

Appendix 1 and 2

Appendix 1: Tent Encampments – Operational Method Statement

Purpose

This appendix sets out the council's standard operational approach to managing tent encampments. It explains how cases are identified, how engagement and enforcement are undertaken, the legal routes available, and the indicative timescales involved. It is intended to provide transparency and ensure a consistent and proportionate approach across the city. These methods statements are provided as a framework, but are subject to change and adaptations, for example based on welfare need, resources available and community safety.

Key principles

The council's approach to tent encampments is based on the following principles:

- A **welfare-first approach**, recognising that many individuals are street homeless and have complex needs
- **Proportionate enforcement**, with legal action used where necessary and justified
- **Multi-agency working**, involving outreach services, housing, legal services and land managers

Process

Stage 1: Initial report and verification (Day 0–2)

Reports of tents are received and verified by council officers. Details are recorded and shared with outreach services to enable early engagement and support.

Stage 2: Initial welfare engagement and notice (Week 1)

A first visit is undertaken by the Encampments Coordinator and relevant land manager.

- A welfare check is completed
 - Information is provided on housing options and support services
 - A No Camping Notice is issued
- This stage prioritises engagement and establishing an understanding of individual circumstances.

Stage 3: Follow-up engagement (Week 2)

A second visit is undertaken if the tent remains.

- Further welfare engagement takes place

- Individuals are encouraged to access support
- A warning is provided that enforcement action may follow

Stage 4: Final visit and notice of intention (Week 3)

A third visit is undertaken.

- A final welfare check is completed
- A Notice of Intention to Remove is issued (typically allowing a short period before action)

Stage 5: Clearance or escalation

If the site is vacated, clearance is arranged.

If individuals remain, the case may be escalated to legal action by the relevant land manager.

Legal routes

Where voluntary resolution is not achieved, the council may use the following legal powers (or others as available / appropriate):

- **Civil possession proceedings (Part 55)** to recover land
- **Highways Act powers** where tents are causing obstruction or danger
- **Urgent legal action** where there are immediate risks to safety or serious anti-social behaviour
- **Other legal or enforcement routes as appropriate / available**

Indicative timeframe

- Welfare engagement process: typically up to 3 weeks
- Legal escalation: significant additional time depending on complexity and court availability

Flexibility

The council's approach is welfare-led, and timescales are indicative rather than fixed.

They may be extended where individuals are engaging with services, where safeguarding issues are identified, or where there is a realistic prospect of moving individuals into accommodation or support. This flexibility is an important aspect of ensuring that enforcement action is proportionate and compliant with legal duties.

Appendix 2: Vehicle Encampments – Operational Method Statement

Purpose

This appendix sets out the council's standard approach to managing vehicle encampments. It explains the enforcement process, associated legal powers and indicative timescales, and how welfare considerations are incorporated at key stages.

Key principles

The approach to vehicle encampments is based on:

- **Proportionate enforcement**, reflecting the different legal framework applying to vehicles
- **Welfare considerations at key decision points**, particularly where enforcement is being considered
- **Targeted action**, focusing on locations with the highest impact

Process

Stage 1: Report and verification

Reports are received and logged. A process server or enforcement agent is instructed to verify occupancy and record vehicle details.

Stage 2: Service of notice (Section 77) or other appropriate notification of intent to commence legal proceedings as agreed by the officers

Where appropriate, a Section 77 notice (Criminal Justice and Public Order Act 1994), or other appropriate notification of intent to commence legal proceedings as agreed by the officers is issued requiring vehicles to leave. A welfare letter is also provided, offering information on support services.

Stage 3: Decision to escalate

If vehicles remain, the council reviews whether to escalate enforcement. This involves:

- Assessment by officers and Legal Services
- Consideration of welfare factors and proportionality

Stage 4: Court application (Section 78) or other court application as is deemed most expedient to the situation.

Where escalation is justified, an application is made to the Magistrates' Court under Section 78 / or other court application as is deemed most expedient to the situation.
A court summons is served ahead of the hearing.

Stage 5: Court hearing and order

If granted, a court order requires vehicles to leave within a specified period.

Stage 6: Enforcement and removal

If vehicles do not comply, enforcement action is undertaken.
Vehicles may be removed, stored and ultimately disposed of if not reclaimed.

Legal routes

The main legal powers used are:

- **CJPOA 1994 Sections 77 and 78**
- **Traffic Regulation Orders** and parking enforcement where applicable
- Additional tools such as byelaws or PSPOs where proportionate and appropriate
- Part 55 of the Civil Procedure Rules
- In future potential PSPO's
- Community Protection Notices
- Other appropriate and available legal / enforcement tools

Indicative timeframe

- Notice to court application: approximately 2–4 weeks
- Court process to enforcement: additional time periods depending on court availability

Flexibility

Timescales are indicative and may be extended where appropriate. This includes where welfare concerns are identified, where individuals are engaging constructively with services, or where voluntary resolution is being pursued. This reflects the council's commitment to a balanced approach that combines enforcement with support.