

Application for an Immigration Accommodation Certificate

This form must be fully completed and a payment of received £138.00 before Westmorland and Furness Council (“the Council”) carries out an inspection. The Council will make an appointment with the sponsor once a satisfactorily completed form has been received. The report following an inspection will be sent to you as soon as possible after the inspection has taken place.

(Please complete in block capitals. Please answer all questions, if not applicable mark as N/A).

1. Information about the person applying to enter the UK

Required information	Applicant details
Full name of the person applying to enter the UK (The applicant).	
Sex of applicant:	
Date of birth:	
Current country of residence:	
Passport Number:	

Please provide names and dates of birth of any other persons who will be coming to the UK with the applicant:

Full name	Relationship to applicant	Date of birth

Required information	Sponsor Details
Name and address of the High Commission/Embassy dealing with the application:	
Full name	
Relationship to applicant	
Date of birth	
Telephone:	
Email:	
Sponsor's home address:	
Relationship to person applying to enter the UK (uncle, employer etc.)	

2. Information about the property to be inspected

Required information	Property details
Address:	
Please tick one of the boxes below to indicate whether the above property is:	
Owned by the applicant. (Optional: please provide proof of ownership- see consent form)	
Rented from another party. (Optional: please provide landlords consent, and satisfactory Landlords Gas Safety Check- if applicable)	

If the property is not owned by either the applicant or the sponsor then please provide name and address of the owner and agent (if applicable) below.

Owner Name:
Address:

Agent Name:
Address:

Please provide the following details about the property.

Required information	Property details
How many bedrooms are there?	
How many living/dining rooms are there?	
How many bathrooms are?	
How many toilets are there?	
How many kitchens are there?	
How many other rooms are there (please specify)	

Please provide the following details about all persons who normally live at the above property

Full name	Date of birth	Male/Female	Related to sponsor? Yes/No

3. Information to be supplied with this application form

1. Copy of letter from High Commission/Embassy requesting that local authority confirm suitability of the property (if available).
2. Copy of current council tax bill/electricity, gas, water or telephone bill showing the sponsor's name and address.

4. Payment

A payment of £138.00 is required before an inspection can be carried out.

Payment can be made by either cheque or on the phone.

Please do not enclose cash. Please make cheques payable to: Westmorland and Furness Council Reference: 023078109

5. Declaration

I know that the information contained within this application is to be used by Westmorland and Furness Council in connection with its functions under Part 1 to 4 and Part 7 of the Housing Act 2004. I declare that the information contained in this application is correct to the best of my knowledge. I understand that I commit an offence for which I could be prosecuted if I supply any information to the Council as Local Housing Authority in connection with any of their functions under any of Parts 1 to 4 and 7 of the Housing Act 2004 that is false or misleading and which I know, or I am reckless, as to whether it is false or misleading.

I consent to the Council sharing the information provided in my/our application with other relevant agencies including the Police, UK Border Control and any relevant British High Commission, for the purposes of providing an Immigration Accommodation Certificate as appropriate. The Westmorland and Furness Council is the Data Controller for the purposes of the Data Protection Act 1998. The Council will process all the personal information in accordance with the aforementioned Act.

Signed: Print name:	Date:
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All communication and completed forms should be sent to the relevant legacy area:

Barrow area:

Email: privatehousing@westmorlandandfurness.gov.uk

Tel: 01229 876543

Address: Housing Standards, Town Hall, Duke Street, Barrow-in-Furness, Cumbria, LA14 2LD

Eden area:

Email: housing.services@westmorlandandfurness.gov.uk

Tel: 01768 810 086

Address: Housing Standards, Voreda House, Portland Place, Penrith, Cumbria, CA11 7BF

South Lakeland area:

Email: housingstandards@westmorlandandfurness.gov.uk

Tel: 015395 33173

Address: Housing Standards, South Lakeland House, Lowther Street, Kendal, Cumbria, LA9 4UF

For office use only

Date application received	
Date payment received. £138.00 code: 023078109	
Date application deemed to be valid	
Date of visit by case officer	
Is the property overcrowded?	Yes/No
Is the property free from category 1 hazards?	Yes/No
Is the property suitable to be occupied by the applicant	Yes/No

Westmorland and Furness Council

Information in Support of an Immigration Accommodation Certificate

Landlord's Consent to Proposed Occupation

Address of Dwelling:

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

Number of Current Occupiers:

Number of Proposed Occupiers:

I / We, being the landlord(s) of the above dwelling, have been given details of the proposed immigration application which my / our tenant proposes to sponsor.

I / We hereby consent to such proposed occupation being allowed.

Signature(s)

.....
.....

Date:.....

Full Names:.....

Address:.....

.....
.....

Please return this form to the team in your area.

Westmorland and Furness Council

Information in Support of an Immigration Accommodation

Advice of Proof of Ownership

It is necessary for the Council to be satisfied that the owner who is sponsoring the application, has a freehold or leasehold interest whether held solely or jointly with others in every parcel of land and buildings thereon of which is subject to the Immigration Accommodation Certificate application.

The form below should be signed by a solicitor, or where deeds are with a bank or building society the form should be sent to them for completion. The duly completed form should be returned to the Housing Standards, Westmorland and Furness Council.

Certificate of Title

We certify that the sponsor

(Full Name):

holds the property:.....

.....

either for a) an estate in fee simple absolute in possession, or

b) a term of years absolute of which not less than five years remain

unexpired at the date of the application

(For this purpose either interest may be held in sole name of the sponsor or sponsor's landlords(s) or jointly with others).

Including such an interest in every parcel of land and buildings thereon on which relevant works are to be carried out.

Signature:

Position:.....

Name of Building Society / Solicitor

Bank:

Address:.....

.....

.....

Date: