

London Borough of Tower Hamlets **Private Housing Improvement Team**

Application for an Empty Property Grant

What is an Empty Property Grant?

An Empty Property Grant offers financial help to cover works in an empty property to bring it up to the government's Decent Homes Standard. The grant also includes help for works to make the property a home that is secure and affordable to keep warm.

Who is eligible?

Private individuals, private landlords and Registered Providers, who own an empty property, wanting to refurbish, demolish and rebuild or convert their property to a number of units. In all cases, to qualify for a grant, the property must then be available for letting.

What are the conditions?

1. The property must be made available for letting for a minimum of five years following the completion of the works. The property must be let via the Council's Rent Deposit Scheme at Local Housing Allowance rent levels as set by the Rent Officer Service.
2. If you want to let the property on the open market with no restrictions on the rent level or type of tenant, the grant available reduces to 10% of the maximum grant.
3. For the period of 5 years, following the payment of an Empty Property Grant, you must provide the Council annually with the following documents:
 - a certificate for the safety of any gas appliances;
 - a certificate of safety for any automatic fire detection system;
 - a certificate for adequate buildings insurance.
4. The owner must obtain accreditation under the UK Landlord Accreditation Partnership and maintain this until the end of the grant condition period.
5. The grant will be registered as a Deed of Covenant on the Land Register against the property and is repayable, with interest, if the property is sold within a 5-year period or if any of the grant conditions are breached.

Tower Hamlets has a legal duty to protect the public funds it administers and to this end may use information you have provided on this form within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

How to apply

To apply for an Empty Property Grant you need to complete all questions on this form that apply to you and return it with any documentation that is requested.

Please answer each question unless directed elsewhere.

If a question does not provide enough space for your answer, please continue your answer on a separate sheet of paper and mark the sheet with the question number and your name (or, if yours is a joint application, with all names). Please make sure you enclose all additional sheets with your application. You must ensure that you return your form with supporting documentation such as:

- estimates for works to be carried out - these must be itemised and quantified and each item individually priced;
- proof of ownership e.g. copy of land registry;
- copies of any Notices served on you by the Council or any other organisation, such as the fire brigade, in relation to the property.

If you do not send supporting documentation your application will be delayed.

Please return this form to:

London Borough Of Tower Hamlets
Private Housing Improvement Team
5th Floor Mulberry Place (AH)
PO Pox 55739
London E14 1BY

If you are unsure how to answer any question please contact the Team: ☎ 020 7364 2531

Our Service Promise: We will acknowledge your application within 10 working days and will try to determine 80% of applications within 8 weeks of receipt of a completed form.

Community Languages

এই দলিলটি বুঝার সুবিধার জন্য যদি আপনি ভাষার সাহায্য চান, এই ফর্মটি পূরণ করে ঠিকানায় পাঠিয়ে দিন

Haddii aad jeclaan lahayd kataageeris luqadda ah in lagaaga caawiyo fahmidda dukumiintigaan, fadlan dhameystir foomkan kuna soo celi

如果你想獲得以中文提供的協助以幫助你瞭解這份文件，請填寫這份表格，然後將它寄回：

Language/ভাষা/
Luqadda/語言

বাংলা

Soomaali

中文

Other

Section A**Information about you or the company****A1 Please give the following details for each grant applicant:**

Name

Address

Phone

Mobile

E-mail

Name

Address

Phone

Mobile

E-mail

A2 Address for correspondence (if different from above):

Address

Address

A3 If this is a company application please give the following details:

Full name of company:

Registered number of company:

Date of incorporation:

Registered address:

Trading address:

Phone:

Fax:

E-mail:

Names of all directors:

Please attach the following Documents:

A copy of the Register of Directors

A copy of the Board Resolution authorising the Grant Application

A copy of the last filed annual accounts

A4 Is someone else (e.g. a relative, friend or organisation) dealing with this application on your behalf?

Yes No

If “yes” please give the name, address and telephone number of the person to be contacted about this application.

Name

Address

Phone

Mobile

E-mail

A5 Are you, or is the applicant, a “person from abroad” within the meaning of the Housing Benefit (General) Regulations?

Yes No

A6 Are you the landlord of any other residential property within Tower Hamlets?

Yes No

If “yes” please give the full address(es) of each property

Address 1

Address 2

Address 3

A7 With respect to the Authority, I am

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

Do any of these statements apply to you?

Yes No

If yes, please provide details of the name, relationship and role

Now please go to **Section B – Information about the Property**

Section B Information about the property

B1 Please give the address of the property at which the works are to be carried out:

Address

B2 Is the property a:

- house flat
 bedsit non-residential space

B3 How many (if any) people in total currently live in the property?

