shall endeavour to evict the trespassers and to promote your interests as professionally and efficiently as we can; but we cannot guarantee a successful outcome to any matter. We will use our best endeavours to repossess the land as quickly and economically as possible using sufficient manpower to do so in safety. High levels of hostility and resistance from trespassers or travellers and lack of police support may contribute to a delay in the repossession taking place or not all if it becomes illegal to proceed like a lock in or wheels being wheel clamped. We shall keep you regularly informed as to the progress on any matter over which you have instructed us, and we ask you to in turn to respond promptly to our own communications with you.

Quality Bailiffs will not be responsible for the consequences of any actions taken when reasonable efforts have been made to contact the client to seek their instruction on that specific matter. If additional costs are incurred this will be the responsibility of the client not Quality Bailiffs.

**Sunday or Bank holiday service.** Please be aware that whilst we may be available to serve or evict on a Sunday or bank holiday it might be more prudent to move them on a weekday where there is a better chance of success. Serves only are not usually a problem if they are given until the next working day. They are very difficult to move on a Sunday or bank holiday as in travellers/ trespassers culture this is a day of rest also the Police resources on a Sunday or bank holiday are stretched so we are unlikely to get much if any support. If they refuse to move and it comes to a tow off this cannot be done without Police support as it would cause a major public order outbreak.

#### **Other Services & Costs**

Any requests for evictions on bank holidays will be charged at double time.

Once the eviction is complete, any additional time spent on site would be charged.

£75.00 + VAT per hour per person. This could be waiting for contractors to secure the site, security, or any other reason.

Chain and Lock £80.00 + VAT

Security Officers £25 per man per hour Dog Handlers £35 per man per hour plus vat  
Tow trucks from £250 plus vat call out then £150 per hour plus vat on site usually the client arranges these.

Concrete Blocks £500.00 delivery and £500 collection paid in advance per 4 blocks i.e. £1000 plus vat then £25.00 per week per block with two weeks paid in advance when delivered plus vat.

### **Payment Terms**

**For approved credit accounts our payments terms are payment on receipt of invoice for non-approved accounts a payment on account is required.**

### **Comparing Quotes**

We like to pride ourselves on being competitive so if you have received a more competitive quote than we have supplied then please do inform us as in most cases we are offering to beat any written like for like written quotations.

As well as Prices check competence, experience and most importantly Public Liability and Employers liability. You may be surprised that there are a few companies offering this service without this insurance.

They claim they do not need it for self-employed contractors. If things go wrong and someone is hurt, or excessive force is used then ultimately as the landowner giving the instruction you are responsible. Therefore, you could be sued by any employees, travellers/ trespassers, or members of the public hurt on your instructions. Not to mention be in trouble with the HSE.

### **Warning to landlords on your liability**

We strongly recommend that you read this article that explains your health and safety liabilities regarding this action.

<https://www.qualitybailiffs.co.uk/news/trespassers/health-safety-guide.html>

### **Health and Safety! Check the insurance.**

Check the Insurance before you hire any bailiff company. Professional companies are always insured. You can download copies of our insurance: £5 million Public liability and £10 million Employers Liability. As a professional organisation we also hold £250,000 Professional Indemnity Insurance. <https://www.qualitybailiffs.co.uk/about/credentials/>

### **Experience**

Our veteran team is led by our CEO A Coates AHCEO who has over 30 years' experience.

### **Competence**

We are CHAS, SSPI and Safe Contractor Accredited showing our commitment to Safety Comes First. We operate ISO 2001 - 2015 Quality Standards to show our commitment to delivering a quality service. <https://www.qualitybailiffs.co.uk/about/credentials/>

We have a qualified management team in support of our staff based at our operations centre. Most important to any successful operation is our onsite team leaders. They are specially selected experienced Eviction Bailiffs; they are qualified Certificated Enforcement Agents. If using any Security Dog Teams, we only use approved contractors that are insured

and have both an SIA Licence and are suitably qualified. All our bailiffs are trained in conflict management most, equipped with Body Worn Video and issued with Stab vests for protection.

### **Cancellation**

Where any instruction is cancelled by the client after it has been actioned then the client will be responsible for Quality Bailiffs reasonable fees and expenses in dealing with the action up to the time of cancellation depending on the number of occupied units on site as set out in our scale of fees. These are set out below.

