

Application for Empty Property Grant

*This is the application form to use if you want to apply for an Empty Property Grant. When you have completed this form, please return it to:

LONDON BOROUGH OF CROYDON
Gateway Strategy & Engagement
Housing Renewal
3rd floor, Zone B, Bernard Weatherill House
8 Mint Walk, Croydon, CR0 1EA

*If you are uncertain how to answer any of these questions, please contact us at the above address or call us on 020 8726 6100 extension 62418 or 0208 760 5470.

WARNING:

IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION.

DATA PROTECTION INFORMATION

The Empty Property Service needs to collect personal data from you for the purposes of processing your application for a discretionary Empty Property Grant. The information you provide to us for this purpose is provided on a voluntary basis. If you do not provide us with the information required, we may be unable to conclude our assessment of your eligibility. This may lead to your application being declined because of a lack of relevant information. If this is the case, we will let you know.

To comply with our legal obligations, the Council may also share information with other external organisations (e.g. Department of Work and Pensions, HM Revenue & Customs, the police) for all lawful purposes including but not limited to the investigation and/or prevention of crime/fraud, and/or the protection of public funds.

YOUR DATA RIGHTS

Data protection law gives you a number of rights to control what personal information we use and how it is used by us.

Croydon Council collects, stores, shares, retains, protects and destroys your personal information in compliance with our legal obligations under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. For information about how we use your data, who we share it with and why, your individual data rights and who to contact if you any queries or concerns, please read the Housing Renewal Services Privacy Notice available on our website at www.croydon.gov.uk/privacy

IMPORTANT

PLEASE READ THE FOLLOWING NOTES BEFORE STARTING THIS APPLICATION FORM

- A. This form is in four parts:-
- Part 1 - asks for information about contact addresses.
 - Part 2 - asks for information about the property and the works to be carried out.
 - Part 3 - asks for information about your interest in the property.
 - Part 4 - requires you to provide various enclosures with the application. You are also required to sign a declaration about the information you give in the application.
- B. Your application will NOT be valid unless you complete all the relevant parts of this form and enclose the necessary documents required in Part 4.
- C. All appearances of 'you' and 'your' in this application form are references to the grant applicant.
- D. The references to notes in the forms are to the numbered notes at the end of the form.
- E. Grant is not payable if the property where the works are to be carried out was converted less than 10 years ago.
- F. If you have a mortgage you may find that the terms require your mortgagee's consent to apply for a grant (or carry out works). Make sure that you have obtained any necessary permission before submitting an application.
- G. A grant will not normally be paid if you, or anyone else acting on your behalf, begin the works before you receive written approval of this application. A grant will usually be refused if the works are completed before the application has been approved. Planning permission or building regulations approval is not the same as grant approval.
- H. Payment of grant can be made only against an invoice, demand or receipt for payment for the works which is acceptable to the Council. An invoice given by you, by a member of your family or by a company that you are associated with is not acceptable.

EMPTY PROPERTY GRANT APPLICATION
PART 1 : ADDRESSES FOR CORRESPONDENCE

To be completed by all grant applicants

1.1 Your Name (Name of Applicant):

Address for correspondence:

Email:

Your telephone numbers: (home)
(mobile)
(work)

1.2 If someone else (e.g. a friend or an organisation) is handling this application on your behalf, please give the name, address and telephone number of the person to be contacted about this application:

Name:

Address:

Email:

Telephone number: mobile:

1.3 Please give the name, address and telephone number of the person who may be contacted to gain access to the property (e.g. to carry out an inspection):

Name:

Address:

Telephone number: mobile:

1.4 **All applicants to complete**

Name and address of person or organisation holding DEEDS of the property (If yourself, write SELF):

Name:

Address:

1.5 **If you pay a Mortgage - please complete the following questions:**

Name and address of mortgagee (building society, bank etc.):

Name:

Address:

Has the mortgagee consented to the making of this application?

What is your mortgage roll number or account number?

PART 2: INFORMATION ABOUT THE PROPERTY AND THE WORKS TO BE CARRIED OUT

Please answer each question in turn unless directed elsewhere (e.g. "Go to 2.7"). Please read the notes indicated on the right hand side of the page before answering the questions to which they relate.