- adults children none

B4 Was the property built, or provided by conversion, more than 10 years ago?

- Yes No

B5 Have you, or anyone else, been served with a Notice, from the Council, in respect of the property?

- Yes No

If "yes" please give details, including the date the Notice was served.

Please attach copies of any Notice(s) served.

B6 Do you (alone or jointly with others), own the freehold of the property or hold a tenancy of it with at least 5 years remaining?

- Yes No

If "yes" please indicate which interest you own:

- freehold
 tenancy with at least 5 years to run

If you own the interest jointly with other people, please give the names and addresses of your co-owners:

Address 1

Address 2

Address 3

B7 Is there any mortgage or charge on the property?

- Yes No

If "yes" please give details as the parties will need to be advised about the proposed Deed of covenant.

Loan Reference

Lender

Contact address

B8 Does the property you are seeking the grant for have building insurance?

- Yes No

If "yes" please enclose a copy of the schedule.

B9 Does the property you are seeking the grant for have a Gas Safety Certificate?

Yes No

If "yes" please enclose a copy of the most recent Gas Safety Certificate for the property.

B10 Does the property you are seeking the grant for have an automatic fire detection system installed?

Yes No

If "yes" please enclose a copy of the commissioning certificate for the automatic fire detection system.

Now please go to **Section C – Information about the Proposed Works**

Section C Information about the proposed works

C1 Are the works for which you are applying for the grant

not started
 started
 finished?

C2 Have you applied for planning permission for the works?

Yes No

If "yes" please give the date, reference number and outcome of your application:

Date

Reference number

Outcome: granted
 refused
 no decision yet

C3 Have you applied for building regulations approval?

Yes No

If "yes" please give the date, reference number and outcome of your application:

Date

Reference number

Outcome: granted
 refused
 no decision yet

C4 Will you or a member of your family carry out the works?

Yes No

C5 Who would you like the grant to be paid to?

C6 Please give details of any preliminary or ancillary services, charges, or fees you want to have considered for the grant:

Now please go to **Section D – Empty Property Grant**

Section D Empty Property Grant

D1 Is the property currently unoccupied?

Yes No

If "yes" please give the date (if known) the property become unoccupied:

D2 If the property is above a shop or part of a mixed use development please give the following details:

a) Premises on ground floor (please tick)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> café | <input type="checkbox"/> takeaway |
| <input type="checkbox"/> food shop | <input type="checkbox"/> retail |
| <input type="checkbox"/> pub | <input type="checkbox"/> minicab |
| <input type="checkbox"/> office | <input type="checkbox"/> other office |
| <input type="checkbox"/> empty | <input type="checkbox"/> other (please specify) |

b) Other non-residential uses in the building (please tick)

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Live/work | <input type="checkbox"/> factory |
| <input type="checkbox"/> storage | <input type="checkbox"/> offices |
| <input type="checkbox"/> other (please specify) | |

Are you aware of any proposal to change the existing use of any part of the building (apart from your application)?

Yes No

If "yes", please give details

D3 Are the works for (please tick):

refurbishment of an existing dwelling -

please provide description of the works:

demolish and rebuild -

please provide details of how many dwellings are to be rebuilt and the number of bedrooms in each:

converting the property to provide one or more dwellings -

please provide details of how many dwellings are to be provided and the number of bedrooms in each:

Please now go to **Section E – the Declaration**

Section E Declaration

E1 Declaration - for an application made by an **INDIVIDUAL OR JOINT OWNERS**

WARNING: If you knowingly make a false statement you will be liable to prosecution

I am aged eighteen years or over and I declare that to the best of my knowledge and belief the information in this application is correct.

Signed

Date

Print name

National Insurance Number

Please now go to **Section F – Checklist of Documents**

I am aged eighteen years or over and I declare that to the best of my knowledge and belief the information in this application is correct.

Signed

Date

Print name

National Insurance Number

Please now go to **Section F – Checklist of Documents**

E2 Declaration - for an application made by a **COMPANY**

WARNING: If you knowingly make a false statement you will be liable to prosecution

I declare that to the best of my knowledge and belief the information in this application is correct.