1. Where Quality Bailiffs have been instructed and have arrived on site. If the client withdraws instructions for any reason once Quality Bailiffs has attended the site, then the client will be responsible for Quality Bailiffs call out fees.
2. Where the client cancels any instruction and Quality Bailiffs on their way to the site the client will be responsible for Quality Bailiffs call out fees.
3. Where Quality Bailiffs have been instructed and are about to dispatch or are in the process of dispatching a team to site then the client will be responsible for up to 75% of our Quality Bailiffs call out fees.
4. Early morning evictions

Where we have agreed to do an early morning eviction before 10.00am and have given the client a cut time the night before if there is any cancellation after that cut off time our full call out fee will be due. If you have not been given a cut off time in writing, then this will be no later than 19.00 hrs the night before.

5. In the unlikely event that Quality Bailiffs is unable to complete the eviction for any reason beyond their control then the client will be responsible for Quality Bailiffs fees and expenses.

Enforcement Bailiffs Ltd t/a Quality Bailiffs, or its employees, are not qualified or insured to give legal advice and all clients should satisfy themselves of their own legal position before instructing us.

### **Law on this below for common law evictions from above guide**

#### **Unauthorised Encampment – The Powers in Detail**

##### **Common Law Powers**

All landowners can use their common law rights to recover land (i.e. the tort of trespass against property). This allows the person in possession of land to use Certificated Bailiffs evict an individual from their land, seek damages for their trespass on their land, and/or seek an injunction to prevent the trespass from occurring again. Case law has established that a trespasser who enters land peaceably is entitled to a request to leave the land before being forcibly removed, while a trespasser who has entered land with force and violence may be removed without a previous request to depart.

If the trespasser does not leave the land the possessor of the land may instruct their Certificated Bailiffs to use no more force than is reasonably necessary to evict him or her. Experienced Certificated Bailiffs should be used to carry out the eviction. The issue of what is 'reasonable force' is a question of fact to be decided in each individual case, however it must be an honestly held belief that in the circumstances the force that is used is

reasonable, rather than excessive. Use of excessive force could give rise to a claim against the landowner by the trespassers.

Whenever a landowner is considering the use of common law rights, he/she via their Certificated Bailiffs should notify the police of his/her intentions so that police officers can be present to prevent any breach of the peace.

If the police advise that, in the circumstances, it is inappropriate to attempt an eviction, action should always be delayed until such time as the police believe that it is safe to continue.

Parliament provides strong statutory powers to local authorities to enable them to deal with incidents of unauthorised camping under Section 77 of the Criminal Justice and Public Order Act 1994. The civil courts also offer an avenue to deal with unauthorised camping under Civil Procedures Rules Part 55.

### **Writ of Possession – Travellers**

#### **TO INSTRUCT US CLICK BELOW**

<https://www.qualitybailiffs.co.uk/trespassers/traveller- eviction/instruct/trespasser-begin.html>

Where it says list the numbers of people you think are occupying try your best to be accurate where possible.

All operations and transactions are subject to our standard terms and conditions can be accessed and downloaded from

<https://www.qualitybailiffs.co.uk/company/terms/business.html>

Specific conditions re trespasser removal are listed below along with costs.

If you need any further information or availability telephone us on 0208 0902439 or out of hours number 07715 447737

Court fee for writ is £71.

We would send a team of bailiffs to repossess the land/building cost of which will be £225 per man to turn out for the first hour then £75 per man per hour (or part thereof) thereafter.

#### **If travellers**

Removal truck will be ordered on the day of eviction if required but will be on standby and will of course be an extra charge if called is usually £250 call out then £150 per hour. All costs subject to Vat.

#### **If Squatters**

Then you will need to supply a locksmith and boarding up people to secure the property after possession.

We would aim, to have them off within 2/3 hours though we cannot guarantee this. We will use our best endeavours to repossess the land as quickly and economically as possible using sufficient manpower to do so in safety.

High levels of hostility and resistance from travellers/ squatters and lack of police support may contribute to a delay in the repossession taking place. Should you need site clearance, re incursion prevention measures and or security we can provide these via our strategic partners.

**Terms of Engagement of Quality Bailiffs a trading name of Enforcement Bailiffs Ltd for trespasser eviction services**

Please see below for the basis upon which we will provide these services & how we expect payment for those services is as follows:

Annex 2.