- 2.1 Address of the property at which the works are to be carried out: (Read **Note 2**)
.....
.....
- 2.2 Was the property provided by conversion less than 10 years ago? Yes (Read **Note 3**)
No
- 2.3 Have you made any previous application for grant on this property? Yes (Go to 2.4)
No (Go to 2.5)
- 2.4 Please give date of your application and Council reference (if known): (Read **Note 4**)
Date: Reference:
- 2.5 Do you know of any previous application for grant made by another Person on this property? Yes (Go to 2.6)
No (Go to 2.7)
- 2.6 Please give details (if known): **Note 5**
.....
.....
- 2.7 Have you or anyone else been served with a notice under sections 11,12, 21 or 41 of the Housing Act 2004? Yes (Go to 2.8)
No (Go to 2.9)
- 2.8 Please give details, including the date the notice was served:
.....
.....
- 2.9 Will the works to be carried out involve converting the property to provide one or more dwellings? Yes (Go to 2.11)
No (Go to 2.10)
- 2.10 Will the works to be carried out involve improving and/or repairing an existing dwelling? Yes (Go to 2.13)
No **Note 6**
- 2.11 Describe the conversion to be carried out: **Note 7**
.....
.....
.....
- 2.12 How many dwellings will be provided by the conversion?..... (Go to 2.14)

2.13 Describe the improvement and/or repair work to be carried out: **Note 7**

.....
.....
.....
.....
.....
.....

2.14 Is the property currently vacant? Yes (Go to 2.15)
No (Go to 2.16)

2.15 If yes, when did the property become vacant?(date)

2.16 If no, what is the nature of the occupancy?

2.17 Have you applied for planning permission? Yes **Note 8**
No (Go to 2.20)

2.18 Please give the date of your application: Reference No.

2.19 What was the outcome of your application? Tick box
Granted
Refused
No decision yet

2.20 Have you applied for building regulation approval? Yes **Note 8**
No (Go to 2.23)

2.21 Please give the date of your application:

2.22 What was the outcome of your application? Tick box
Granted
Refused
No decision yet

2.23 Will you or a member of your family carry out the works? Yes **Note 9**
No

2.24 Please give details of any services or charges which you wish to have considered for grant: **Note 10**

.....
.....
.....

2.25 Do you wish the grant to be paid to someone other than yourself (eg. your builder)? Yes
No (Go to **Part 3**)

If the answer to 2.25 above is Yes please request, complete and return a Form of Authority – Payment of Renovation Grant to a Third Party, if you receive grant approval.

2.26 Please give their name and address:

.....
.....
.....

NOW GO TO PART 3

PART 3: INFORMATION ABOUT YOUR INTEREST IN THE PROPERTY

Please answer each question in turn unless directed elsewhere.

3.1 Are you providing with your application a Certificate of Intended Letting? Yes (Read **Note 11**)
No

3.2 Do you, or will you (along or jointly with others) own the freehold of the property or have a tenancy* of the property with at least 10 years still to run? (* leasehold interest) Yes (Go to 3.3)
No (Read **Note 12**)

3.3 Do you already have this interest? Yes
No (Go to 3.5)

3.4 Is this interest held jointly with other people? Yes (Go to 3.8)
No (Go to Part 4)

3.5 Do you intend to acquire this interest? Yes
No (Read **Note 13**)

3.6 When do you expect this to happen? (approximate date):..... (Read **Note 14**)

3.7 Will the interest be held jointly with other people? Yes (Go to 3.8)
No (Go to **Part 4**)

3.8 Please give the name(s) and (if different from your own) address(es) of those people holding a joint interest in the property:

.....
.....
.....
.....

WHEN YOU HAVE COMPLETED THIS SECTION GO TO PART 4

PART 4: ENCLOSURES AND DECLARATION

Enclosures

Tick as enclosed

- A** A certificate of intended letting for each unit (i.e flat or house) to be improved, repaired or provided.
- B** Proof of Title – a recent copy of the Land Registry entry for the property
- C** Energy survey form
- D** You will be required to provide THREE estimates from different contractors for the cost of carrying out the works. **See note 15**
before obtaining estimates
Please do NOT provide estimates at this stage. You should wait until you receive a copy of the council’s schedule of works to ensure that the estimates cover all of the works to be carried out.
- E** Particulars of any preliminary or ancillary services and charges. **See note 16**

DECLARATION

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION

(All applicants to sign if joint application – If signing on behalf of a company please enclose a letter signed by partners/directors confirming you have authority to sign documents.)

