

Empty Property Grant Application Form

This form is for the use of property owners who would like to apply to the London Borough of Richmond upon Thames, for an Empty Property Grant.

Please complete **ALL** relevant sections that apply to you and your circumstances making sure that you date and sign the declaration before submission.

Attach copies of any supporting documentation and proofs requested (**please do not send in any original documentation as we are unable to return them to you**). However, an appointment will be arranged with you when your application is being processed for you to bring your original documentation into the council office below for verification.

NOTE: Incomplete applications may delay your application being processed.

Your completed application and supporting documents can then be sent by post to:

Regulatory Services Partnership
Serving the Boroughs of Merton, Richmond upon Thames and Wandsworth
Richmond Empty Property Officer
Private Sector Housing
Civic Centre, London Road
Morden
SM4 5DX

1.	Address of Property where work is to be carried out
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2. Applicant's Name and Address (for correspondence)	3. Registered Office address (if applicant is a limited company)
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Applicant: Address: Postcode: Email: Telephone Number:	Ltd Company Registration No: Address: Postcode:
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Other Contacts	
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4.	Please tell us about anyone who is helping you with this grant application
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Name:
Their relationship to you:
Address:
Postcode:
Daytime phone Number:
Email:

5. If you own the property please tell us about your ownership interest (tick one box)			
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Freeholder		Leaseholder with at least 6 years unexpired.	
		Please send us a copy of your lease	
How long have you owned the property?			

6. Do you own the freehold or lease jointly with other people?

No	Yes	If 'Yes' please tell us their names. You must also tell us their addresses if different to yours.
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Full Name:

Address:

Telephone:

Email:

Have you notified them that you have made an application for an Empty Property Grant:
Please delete as appropriate: **YES / NO**

We will carry out an H M Land Registry to check your proprietorship where work is to be carried out. The current fee is £ 4

7. Please tell us about the works that you want to carry out at the property

8. Details of contractors providing estimates

Please tell us the names, addresses, and VAT Registration number (if registered) of the builders who have provided your estimates. (Please submit copies)

1) Name:

Address:

Postcode: VAT Registration No:

2) Name:

Address:

Postcode: VAT Registration No:

3) Name:

Address:

Postcode: VAT Registration No:

9. If a surveyor or architect will supervise works for you, please tell us about them

Name:

Professional Qualification:

Address:

Postcode:

Telephone:

Email:

10. Planning Permission (where required)

Have you applied for Planning Permission for the works?	YES / NO		
	Date Applied:		
	Application Reference Number:		
Please tell us the outcome and date	Awaiting decision (tick)	Granted Date:	Refused Date:

11. Please tell us about any Insurance or Civil Claim that you have made for any of the work you want to carry out

12. Occupation : please tell us

Is the property presently empty?	Yes	No
Is the property a house in multiple occupation?	Yes	No

13.	Please tell us about how the property is, or will be occupied			
	Tenant's Name	Part Occupied	Type of Tenancy	Rent

Important Information

This authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud.

It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Proof Required (Please bring originals into the Housing Department)

- Valid Passport or Driving Licence
- Utility Bill

You must send us proof where we have asked for it. You can bring your original documents into Housing Department's Reception at the address shown below.

14.

Declaration

If you give false information you may be prosecuted

As far as I know, the information I have given on this form is true and complete.

I agree that you may check any information I have given.

The work described in this form is not included in any other grant application.

I have the necessary permission for the work to be carried out.

By signing this document you are giving your permission for a credit check to be carried out.

Your Full Name (print)

Your signature..... Date.....

Please return this form, with copies of requested documentation, your builders' estimates, certificate of future occupation and required proofs to:

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Private Sector Housing
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