

Gypsy and Traveller Local Plan – Glossary of Terms

Adoption	The procedure which makes a plan into formal Council policy.
Allocation / allocated site	<p>Allocation is the process that identifies resources such as land for a particular purpose.</p> <p>An allocated site is a piece of land which is identified for a particular use within a Development Plan document e.g. Gypsy and Traveller sites allocated by the Gypsy and Traveller Local Plan.</p>
Amenity building	A building that provides facilities for an individual Gypsy pitch (private) or a site (communal). These can vary in scale and in the facilities they provide, although a basic amenity building on a pitch ‘must include, as a minimum: hot and cold water supply; electricity supply; a separate toilet and hand wash basin; a bath / shower room; a kitchen and dining area’ (paragraph 7.17, Designing Gypsy and Traveller Sites: Good Practice Guide (2008))
Amenity space	This can refer to a garden area on an individual pitch or a communal area of open space / playground on a larger site that is shared by a number of pitches.
Authorised site	<p>A site with planning permission for use as a Gypsy and Traveller site. These sites can be private or Council-owned.</p> <p>Most authorised sites in the Borough are permanent, but they can sometimes be temporary (see ‘Temporary Sites’).</p>
BREEAM	BREEAM (Building Research Establishment Environmental Assessment Method) is an assessment and rating system which uses

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	recognised measures of performance, set against established benchmarks, to evaluate a building's specification, design, construction and use.
Call for Sites	The way in which the Council gives the public an opportunity to suggest sites for potential Gypsy and Traveller or Travelling Showpeople development. Respondents fill out a form with the details of the suggested site which is then received and considered by the Council.
Caravan	Mobile living vehicles also called touring caravans. Section 29 (1) of the Caravan Sites and Control of Development Act 1960 Act defines a caravan as 'any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted'. Also referred to as 'vans'.
Code for Sustainable Homes	The national standard for the sustainable design and construction of new homes. It aims to reduce carbon emissions and promote higher standards of sustainable design above the current minimum standards set out by the building regulations. The code is voluntary rather than mandatory.
DCLG Designing Gypsy and Traveller Sites: Good Practice Guide (2008)	This document provides general design guidance for Gypsy sites/pitches, including indicative site layout and case studies.
Development Plan	<p>A document setting out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans and Neighbourhood Plans.</p> <p>The Gypsy and Traveller Local Plan (GTLP) will be one of the Local Plans that form part of</p>

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	the Development Plan for Wokingham Borough.
Existing sites	A term used in GTLP documents to refer to sites in the Borough that are currently occupied by Gypsies and Travellers or Travelling Showpeople. These may or may not be authorised at the current time.
Gypsy/Gypsies and Travellers	'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 showpeople or circus people travelling together as such.' (Annex 1, Planning Policy for Traveller Sites (2012)).
Gypsy and Traveller Accommodation Assessment (GTAA)	This was a study carried out for the Council to calculate the need for additional Gypsy, Traveller and Travelling Showpeople accommodation in the Borough.
Legal Agreement (also called Planning Obligations or Section 106 Agreements)	A legal obligation, entered into under section 106 of the Town and Country Planning Act 1990, that is usually used to control the impacts of a development proposal.
Licensing	The licensing of caravan sites (both Gypsy and Traveller sites and mobile home parks) is undertaken by Environmental Health and is separate from the planning system. Site licensing focuses on matters of layout, fire safety, sanitation and other facilities. Only authorised sites (those with planning permission) can receive a licence and conditions on the licence will reflect those on the planning permission (such as the number of caravans allowed on the site).
Local Plan	The plan(s) for the future development of the

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	<p>local area, drawn up by the local planning authority in consultation with the community. In Wokingham this includes the Core Strategy and the Managing Development Delivery (MDD) Local Plan, and will include the Gypsy and Traveller Local Plan (once adopted). Together with any adopted Neighbourhood Plans, the Local Plans will form part of the overall Development Plan for the Borough.</p>
Material consideration	<p>A material consideration is a matter that should be taken into account in formulating planning policy and deciding a planning application (or on an appeal against a planning decision). There is no exhaustive list of material considerations, but those that would be relevant to the GTLP would include noise, traffic and design issues, as well as guidance in local and national policy documents such as the Borough Design Guide Supplementary Planning Document, produced by WBC, and the National Planning Policy Framework (NPPF), Planning Policy for Traveller Sites (PPTS) and the Designing Gypsy and Traveller Sites Good Practice Guide, all produced by Central Government.</p>
Mobile Home	<p>Legally a caravan but not normally capable of being moved by towing. Also known as 'trailers', 'static caravans' or 'chalets'.</p>
National Planning Policy Framework (NPPF)	<p>This document sets out the Government's planning policies for England and how these are expected to be applied.</p>
Phasing	<p>Phasing of site allocations allows sites to be brought forward for development at different times in the future, depending on factors such as the changing need for sites. The alternative is allowing sites to be developed on an ad hoc basis over time.</p>
Pitch	<p>A pitch is the space required to accommodate</p>