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

Signature: Print name:

Signatory’s Capacity Company name

Date:

Signature: Print name:

Signatory’s Capacity Company name

Date:

Signature: Print name:

Signatory’s Capacity Company name

Date:

When you have completed this form, please return all eleven pages to:

LONDON BOROUGH OF CROYDON
Gateway, Strategy & Engagement
Housing Renewal
3rd floor, Zone B, Bernard Weatherill House
8 Mint Walk, Croydon, CR0 1EA

Or

Email to : hsg-emptyproperty@croydon.gov.uk

EQUALITY MONITORING

SERVICE: Empty Property Grants

Croydon Council has an equal opportunity policy which recognises the borough is a diverse community within which each person is valued regardless of race, gender, disability, sexuality, religion or age. We want to ensure that our services are accessible to all and therefore undertake regular monitoring. This information will only be used for monitoring purposes.

Completion of the following question is entirely voluntary but your co-operation would be appreciated.

Ethnicity

- | | | | |
|--------------------------------------|--------------------------|------------------------------------|--------------------------|
| White – British | <input type="checkbox"/> | Black or Black British - Caribbean | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> | Black or Black British – African | <input type="checkbox"/> |
| White – Other | <input type="checkbox"/> | Black – Other | <input type="checkbox"/> |
| Mixed – White & Black Caribbean | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Mixed – White & Black African | <input type="checkbox"/> | Other Ethnic Group | <input type="checkbox"/> |
| Mixed – White & Asian | <input type="checkbox"/> | | |
| Mixed - Other | <input type="checkbox"/> | | |
| Asian or Asian British – Indian | <input type="checkbox"/> | | |
| Asian or Asian British – Pakistani | <input type="checkbox"/> | | |
| Asian or Asian British – Bangladeshi | <input type="checkbox"/> | | |
| Asian or Asian British – Other | <input type="checkbox"/> | | |

Disability

Do you have any of the following disabilities?

- | | | | |
|---------------------------------|--------------------------|------------------------------------|--------------------------|
| Limited mobility | <input type="checkbox"/> | Learning disability | <input type="checkbox"/> |
| Visual impairment | <input type="checkbox"/> | Long term health problem/illness | |
| Hearing impairment | <input type="checkbox"/> | which limits the things you can do | <input type="checkbox"/> |
| Speech impairment | <input type="checkbox"/> | None | <input type="checkbox"/> |
| Mental health problems | <input type="checkbox"/> | | |
| Other Impairment (please state) | | | |

Religion

- | | | | |
|-----------|--------------------------|--------|--------------------------|
| Buddhist | <input type="checkbox"/> | Muslim | <input type="checkbox"/> |
| Christian | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | None | <input type="checkbox"/> |
| Jewish | <input type="checkbox"/> | | |

Other (please state)

Sexual Orientation

- | | | | |
|--------------|--------------------------|-------------------|--------------------------|
| Heterosexual | <input type="checkbox"/> | Bisexual | <input type="checkbox"/> |
| Gay Man | <input type="checkbox"/> | Gay Woman/Lesbian | <input type="checkbox"/> |

Gender

- | | | | |
|--------------------------------|--------------------------|----------------------|--------------------------|
| Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Transgendered male | <input type="checkbox"/> | Transgendered female | <input type="checkbox"/> |
| Undergoing gender reassignment | <input type="checkbox"/> | Transvestite | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

Is your gender the one you were was assigned at birth?

- Yes
No

Age

Which of the following does your current age fall into?

- | | | | |
|----------------|--------------------------|-------------|--------------------------|
| 16/17 year old | <input type="checkbox"/> | 40-59 | <input type="checkbox"/> |
| 18-24 | <input type="checkbox"/> | 60-74 | <input type="checkbox"/> |
| 25-39 | <input type="checkbox"/> | 75 and over | <input type="checkbox"/> |

Household

Which of the following best describes your household?