Signed

Date

Print name

company's official stamp

For company name

Position held in company

Registered address

Please now go to **Section F - Checklist of Documents**

F1 Please indicate which documents you are enclosing with your application

All applicants must submit the following:

- two original estimates from different contractors for the cost of carrying out the works (these estimates must be itemised and quantified and each item individually priced);
- particulars of any preliminary and ancillary services, charges or fees;
- proof of ownership which should be a copy of the Land Registry which is less than two months old;
- an original document showing the National Insurance number of each owner;
- Certificate of Intended Letting (for each unit);
- plans of the existing property and the proposed development.
- copy of the SAP ratings for the proposed dwellings;
- copy of the UK Landlord Accreditation Partnership Certificate;
- copy of your Building Insurance Schedule;
- copy of the most recent Gas Safety Certificate;
- copy of any automatic fire detection commissioning certificate;

If you are applying as a company the following documents are also required (see Q A2);

- copy of the Register of Directors;
- copy of the Board Resolution authorising the grant application;
- copy of the last filed annual accounts

You must submit these documents with your application. If you do not your application will be delayed.

Certificate of intended letting

To accompany an application for an Empty Property Grant to the London Borough of Tower Hamlets



1 In connection with my application dated
for an Empty Property Grant in respect of Property address

Postcode

2 I HEREBY CERTIFY that I have an owner's interest in the property. *See note A*

3 I INTEND that, throughout the period of five years after the certified date, the property will be let via the councils Rent Deposit Scheme at Local Housing Allowance rent levels. *See note B*

4 I understand that, if a grant is approved, a condition as to disposal of the property will apply and that, in the event of a breach of that condition, the grant will be repayable to the Council on demand. *See note C*

Signed

Print name

Complete the following if you are applying as a company:
Position held in company

For *company name*

Registered address

Postcode

Date

Company's official stamp

Notes

- A Having an 'owner's interest' means owning the freehold of the property, or having it on a tenancy of which not less than five years remain unexpired at the date of the application, whether the property is owned alone or with others.
- B 'Certified date' means the date certified by the Council as the date of completion of the relevant works to their satisfaction.
- C Anyone who knowingly signs a false declaration may be guilty of an offence and might be prosecuted if the Council has evidence of an intention to obtain a grant by deception.

Conditions

- 1 The property must be made available for letting for a minimum of five years following the completion of the works. The property must be let via the councils Rent Deposit Scheme at Local Housing Allowance rent levels.
- 2 If you want to let the property on the open market with no restrictions on the rent level or type of tenant, the grant available reduces to 10% of the maximum grant.
- 3 For a period of 5 years following the payment of an Empty Property Grant the owner must provide the Council annually with the following documents:
 - certificate for the safety of any gas appliances;
 - certificate of safety for any automatic fire detection system;
 - certificate for adequate building insurance.
- 4 The Empty Property Grant approval is conditional upon the owner obtaining accreditation under the UK Landlord Accreditation Partnership and maintaining this until the end of the grant condition period.
- 5 The grant will be registered as a Deed of Covenant on the Land Register against the property and is repayable, with interest, if the property is sold within a 5 year period or if any of the grant conditions are breached.

Certificate of intended letting

To accompany an application for an Empty Property Grant to the London Borough of Tower Hamlets



1 In connection with my application dated
for an Empty Property Grant in respect of Property address

Postcode

2 I HEREBY CERTIFY that I have an owner's interest in the property. **See note A**

3 I INTEND that, throughout the period of five years after the certified date, the property will be let via the councils Rent Deposit Scheme at Local Housing Allowance rent levels. **See note B**

4 I understand that, if a grant is approved, a condition as to disposal of the property will apply and that, in the event of a breach of that condition, the grant will be repayable to the Council on demand. **See note C**

Signed

Date

Print name

Complete the following if you are applying as a company:

Position held in company

For *company name*

Registered address

Postcode

Company's official stamp

Notes

- A Having an 'owner's interest' means owning the freehold of the property, or having it on a tenancy of which not less than five years remain unexpired at the date of the application, whether the property is owned alone or with others.
- B 'Certified date' means the date certified by the Council as the date of completion of the relevant works to their satisfaction.
- C Anyone who knowingly signs a false declaration may be guilty of an offence and might be prosecuted if the Council has evidence of an intention to obtain a grant by deception.

Conditions

- 1 The property must be made available for letting for a minimum of five years following the completion of the works. The property must be let via the councils Rent Deposit Scheme at Local Housing Allowance rent levels.
- 2 If you want to let the property on the open market with no restrictions on the rent level or type of tenant, the grant available reduces to 10% of the maximum grant.
- 3 For a period of 5 years following the payment of an Empty Property Grant the owner must provide the Council annually with the following documents:
 - certificate for the safety of any gas appliances;
 - certificate of safety for any automatic fire detection system;
 - certificate for adequate building insurance.
- 4 The Empty Property Grant approval is conditional upon the owner obtaining accreditation under the UK Landlord Accreditation Partnership and maintaining this until the end of the grant condition period.
- 5 The grant will be registered as a Deed of Covenant on the Land Register against the property and is repayable, with interest, if the property is sold within a 5 year period or if any of the grant conditions are breached.