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	<p>one household and their caravans, parking space and enough room for turning vehicles. There is no 'one-size fits all' measurement for a pitch; as with standard housing, this depends on the size of individual families and their particular needs.</p> <p>Designing Gypsy and Traveller Sites Good Practice Guide (2008) states that an average family pitch must be capable of accommodating an amenity building, a large mobile home (trailer) and touring caravan, a small garden area and parking space for two vehicles. This guidance is reiterated in the Wokingham Borough Design Guide Supplementary Planning Document (2012).</p>
Personal Occupancy Condition	<p>A Planning Condition that specifically links the use of a site to a particular named individual and their dependants. Such a condition often requires that the use should cease as soon as the named person(s) no longer occupy the site and that the site should be restored to its former condition once the use ceases.</p>
Planning Condition	<p>A requirement attached to a planning permission that seeks to limit or direct the manner in which the approved development is carried out. For example, a condition could require that a site is not occupied by any persons other than Gypsies and Travellers.</p>
Planning Policy for Traveller Sites (PPTS)	<p>This document encompasses Government planning policy for Gypsy and Traveller sites. The PPTS came into effect at the same time as the National Planning Policy Framework and should be read in conjunction with it.</p>
Plot	<p>A piece of land of unspecified size which accommodates Travelling Showpeople's caravans, trailers, mobile homes and sometimes equipment. This terminology differentiates between residential pitches for</p>

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	Gypsies and Travellers and mixed-use plots for Travelling Showpeople, which will need to incorporate space or be split to allow for the storage of equipment such as fairground rides. These areas used for storage are also called 'yards'.
Reserve site	A site that is allocated but will only be brought forward for development if the main allocated sites are not delivering sufficient numbers of pitches.
Settled community	A term used to refer to non-Travellers.
Site	An area of land where Gypsy and Travellers live. These can be privately owned (often by particular families) or socially rented (where the site owned by a council or registered social landlord). A site may consist of a single pitch, or may have a number of pitches and be home to several families/households.
Suggested site	A term used in GTLP documents to refer to sites that have been submitted to the Council for use by Gypsy and Travellers or Travelling Showpeople as part of a 'Call for Sites'. These can include undeveloped sites, sites that are currently in another use, and existing sites that may not have planning permission (unauthorised sites). All of the suggested sites will be appraised by the Council to assess their suitability for allocation as part of the production of the GTLP.
Sustainability Assessment (SA) (including Sustainable Environmental Assessment (SEA))	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.
Sustainability / Sustainable Development	This is a broad concept generally used to refer to our ability to meet the needs of the present without compromising the ability of future

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	generations to meet their own needs, and the strategies being used to achieve this goal (e.g. renewable energy).
Temporary site	This is an authorised site that has been granted temporary planning permission. At the end of the specified time period (usually between 2-4 years, defined by a planning condition) the use of the site must cease and the site should be restored to its former condition.
Transit site	A permanent site intended for short-term temporary use by Travellers on the move.
Travelling Showpeople	<p>'Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependant's more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers.' (Annex 1, Planning Policy for Traveller Sites (2012))</p> <p>Travelling Showpeople's needs are distinct to the needs of the wider Gypsy and Traveller community. Pitches on a Travelling Showpeople site are referred to as plots. Whilst Gypsy and Traveller pitches are typically residential, Travelling Showpeople plots are usually mixed-use (i.e. residential and storage use).</p>
Unauthorised development	Land privately owned but without the benefit of planning permission.
Unauthorised encampment	Land occupied by Gypsies and Travellers and Travelling Showpeople without the benefit of planning permission or the permission of the land owner. Can include land at the side of a road.

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For further planning terms see the Glossary in the [MDD Local Plan](#).