

# Application for Empty Property Grant

For queries on this application form, call the Empty Property Team on 020 8359 4475 or email us on [empty.properties@barnet.gov.uk](mailto:empty.properties@barnet.gov.uk)

## For office use only

Date received

Date passed to officer

Reference

**This is a legal form please read it fully before you complete the details**

**Thank you for your enquiry. Your application will be processed once the following information is received:**

**Please tick where included**

This form, fully completed, signed and dated by the owner(s) of the property.	
A completed and signed "Fit and Proper Person Declaration" for all owners and persons to be involved in the management of the property.	
Two itemised estimates on headed paper from different builders for the cost of carrying out the works (estimates not itemised will not be considered).	
A statement of any fees incurred by the employment of an Architect/Surveyor or other agency and/or the fees incurred under building regulations or planning legislation.	
If VAT is being claimed, the estimates must show clearly the amount of VAT. The VAT registration number must be shown, otherwise no VAT will be allowed. (The maximum amount of assistance payable is inclusive of any VAT). If the property has been unoccupied for more than 2 years any renovation works may be eligible for VAT reduced rating of 5%. Guidance should be sought from the HM Revenue and Customs 0845 010 9000.	
Where appropriate, two copies of a scaled drawing showing the existing and proposed layout of the property.	
The letter of confirmation of letting for five years from Barnet Homes	
Certificate of Future Occupation	
Planning Permission or Established Use Certificate for the proposed use of the property (if necessary). If you are uncertain whether Planning Permission or Building Regulations approval is required, you or your adviser should contact: Planning Department - Floor 10, Barnet House, 1225 High Road, Whetstone, N20 0EJ. Tel: 020 8359 3000. email: <a href="mailto:planning.enquiry@barnet.gov.uk">planning.enquiry@barnet.gov.uk</a> Building Control Department - Floor 10, Barnet House, 1255 High Road, Whetstone, N20 0EJ. Tel: 020 8359 4500. email: <a href="mailto:building.control@barnet.gov.uk">building.control@barnet.gov.uk</a>	

**Please note that assistance is subject to funding being available. You should not start work before you are given written approval by the Council as unfortunately no money can be paid for these.**

**1.1 Address of the property at which the work is to be done:**

Address:

Postcode:

House ☐Flat ☐

Number of Bedrooms:.....

**1.2 Please provide details of the applicant:**Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other \_\_\_\_\_

First name:

Last name:

Address:

Postcode:

Date of birth:

Telephone No:

Mobile Telephone No:

Email address:

London Landlord Accreditation number (for more information go to [www.londonlandlords.org.uk](http://www.londonlandlords.org.uk)):

Please note that you must be an accredited landlord before final payment of the grant can be made.

**1.3 Please provide details if someone else is handling this application for you (e.g. Architect, Surveyor, friend, relative or other agency, please give their details):**Role: Architect ☐ Surveyor ☐ Friend ☐ Relative ☐ Other \_\_\_\_\_Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other \_\_\_\_\_

First name:

Last name:

Company name:

Address:

Postcode:

Date of birth:

Telephone No:

Mobile Telephone No:

Email address:

#### 1.4 Please provide the names of all owners of the property:

An "owner's interest" means person(s) who either alone, or jointly with others, own the freehold, or who has/have a lease with at least eight years to run at the time of application. Proof of ownership of the property will be sought from the Land Registry by the Council.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other \_\_\_\_\_

First name:

Last name:

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other \_\_\_\_\_

First name:

Last name:

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other \_\_\_\_\_

First name:

Last name:

#### 1.5 Property information:

Do you own the freehold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you the leaseholder with at least eight years on the agreement and have responsibility for all structural repairs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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How long have you owned the property for?	
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How long has the property been empty?	
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Do you have Planning Permission or an Established Use Certificate for the proposed use of the property:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you agreed the letting arrangements for five years from completion of the works with Barnet Homes or an alternative social housing provider agreed by the Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please state the start and completion dates of the contract. The start date must be within **3 months** of approval and completion within **9 months** of approval:

Start date ..... Proposed completion date .....

Please confirm that you have satisfactory financial arrangements in place to fund the cost of the works not covered by the scheme:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### 1.6 Builders Details:

Company name of chosen builder:

Address:

Postcode:

Telephone No:

VAT Registration number of builder if VAT registered:

Will the builder be yourself or a member of your family?

**If Yes only material costs may be claimed**

Yes ☐

No ☐

### 1.7 OWN SAVINGS AND CAPITAL:

I confirm that I have made the following arrangements to pay my contribution towards the cost of the grant aided works.

#### OWN SAVINGS AND CAPITAL

(Please specify bank, building society, or capital or shares to be sold and amount)

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

#### LOAN

(Please specify source and amount)

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

#### OTHER

(Please specify source and amount)

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

### 1.8 Fit and Proper Persons:

The Authority needs to satisfy itself that the owner, proposed manager and all the people proposed to be involved in the management of the property (if they are different people) are **fit and proper persons** to manage a property. To enable us to satisfy this requirement please answer the following questions. This question is not limited to properties within the London Borough of Barnet.

All persons to whom this section relates must complete section 1.8 and sign the declaration at the end. If more than one person is required to complete this form ensure that it is copied prior to completion.