Incident No. .... /20....

File Reference .....

*Salisbury City Council*

UNAUTHORISED ENCAMPMENT RECORD

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LOCATION OF TRESPASS

**Parish/Town** .....

**O. S. Grid Reference or What3Words Ref:**

5. Date first report of trespass received .....

5. The location of the encampment is:

- (a) Public Highway
- (b) Salisbury City Council owned private land
- (c) Common land
- (d) Other privately owned land

5. Owner of land (if known)

5. Date of Arrival of Trespassers (if known)

Date Vacated (where applicable) .....



5. Visit Summary:

Date	Type Drive by/welfare/monitoring?	Officers	Visit Record Attached


6. Copy of any Notice(s) served attached ..... Yes / No

7. Traveller Type: Romany / Irish / New Age / Other\_\_\_\_\_

8. Previous location of trespassers and how long they were there (if known)

9. Caravans ..... Total  See Attached Sheet

10. Other vehicles ..... Total  See Attached Sheet

11. Persons ..... Total  See Attached Sheet

12. Health Issues ..... Yes / No See Attached Sheet

13. Education Issues ..... Yes / No See Attached Sheet

Reason for Stay

Intention to leave by

14. Encampment conditions

(i) Are the following facilities available?

Refuse Disposal ..... Yes / No

Toilet / Waste Disposal ..... YES / No

Shelter YES / No

Water YES / No

(ii) Nuisance to public by?

Obstruction or another hazard ..... Yes / No

Size Yes / No

Location YES / No

Nature YES / No

Duration YES / No

Noise YES / No

Other (*specify*) ..... Yes / No

(iii) Adverse impact on adjoining or nearby properties (*specify*)? ..... Yes / No

(iv) Damage to Council land/property, or prejudice to its use by legitimate tenants or occupants (*specify*)? ..... Yes / No

(v) Too large for location, or unacceptable impact on the local environment Yes / No

.....  
.....

(vi) Any other detrimental reason supported by evidence (*specify*)? ..... Yes / No

15. Humanity (Welfare)

(i) Are there any apparently school-aged children on site?..... Yes / No

(ii) Are they attending a local school? ..... Yes / No

(a) If yes, length of attendance (if known)

(b) If yes, name of school (if known)

(iii) Has Traveller Education Service been informed?..... Yes / No

(a) If yes, copy of relevant report must be attached..... Yes / No

(iv) Is local education provision available? ..... Yes / No

(v) Has Social Services been informed? ..... Yes / No

(a) If yes, copy of relevant report must be attached..... Yes / No

16. Residential Traveller Sites

Contact information leaflet supplied..... **Yes / No**

17. Summary

(i) Are there any reasons why encampment should remain (*specify*)? ..... Yes / No

(ii) Reporting Officer's additional comments (if any):

.

.

.....

**Signed**..... **Name** (block capitals) .....

**Post Held**..... **Date** .....

FOR COMPLETION BY AUTHORISING OFFICERS

18. In accordance with current policies, procedures, and guidelines, we make the following recommendation for enforcement action in respect of the current trespass at this location.

19. Recommendation  
(tick appropriate box)

No further action

Encampment to be 'tolerated' for further ..... days/weeks/months.

Request Police to consider use of their powers under Police, Crime, Sentencing and Courts Act (2022)

Use civil procedures to recover possession.

~~Use powers under s.77, Criminal Justice and Public Order Act 1994~~

Request further investigation by Reporting Officer



The following specific information is required:

20. Authorising Officers' additional comments (if any):

**Signed**

**Name** (block capitals)

**Post Held**

Date

**Unauthorised Encampment Record**

**SHEET A: Vehicle Information**

Incident No. .... /20....

Each vehicle (or structure) to be assigned a unique, consecutive Vehicle No. from the outset and this must be re-used in the left-hand column and, if appropriate, during any subsequent visits.



**Unauthorised Encampment Record**

**SHEET B: Persons Information**

Incident No. .... /20....

<b>Date of Visit</b>			
.....			
<b>Veh. No.</b>	<b>Description (or specify name, if known)</b>	<b>Age (estimated)</b>	<b>Status (if known) Father/Mother/Son/Daughter/Other</b>



**Unauthorised Encampment Record**

**SHEET C: Health issues**

Incident No. .... /20....