- | | |
|---|--------------------------|
| 1 adult under 60 | <input type="checkbox"/> |
| 1 adult over 60 | <input type="checkbox"/> |
| 2 adults both under 60 | <input type="checkbox"/> |
| 2 adults both over 60 | <input type="checkbox"/> |
| 2 adults, at least 1 over 60 | <input type="checkbox"/> |
| 2-parent family (at least 1 child under 16) | <input type="checkbox"/> |
| 1-parent family (at least 1 child under 16) | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Thank you for completing this form.

When submitting this form, either hard copy or electronically, please ensure all ELEVEN pages are included. Incomplete forms may be returned.

NOTES

1. If the applicant is a company or similar body, give the official (registered) address.
2. The questions in the remainder of this form relate to the property mentioned here.
3. If the property was provided by conversion less than 10 years ago it is not eligible for renovation grant.
4. If you have made more than one previous application, give details of all of them. Previous grant approvals may affect the works for which a grant may be given, and also the amount of grant payable.
5. If you are aware of more than one previous grant application, give details of all of them, if known. Previous grant approvals may affect the works for which a discretionary grant may be given.
6. If you have answered 'No' to both questions 2.9 and 2.10 you should not be applying for a renovation grant. Please consider your answers. If you cannot answer 'Yes' to one of these questions, do not proceed any further with this application.
7. Give as full a description as you can of the proposed works. It will help you to supply plans and in the case of works of improvement or conversion these should be of the property before and after the works have been carried out. If the Council require the works to be carried out to their specification, this should be the basis for the contractors' estimates enclosed with this form (see Part 4 - enclosure A).
8. Planning permission or building regulations approval may or may not be required. If you are not sure whether permission or approval is required, contact the relevant department of the Council. Where permission or approval has already been obtained, please enclose a copy with your application.
9. Payment of grant can be made only against an invoice, demand or receipt for payment for the works which is acceptable to the Council. An invoice given by you or a member of your family is not acceptable; for example, where you or a member of your family carry out the works, only the cost of the materials used will be eligible and an invoice (which can be authenticated) from a third party will be needed for the cost.
10. Examples of preliminary or ancillary services and charges which may be included in a grant application are; technical and structural surveys; design and preparation of plans and drawings and preparation of schedules of works; obtaining of estimates; applications for building regulations approval and planning permission; supervision of the works; disconnection and reconnection of electricity, gas, water or drainage utilities made necessary by the works (but not charges arising from non-payment of bills); advice on contracts and on financing the cost of the works, including such services given by home improvement agencies. The Council can give full details of what services and charges are eligible. Payment of grant can be made only against an invoice, demand or receipt for payment for the works which is acceptable to the Council. An invoice given by you or a member of your family is not acceptable; for example, where you or a member of your family carry out the works, an invoice (which can be authenticated) from a third party will be needed for the cost of the materials.
11. A certificate of intended letting certifies that the applicant:
 - has, or proposes to acquire, an owner's interest in the dwelling or building
 - and intends to, or already has, let the dwelling or (as the case may be) one or more flats in the building as a residence on a tenancy (which is not a long tenancy) to someone other than a member of his or her family for a period of at least five years beginning on the date certified by the Council as the date on which the grant-aided works are completed to their satisfaction.
12. If you have answered 'No' to question 3.2 you should not be making an owner's application. Please reconsider your answer. If you cannot answer 'Yes' to this question, do not proceed any further with this application.
13. If you have answered 'No' to both questions 3.3 and 3.5 you should not be making an owner's application. Please reconsider your answers. If you cannot answer 'Yes' to one of these questions, do not proceed any further with this application.
14. If you have exchanged contracts on a purchase give the date that the purchase is to be completed. The Council cannot approve this grant application until you actually have the required interest.
15. The Council will normally ask for THREE estimates of the cost of eligible works, from different contractors: but they may require more or fewer than three estimates in any particular case. (See also note 7 above). These estimates must be completely independent of each other and of the applicant, their relatives or their associated companies. They must also be competitive and itemised, that is a separate price for each item of work. Estimates submitted may be subjected to review by the Council's Internal Audit Team.
16. The particulars of any preliminary or ancillary services and charges are for the services and charges identified in question 2.24 - see note 10. above. You may find it helpful to include estimates.