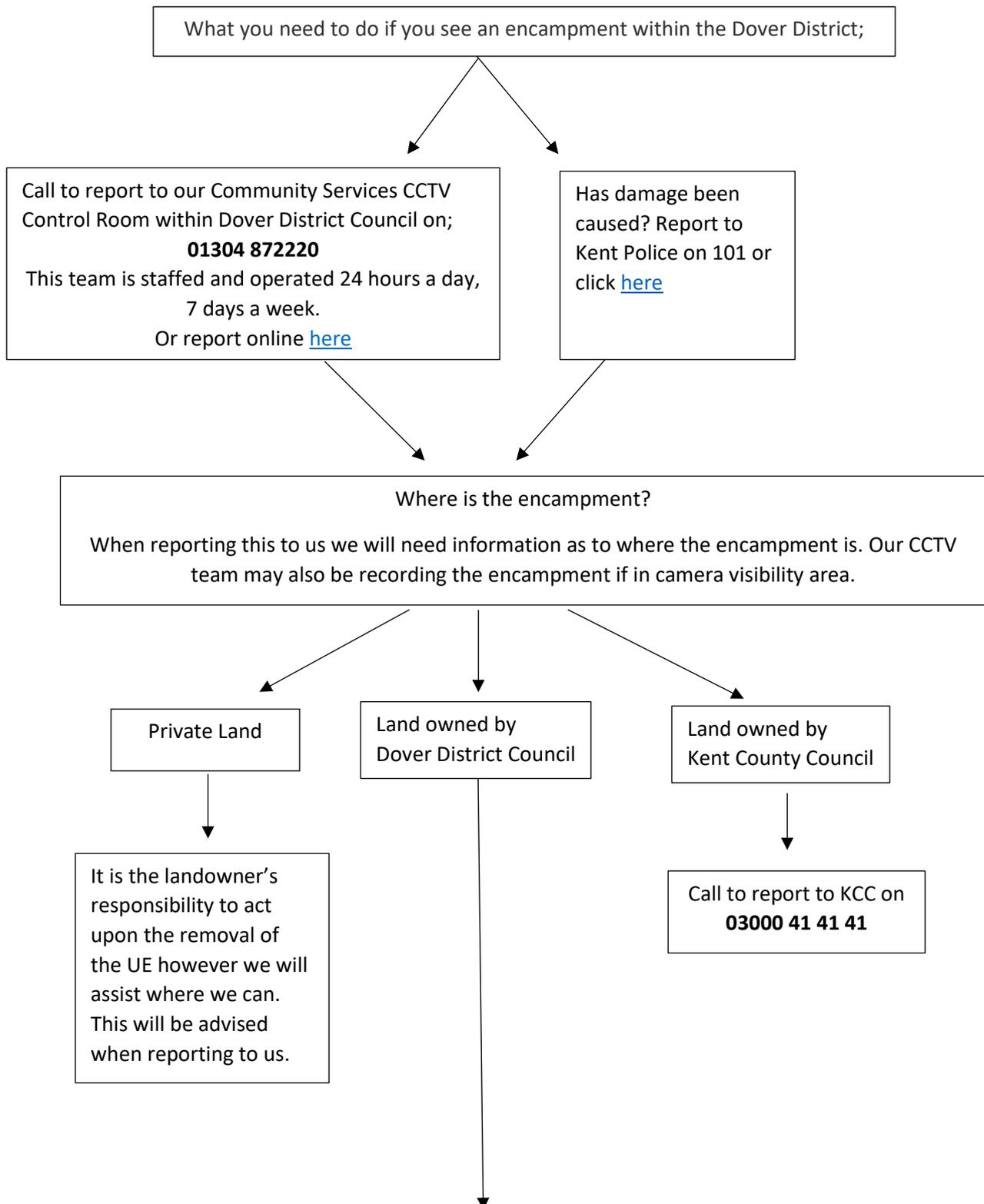


Unauthorised Encampments

What is an unauthorised encampment?

An unauthorised encampment is when a person, or group in vehicles, moves on to land that they do not own, without the landowner's permission. This is seen as civil trespass.



What do we do when have a report of an unauthorised encampment where we as landowner take action;

An officer will conduct an initial site visit within 6 hours of being reported. Then a Community Services Officer will engage with the persons present at the encampment as soon as possible.
We will liaise and conduct joint visits to the encampment with Kent Police and officers from Dover Community Safety Unit.

We will:

- state that they are in unlawful occupation of Council owned land, and
- that we require them to vacate the site, and
- ask when they are proposing to leave.

Officers will complete a site visit and welfare assessment form on initial visit to determine the needs of the persons present and any extenuating circumstances.

Details will also be taken of the encampment i.e. how many vehicles are present, descriptions and the registration plates.

The forms once completed will be sent to our legal team for assessment.

If the encampment present is in a DDC owned car park we can follow a different process.

Once authorised, written "Notices to Vacate" are served to each of the vehicles that had been visited previously. Once the notice has been served, they are to vacate the premises usually within 24 hours.

These notices are attached to each of the vehicles present and/or given to the named occupant owner of each vehicle if present.

DDC can rely on provisions within the Council's Off-Street Parking Places Order 2019 where specific car parks are identified within the order.

Once the time specified in the notice to vacate has passed the land will be re-inspected by the Community Services team to ensure the site is now free.

If the site is free an inspection of the site will be made, if waste has been left behind arrangements will be made to clear if applicable.

If the site has not been vacated our Legal team will arrange for a court hearing and a court summons will be placed on each vehicle and/or given to the named owners of vehicles if present, stating the date, time and location of the court hearing. This will be co-ordinated by the Community Services Team.

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graph TD; A[ ] --> B[The court hearing will take place at the earliest convenience and if suitable evidence has been provided, it is likely the court will make an order to remove persons and vehicles present who were served with the Notices to Vacate. The Orders will be served in the same way as the Notices and Summonses]; B --> C[If by the date on the order the encampment has not complied and still present the Community Services team will work in conjunction with partners to facilitate compliance as well as closely liaising with our CCTV team. The encampment once removed will not be permitted to return within 3 months, if done so the order will be breached, and the encampment can be forcibly removed with immediate effect. Therefore, any return of vehicles to the site should again be reported to Dover District Council.];
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Therefore, any return of vehicles to the site should again be reported to Dover District Council.

In the District we have an authorised encampment in Aylesham;
Snowdown Caravan Site, Aylesham Road, Snowdown, Dover CT15 4LS
for more information click [here](#)

Please note we as Dover District Council will complete welfare checks and liaise with Kent Police on a regular basis when an encampment is present on our land, however, to get Summonses and Orders signed and served for removal of occupants of an encampment we rely on the court process. The courts are not open on weekends or bank holidays.

Kent Police have separate powers they can use dependent on the encampment's behaviour and therefore any unlawful activity should be reported to the police directly.