It is **not** necessary to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974.

a)	Have you (or any of the people to be involved in the management of the property) been convicted of any offence involving fraud, dishonesty, violence, drugs or offences listed in schedule 3 of the Sexual Offences Act 2003 (offences attracting notification requirements)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b)	Has any tribunal found that you (or any of the people to be involved in the management of the property) practised, or have you been convicted of practising, unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in or in connection with any business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c)	Have you (or any of the people to be involved in the management of the property) contravened any Housing, Public Health, Environmental Health or Landlord and Tenant Law, (including harassment, illegal eviction) which led to any civil or criminal proceedings being taken against you resulting in a judgement against you/any of the people to be involved in the management of the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d)	Have you (or any of the people to be involved in the management of the property) been in control of any property and as a result have been subject to any legal proceedings brought by any Local Authority (for example under Planning or Environmental Protection Law or Compulsory Purchase proceedings) in the last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e)	Have you (or any of the people to be involved in the management of the property) been convicted of failing to comply with a statutory notice under Part 10 (statutory overcrowding) or s.265 (demolition order) Housing Act 1985 in the past 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
f)	Has any property of which you (or any of the people to be involved in the management of the property) were the owner or manager been refused a licence under Part 2 or 3 of the Housing Act 2004?	Yes <input type="checkbox"/> No <input type="checkbox"/>
g)	Has any property of which you (or any of the people to be involved in the management of the property) were the owner or manager had a licence under Part 2 or 3 of the Housing Act 2004 revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
h)	Has any property of which you (or any of the people to be involved in the management of the property) were the owner or manager been the subject of an interim management order, special interim management order, or final management order under the Housing Act 2004?	Yes <input type="checkbox"/> No <input type="checkbox"/>
i)	Have you (or any of the people to be involved in the management of the property) been found by any local authority to have contravened any Approved Code of Practice under the Housing Act 2004 Section 233?	Yes <input type="checkbox"/> No <input type="checkbox"/>
j)	To the best of your knowledge, has any person associated or formerly associated with you (whether on a personal, work or other basis) done any of the things set above. If yes, please give full details including how you are associated with the other person.	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered YES to any questions above, please give details (including dates):

## Declaration

All the information on this form will be checked thoroughly and entered on the Environmental Health data base. It could be shared with other organisations handling public funds to prevent and detect fraud. By signing this form the applicant agrees to Council Tax and other Council records being checked for monies owed by them. Any debt to the Council must be paid before any assistance can be approved. If you knowingly make a false statement you may be liable to prosecution.

\*[I][We] declare that to the best of \*[my][our] knowledge, information and belief, that the information in this application is correct. That [I][we] will comply with and understand the conditions, that I have no outstanding debts to the Council and that I am a Fit and Proper Person (see Fit and Proper Person Declaration above).

**Signed:**

**Print Name:**

**Date:**

If signing on behalf of a person or company, please state in which capacity you are signing:

**Signed:**  
**(proposed licence holder)**

**Print Name:**

**Date:**

If signing on behalf of a person or company, please state in which capacity you are signing:

**Signed:**  
**(proposed licence holder)**

**Print Name:**

**Date:**

If signing on behalf of a person or company, please state in which capacity you are signing:

**The Regulatory Reform (Housing Assistance) Order 2002**

**CERTIFICATE OF FUTURE OCCUPATION**

to accompany owner's application for Landlord Empty Property Grant

**To: Barnet Council**

In connection with my/our application dated ..... for an Empty Property Grant in respect of (insert full address) .....

*See Note A* **1.** I /We CERTIFY that I/We have an owners interest in the property.

*See Note B* **2.** I /We INTEND that, throughout the five year grant condition period, the whole of the above property will be residentially occupied, or available for residential occupation.

*See Note C* **3.** I /We hereby intend to provide [a house for a single family] [a flat in the property] consisting of ..... bedrooms. [The flat is] [The house is] to be occupied by people nominated by the council throughout the five year grant condition period.

I/We contract the council's leasing agents to manage the [flat] [house] throughout the five year grant condition period.

**4.** I /We CERTIFY that I /We throughout the five year grant condition period the property will be kept to the legal standard of repair and maintenance and covered by building insurance.

I /We understand that, if the grant is approved, and the conditions are breached, the amount of grant that has been paid will be repayable to the council on demand.

*See Note D* **Signed** ..... **Signed** .....

.....  
**Print name in block capital letters**

If signing on behalf of a person or company, please state in which capacity you are signing

.....  
**Print name in block capital letters**

If signing on behalf of a person or company, please state in which capacity you are signing

.....  
**Address**.....

.....  
**Address**.....

.....  
**Date** .....

.....  
**Date** .....

## Notes

- Note A* Having an “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 jointly with others.
- Note B* “Grant condition period” means the period of five years or such other period as may be imposed by the council, beginning with the date certified by the council as the date of completion of the eligible works to their satisfaction.
- Note C* “Residential occupation” means occupation on an assured or an assured shorthold tenancy, or occupation by an owner or member of the owners family. It does not include occupation for a holiday and “tenancies” does not include long tenancies.
- Note D* 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 grant by deception. One Certificate of future occupation is required for each dwelling.
- Note E* The manager will be accredited through the London Landlords Accreditation Scheme Prior to the final payment being made.

**Please return your completed form, together with items referred to on page 1 to:**

**By post:** The Empty Property Team, DRS, London Borough of Barnet, Floor 9, Barnet House, 1255 High Road, Whetstone, London, N20 0EJ

**By email:** [empty.properties@barnet.gov.uk](mailto:empty.properties@barnet.gov.uk)

**By fax:** 0870 889 6793

### Data Protection Statement

Barnet Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit [www.barnet.gov.uk/privacy](http://www.barnet.gov.uk/privacy)