<b><u>Date of Visit</u></b>			
	.....		
Veh. No.	Name:	Date of Birth:	Remarks:

Concerns:

Local Doctor:

Name:

Address:

Local Hospital:

Name:	Address:
Dates Attended:	Dates of future appointments:
Health Visitor/Social Services contact:	



Further information

**Unauthorised Encampment Record**

**SHEET D: Special Educational Needs:**

Incident No. .... /20...

<b><u>Date of Visit</u></b>		.....		
Veh. No.	Name:	Date of Birth:	Remarks:	

Special Needs:

School (if any) & date enrolled:

Traveller Education Service / Social Services contact:

**Other Specific Needs:**

<b><u>Date of Visit</u></b>		.....	
Veh. No.	Name:	Date of Birth:	Remarks:
Special Needs:			
Organisation informed and contact:			

**ANIMALS**

<b><u>Date of Visit</u></b>		.....		
	Type of animal:	Remarks:		
Needs assessment:				
Organisation informed and contact:				



*Salisbury City Council*

**Notification of Enforcement Action**

**To Whom It May Concern**

**TAKE NOTE THAT** you are unlawfully encamped on land at *[Location]*, which is owned by *SALISBURY CITY COUNCIL*.

It appears to Salisbury City Council that you are, for the time being, residing in a structure and/or a vehicle within the County of Wiltshire and Salisbury City Council is now considering the recovery of full and uninterrupted possession of its land and the removal of any persons and/or any other property present, if necessary, having regard to all relevant considerations and procedures.

**You are requested to remove your vehicles and property by *[Time – Date]*.**

**Welfare Considerations.**

If you require assistance with your Children's education, a social services referral, help to access medical care or anything else we may be able to assist with, please let us know urgently.

**If you have any welfare issues or reasons why we should consider not removing you from this location, please contact *Wiltshire Council***

[Welcome to Wiltshire Council - Wiltshire Council](#)

email [homeless@wiltshire.gov.uk](mailto:homeless@wiltshire.gov.uk) or telephone 0300 456 0106

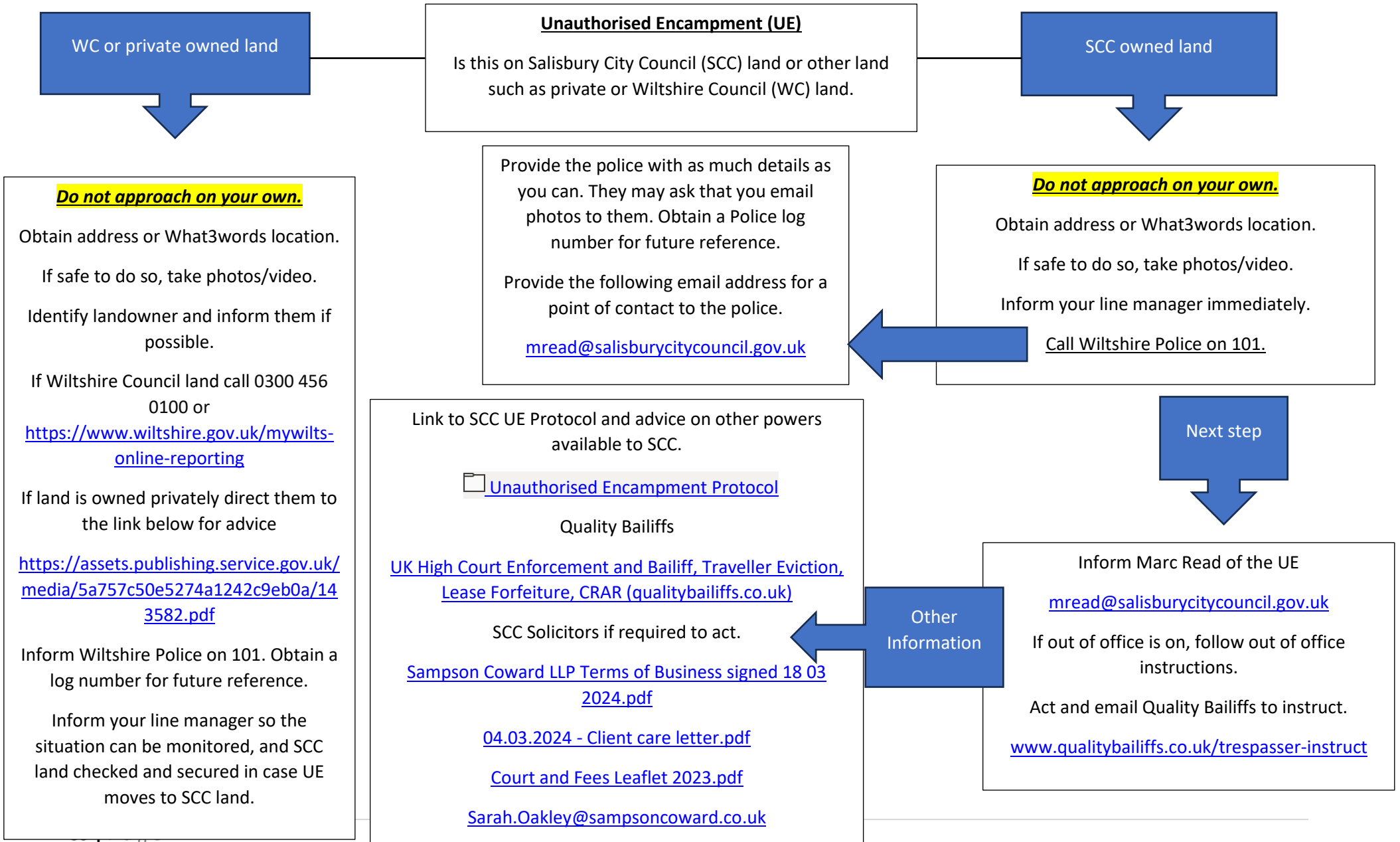
**DATED:** .....