Certificate of intended letting

To accompany an application for an Empty Property Grant to the London Borough of Tower Hamlets



1 In connection with my application dated
for an Empty Property Grant in respect of Property address

Postcode

2 I HEREBY CERTIFY that I have an owner's interest in the property. **See note A**

3 I INTEND that, throughout the period of five years after the certified date, the property will be let via the councils Rent Deposit Scheme at Local Housing Allowance rent levels. **See note B**

4 I understand that, if a grant is approved, a condition as to disposal of the property will apply and that, in the event of a breach of that condition, the grant will be repayable to the Council on demand. **See note C**

Signed

Print name

Date

Complete the following if you are applying as a company:
Position held in company

For *company name*

Registered address

Postcode

Company's official stamp

Notes

- A Having an 'owner's interest' means owning the freehold of the property, or having it on a tenancy of which not less than five years remain unexpired at the date of the application, whether the property is owned alone or with others.
- B 'Certified date' means the date certified by the Council as the date of completion of the relevant works to their satisfaction.
- C Anyone who knowingly signs a false declaration may be guilty of an offence and might be prosecuted if the Council has evidence of an intention to obtain a grant by deception.

Conditions

- 1 The property must be made available for letting for a minimum of five years following the completion of the works. The property must be let via the councils Rent Deposit Scheme at Local Housing Allowance rent levels.
- 2 If you want to let the property on the open market with no restrictions on the rent level or type of tenant, the grant available reduces to 10% of the maximum grant.
- 3 For a period of 5 years following the payment of an Empty Property Grant the owner must provide the Council annually with the following documents:
 - certificate for the safety of any gas appliances;
 - certificate of safety for any automatic fire detection system;
 - certificate for adequate building insurance.
- 4 The Empty Property Grant approval is conditional upon the owner obtaining accreditation under the UK Landlord Accreditation Partnership and maintaining this until the end of the grant condition period.
- 5 The grant will be registered as a Deed of Covenant on the Land Register against the property and is repayable, with interest, if the property is sold within a 5 year period or if any of the grant conditions are breached.

Diversity monitoring

It is important you complete this page. The details are necessary to consider and process your grant. By law we must not discriminate against anyone. The information you give here helps us to make sure that we are fair and unbiased when delivering services. These details are confidential.

Gender

Are you:

Female Male Transgender

Language

You speak English confidently Yes No

You can read English Yes No

You can write English Yes No

Their preferred language

What is your preferred spoken and written language? Tick one relevant box for the **written** option and one relevant box for the **spoken** option.

Written Spoken

Bangla Sylheti
 Cantonese English
 Somali Vietnamese
 Other Other *please tell us*

Racial Group & Heritage

Are you:

Asian or Asian British

Bangladeshi Chinese Indian
 Pakistani Vietnamese

Other Asian background *please tell us*

Black or Black British

African Somali
 Other African background *please tell us*

Caribbean

Other Black background *please tell us*

Dual Heritage

Asian/Black Black African/White
 Asian/White Black Caribbean/White
 Other dual heritage *please tell us*

White

British Irish
 Other White background *please tell us*

Other Any other racial group? *please tell us*

Disability/Health Issues

Please tick any options that apply to you

Wheelchair user
 Other mobility impairment
 Hearing impairment
 Sight impairment
 Learning disability
 Limiting long-term illness
 Mental health issue
 Drug and/or alcohol issue
 Other *please tell us*

If you would prefer to receive information in a different format please tick relevant boxes below:

large print Braille
 audio cassette CD DVD

In some other format *please tell us*

Optional Diversity Questions

We want to ensure we do not discriminate against anyone due to religion, faith or sexuality. We appreciate that you may not want to ask and the tenant may not want to answer questions on these subjects. If you are happy to do so, to help us be fair and unbiased, please obtain answers these two questions.

What is your religious belief or faith?

Buddhist Christian
 Hindu Jewish
 Muslim Sikh
 No religion

Other *please tell us*

How would you define your sexual orientation?

Bisexual Gay
 Heterosexual Lesbian

Data Protection statement

Information given here will be stored on a computer, to be used to improve the way we deliver services to you. To this end we may share this information with Council teams, our partners & contractors.