

**Encampment on sites covered by the Injunction
(Arena, Gresham, The Hook, Country Park, West Park)**

1. As soon as an encampment occurs on any of the sites, notify SS immediately (on mobile, not email). 07772241105. SS will set up a whatsapp group with all relevant persons.
2. DB to nominate a single point of contact (PoC) from Environmental Health/Community Development as early as possible who will be responsible for serving or delegating the service of all paperwork that day and will provide an affidavit and give evidence to the Court.

The PoC should be an officer that can respond immediately clearing his/her diary for the day. If a second officer is free to accompany PoC for visits to site to serve paperwork, this is preferable.

3. A letter before action and a copy of the order needs to be served on each adult in the encampment as soon as possible (preferably in the evening if they arrive at night but in any event by 9.30am the following morning).

Hard Copies of the letter before action for each site are stored in the legal cupboard at the arena (second in from the left opposite the meeting rooms, in a black box file) with copies of the order ready to go. The date will need handwriting into each letter before serving and a scan of the letter should be made before service and sent to legal. A blank certificate of service is included within the encampments documents on Teams.

4. PoC to notify Quality Bailiffs (0121 582 1051) to put them on notice to potentially assist with enforcing the Court Order. The Authority to Act needs to be completed by the PoC at the same time and sent to them. A precedent of this is stored in the Teams folder along with the five different plans for the sites.
5. Environment Health will undertake a welfare assessment by 10am (if encampment occurs overnight) and provide a copy of this to Legal. PoC and Environmental Health to provide any additional information obtained whilst serving the letters, such as ASB/damage/entry to the sites to legal. Photographs to be taken showing the encampment in situ and any waste/damage so far caused.
6. PoC and Environmental Health should seek to obtain the names and a brief description of those within the encampment. Even if they give false names, these can be used to obtain a power of arrest (as we can't obtain a power of arrest for persons unknown).
7. Once the welfare assessment and additional information is received, Legal will prepare the Court documents and the Affidavit.
8. The timing of the application is to be agreed between DB and legal i.e whether the bundle is served but the application to the Court is that the matter is listed in at least

24 hours time, or the bundle is served with the intention to attend Court on the same day, in the knowledge that the matter will be adjourned by the Court.

9. Once completed, bundles will be prepared and provided to the PoC to serve on all adults within the encampment. Certificates of Service will be required for all bundles served by the PoC, a blank form will be provided by Legal and should be completed and scanned as soon as service of the application has been made, as the Court requires proof of service.
10. Legal will notify the Court of the committal application and will instruct Counsel. PoC will be notified of the time and location of the Court hearing as soon as this is confirmed by the Court so that the PoC can ensure attendance as the Councils witness.
11. Legal will arrange with finance for the Court fee to be paid, prior to the hearing (0115 9103429 if Notts)
12. PoC to notify the police of our intention to apply for a warrant for arrest and committal application and request support when warrant is issued.
13. PoC to attend Court and remain at Court after the hearing to obtain the Court Order. This will then need serving on all adults in the encampment (and certificates of service completing).