



APPLICATION FOR AN IMMIGRATION ACCOMMODATION CERTIFICATE.

This form must be completed and submitted with payment before Isle of Wight Council (“the Council”) carry out an inspection. The Council will make an appointment with the sponsor once the form and payment have been received. The report following inspection will be sent to the sponsor as soon as possible after the inspection has taken place.

(Please complete in block capitals).

1. Information about the person applying to enter the UK

Full name of the person applying to enter the UK (The applicant).			
Sex of applicant	Male/Female	Date of birth	
Current country of residence:			

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
Name & address of the High Commission/Embassy dealing with the application:		

2. Information about the Sponsor

Full name of sponsor:	
Telephone:	Email:
Sponsor’s home address:	
Relationship to person applying to enter the UK (uncle, employer etc.)	

3. Information about the property to be inspected

Address:	
Please tick one of the boxes below to indicate whether the above property is:	
Owned by the applicant. (please provide proof of ownership- see guidance notes)	
Owned by the sponsor. (please provide proof of ownership- see guidance notes)	
Rented from another party. (please provide landlords consent, and satisfactory Landlords Gas Safety Check- see guidance notes)	
If the property is not owned by either the applicant or the sponsor then please provide name & address of the owner and agent (if applicable) below- Owner Name: Address:	
Agent Name: Address:	
Please provide the following details about the property.	
How many bedrooms are there?	
How many living/dining rooms are there?	
How many bathrooms are there?	
How many toilets are there?	
How many kitchens are there?	
How many other rooms are there (please specify)	

4. Details of occupation

Please provide the following details about ALL persons who normally live at the above property			
Full name	Date of birth	Male/Female	Relationship to sponsor?
1			
2			

3			
4			
5			
6			

5. 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.	
3. Copy of applicants / sponsors current Tenancy Agreement as applicable.	
4. Cheque for £150 . Please make the cheque payable to "Isle of Wight Council". OR by debit or credit card by calling 01983-823040 ext: 6922/6914.	

6. Declaration

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

I/we 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 Isle of Wight Council is the Data Controller for the purposes of the Data Protection Act 2018. (General Data Protection Regulation (GDPR). The Council will process all the personal information in accordance with the aforementioned Act.

Signed:	Date:
Please print name in box below.	

Please return the completed form to:

Isle of Wight Council, Housing Renewal Section, Neighbourhoods, Jubilee Stores,
The Quay, Newport, Isle of Wight. PO30 2EH

FOR OFFICE USE ONLY	
FLARE REF: ref «refno»	
1. Date application received	
2. Date application deemed to be valid	
3. Date of visit by case officer	
A. Is the property overcrowded?	Yes/No
B. Is the property free from category 1 hazards?	Yes/No
C. Is the property suitable to be occupied by the applicant	Yes/No
4. Date letter sent to applicant	

ISLE OF WIGHT COUNCIL

Immigration Accommodation Certificate

ADVICE OF PROOF OF OWNERSHIP WHERE APPLICANT OR SPONSOR OWNS THE PROPERTY WHICH IS THE SUBJECT OF THE APPLICATION

It is necessary for the Council to be satisfied that the applicant or sponsor, in the case of an application by an owner, has a freehold or leasehold interest whether held solely or jointly with others in every parcel of land and buildings thereon on which is relevant to the 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 **Isle of Wight Council, Housing Renewal Section, Neighbourhoods, Jubilee Stores, The Quay, Newport, Isle of Wight. PO30 2EH**

CERTIFICATE OF TITLE

We certify that the applicant / 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 applicant or applicant's landlords(s) or jointly with others)

including such an interest in every parcel of land and buildings thereon on which is relevant to the application.

Signature: _____

Position: _____

Name of Building Society / Solicitor / Bank: _____

Address: _____

Date: _____

Ref: «refno»

ISLE OF WIGHT COUNCIL

Immigration Accommodation Certificate

ADVICE OF THE LANDLORD'S CONSENT WHERE APPLICANT OR SPONSOR RENTS THE PROPERTY WHICH IS THE SUBJECT OF THE APPLICATION

LANDLORD'S CONSENT TO PROPOSED APPLICATION FOR IMMIGRATION BY THE APPLICANT/SPONSOR TO THE PROPERTY DETAILED BELOW

Name of Tenant:

Address of Dwelling:

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

I / We hereby consent to officer(s) of the Isle of Wight Council's Housing Renewal Section inspecting the property for purposes of assessing whether overcrowding may occur due to the proposed immigration application, and also whether any hazards under the Housing Health and Safety Rating System (HHSRS) are present.

