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.

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.

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.

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 Box 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.
## Section A  Information about you or the company

### A1 Please give the following details for each grant applicant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>Mobile</td>
<td>Mobile</td>
</tr>
<tr>
<td>E-mail</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

### A2 Address for correspondence (if different from above):

| Address | Address |

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

<table>
<thead>
<tr>
<th>Full name of company:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered number of company:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Date of incorporation:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Registered address:</td>
<td>Names of all directors:</td>
</tr>
<tr>
<td>Trading address:</td>
<td></td>
</tr>
</tbody>
</table>

**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

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

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

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

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)
- café  - takeaway
- food shop  - retail
- pub  - minicab
- office  - other office
- empty  - other (please specify)

b) Other non-residential uses in the building (please tick)
- Live/work  - factory
- storage  - offices
- other (please specify)

D3  Are the works for (please tick):
- refurbishment of an existing dwelling - please provide description of the works:
- demolish and rebuild -
- 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:

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

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**
Section F  Checklist of Documents to be sent with the Application

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 council’s 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 [ ]

Company’s official stamp

For company name [ ]

Registered address [ ]
Postcode [ ]

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 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 council’s 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 [Insert Date] for an Empty Property Grant in respect of Property address [Insert 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 council's 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.

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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 [date] 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 council’s 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

Company’s official stamp

For company name

Registered address

Postcode

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.

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**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.

<table>
<thead>
<tr>
<th>Gender</th>
<th>Disability/Health Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you:</td>
<td>Please tick any options that apply to you</td>
</tr>
<tr>
<td>Female</td>
<td>Wheelchair user</td>
</tr>
<tr>
<td>Male</td>
<td>Other mobility impairment</td>
</tr>
<tr>
<td>Transgender</td>
<td>Hearing impairment</td>
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<tr>
<td>You speak English confidently</td>
<td>Sight impairment</td>
</tr>
<tr>
<td>You can read English</td>
<td>Learning disability</td>
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<tr>
<td>You can write English</td>
<td>Limiting long-term illness</td>
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<tr>
<td>Their preferred language</td>
<td>Mental health issue</td>
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<tr>
<td>What is your preferred spoken</td>
<td>Drug and/or alcohol issue</td>
</tr>
<tr>
<td>and written language?</td>
<td>Other please tell us</td>
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<tr>
<td>Written option</td>
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<td>Spoken option</td>
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<td>Bangla</td>
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<td>Cantonese</td>
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<td>Vietnamese</td>
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<td>Other</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Optional Diversity Questions</th>
</tr>
</thead>
</table>
| 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                 |                    |

| 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. |