**SIGNED:** .....

A duly authorised Officer on behalf of the Council

**Any further enquiries should be directed to:** [www.salisburycitycouncil.gov.uk](http://www.salisburycitycouncil.gov.uk)

Annex 4



WC or private owned land

**Unauthorised Encampment (UE)**  
Is this on Salisbury City Council (SCC) land or other land such as private or Wiltshire Council (WC) land.

SCC owned land

**Do not approach on your own.**  
Obtain address or What3words location.  
If safe to do so, take photos/video.  
Identify landowner and inform them if possible.  
If Wiltshire Council land call 0300 456 0100 or <https://www.wiltshire.gov.uk/mywiltsonline-reporting>  
If land is owned privately direct them to the link below for advice <https://assets.publishing.service.gov.uk/media/5a757c50e5274a1242c9eb0a/143582.pdf>  
Inform Wiltshire Police on 101. Obtain a log number for future reference.  
Inform your line manager so the situation can be monitored, and SCC land checked and secured in case UE moves to SCC land.

Provide the police with as much details as you can. They may ask that you email photos to them. Obtain a Police log number for future reference.  
Provide the following email address for a point of contact to the police.  
[mread@salisburycitycouncil.gov.uk](mailto:mread@salisburycitycouncil.gov.uk)

**Do not approach on your own.**  
Obtain address or What3words location.  
If safe to do so, take photos/video.  
Inform your line manager immediately.  
Call Wiltshire Police on 101.

Link to SCC UE Protocol and advice on other powers available to SCC.  
[Unauthorised Encampment Protocol](#)  
Quality Bailiffs  
[UK High Court Enforcement and Bailiff, Traveller Eviction, Lease Forfeiture, CRAR \(qualitybailiffs.co.uk\)](#)  
SCC Solicitors if required to act.  
[Sampson Coward LLP Terms of Business signed 18 03 2024.pdf](#)  
[04.03.2024 - Client care letter.pdf](#)  
[Court and Fees Leaflet 2023.pdf](#)  
[Sarah.Oakley@sampsoncoward.co.uk](mailto:Sarah.Oakley@sampsoncoward.co.uk)

Other Information

Next step

Inform Marc Read of the UE  
[mread@salisburycitycouncil.gov.uk](mailto:mread@salisburycitycouncil.gov.uk)  
If out of office is on, follow out of office instructions.  
Act and email Quality Bailiffs to instruct.  
[www.qualitybailiffs.co.uk/trespasser-instruct](http://www.qualitybailiffs.co.uk/trespasser-instruct)