I / We understand that should any deficiencies be found leading to hazards under the HHSRS the Council will inform me/us, and should the hazard(s) be significant the Council will follow the normal procedures of enforcement intervention to remedy the hazard(s).

Signature(s) _____

Date: _____

Full Names: _____

Address: _____

Please return to: Isle of Wight Council, Housing Renewal Section, Neighbourhoods, Jubilee Stores, The Quay, Newport, Isle of Wight. PO30 2EH

Ref: «refno»

IMMIGRATION ACCOMODATION CERTIFICATES – GUIDANCE NOTES

As part of an application for Immigration into the UK, you may require evidence that your property is in good condition, being free from serious hazards and will not become overcrowded. This is a discretionary function, however the Isle of Wight Council will carry out an inspection of a property and produce a report for Immigration purposes, known as an Accommodation Certificate. These guidance notes are aimed to advise customers on policy and procedures, and assist with the completion of applications.

How do you apply?

Typically prospective émigrés will have a sponsor acting for them in the locality. The sponsor will initially enquire to the Housing Renewal section of the Isle of Wight Council via the contact points listed at the end of these guidance notes, to obtain an application form. The application form must be completed in full and in block capitals and ideally returned within one month. This will help to ensure that details are completed properly on the letter. There is currently no fee to pay for this service.

What information needs to be provided for an application?

The sponsor normally completes the application form and will provide information about themselves, and the person(s) applying for UK immigration. Information must also be given about the property that is proposed to be the residence of the émigré when they arrive in the UK, including address, ownership details, current occupants, and the facilities available. Additionally applicants must provide a copy of the letter from the High Commission requiring the Accommodation Certificate, a current utility bill (or other satisfactory proof) providing satisfactory proof of the sponsor's residency, and payment of the fee.

Where the sponsor or the applicant owns the property, proof of ownership is required, and the form provided on the application form can be used for this purpose. You should be able to take the form to the bank, building society or solicitor where the deeds are kept. If the deeds have been sent to the owner a Council officer should be able to qualify these on inspection – please contact the Housing Renewal section of the Isle of Wight Council for further advice if this is the case.

If the property is rented by the sponsor from a third party a copy of the sponsors tenancy agreement will be required indicating the security of the tenure, the landlord's consent will be required (the form on the application form can be used), and a copy of the latest landlords gas safety certificate.

Important *The details you complete on the form will be used to produce a report for the Immigration Authorities. Incomplete forms or forms without the associated documents cannot be processed.*

When will the property inspection take place?

On receipt of a satisfactory application, an officer from the Housing Renewal Team will contact you to make an appointment which will be at a convenient time to you, normally this will be within 10 working days of the application being received. Appointments will be booked for a morning or afternoon appointment for a particular day, not an exact time.

What will happen at the property inspection?

The officer will have examined the application to assess the circumstances, and will undertake an inspection using the Housing Health and Safety Rating System to identify whether any serious hazards that may affect the health and safety of occupants. They will also assess the number of people that are living there and whether the property will become overcrowded if the applicant moves in (and whether it is too crowded as existing).

What will happen next?

The officer will produce a report confirming the outcome of the application and the inspection. Where the property is suitable for the applicant to come and live there the sponsor and applicant will be able to utilise this as a certificate for the purpose of the Immigration Application. The report will also outline whether the property is unsuitable, where necessary and the reasons why. This will be sent within 5 working days of the inspection. It is Council policy to send the report to the British High Commission in the applicant's country of residence and a copy will be sent to the sponsor.

What happens if the property is not suitable, or if hazards are present?

It is important to note that the Council Officer undertaking the inspection is an enforcement officer. He or she is under a duty of care to any existing or potential occupiers or visitors under the Housing Act 2004. The property will be assessed using the Housing Health and Safety Rating System, which identifies deficiencies that give rise to hazards. Should any significant hazards be present not only will the property be deemed unsuitable for the Immigration Application, but it is very likely that the Council would intervene to remedy the deficiencies. Intervention may lead to formal enforcement action depending upon the situation, however the Council will always try and resolve problems informally at first wherever possible. Less significant hazards may also be brought to the attention of the owner.

Who do I contact with queries?

Please contact the Housing Renewal section of the Isle of Wight Council by email to housing.renewal@iow.gov.uk, by telephone on (01983) 823040, or write to us at *Isle of Wight Council, Housing Renewal Section, Neighbourhoods, Jubilee Stores, The Quay, Newport, Isle of Wight. PO30 2EH*

Are you finding applying difficult?

Should you have any difficulties completing the form, reading or understanding any of the information, or if you encounter any problems in applying for or relating to this service we would be pleased to assist in any way we can to help you overcome the access problem.