

Isle of Wight Council

Application for an Immigration Accommodation Certificate

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

Please tick appropriate box: new/first assessment
 second assessment

NOTE: 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

Full Name	Forename(s): Surname:
Sex of Applicant (as appears on passport)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: dd/mm/yyyy	
Current Country of Residence:	
Passport Number:	

2. Information about any other person accompanying the applicant

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

3. Details of High Commission / Embassy

Please provide full details of the High Commission, Embassy or Visa Office that you have/will be submitting your application to.

Name of High Commission / Embassy	Address

4. Information about the Sponsor

Full Name	Forename(s): Surname:
Address	House Name / Number Street: Post Code

Contact Details	Telephone: Mobile: Email:
Relationship to Applicant	

5. Information about the property to be inspected

Address	House Name / Number Street: Post Code:
Ownership of property	<input type="checkbox"/> Owned by Applicant <input type="checkbox"/> Owned by Sponsor <input type="checkbox"/> Rented from another party

If you have selected "Rented from another party" above, please provide name and address of the owner and/or agent of the property below:

Full Name	Address	Interest in Property (Owner / Agent)

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Details of Amenities

Number of bedrooms	
Number of living/dining rooms	
Number of bathrooms	
Number of toilets	
Number of kitchens	
Number of other rooms (please specify)	

Details of Occupation

Please provide the following details about ALL persons who normally live at the property.

Full Name	Date of Birth	Sex: indicate male or female	Are they elated to Sponsor? Answer yes or no.

6. Documents to be supplied with this application form

<input type="checkbox"/>	Copy of letter from High Commission/Embassy requesting that local authority confirm suitability of the property (if available).
<input type="checkbox"/>	Copy of current council tax, electricity, gas, water or telephone bill showing the sponsor's name and address.
<input type="checkbox"/>	Fee payment - £492.00 to be paid on application

If property is owned by the applicant or sponsor, please also provide

<input type="checkbox"/>	Completed Owner's Certificate of Title
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If property is rented from another party, please also provide

<input type="checkbox"/>	Completed Landlord's Consent Certificate
<input type="checkbox"/>	Current valid Landlord's Gas Safety Certificate (if applicable)
<input type="checkbox"/>	Current valid Electrical Installation Condition Report (EICR)

Declaration

I know that the information contained within this application is to be used by the Isle of Wight 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 ABC 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.

Signature:

Print Full Name:

Date:

Please return the completed form to the details below.

Fee of £492.00 can be paid by telephone by calling 01983 823040 or by cheque made payable to: Isle of Wight Council.

Post to: Housing Renewal, Isle of Wight Council, County Hall, High Street, Newport, Isle of Wight, PO30 1UD

Isle of Wight 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 out.

Signature(s):

Print Full Name(s):

Date:

Address consent relates to:

House name / number:			
Street name			
Town		Postcode	

Isle of Wight Council

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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 with this application.

Certificate of Title

We certify that the applicant/sponsor: Full Name of the person who 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:

Isle of Wight Council Immigration Accommodation 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 a fee to pay for this service prior to an inspection.

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 - £492.00.

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 and payment of the fee, 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, where this is known, 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 possible 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@iow.gov.uk, by telephone on 01983 823040, or write to us at County Hall, High Street, Newport, Isle of Wight, PO30 1UD

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.