****

**Immigration Inspection Application**

IMPORTANT – PLEASE READ THROUGH THE NOTES OVERLEAF BEFORE COMPLETING THIS APPLICATION

(Sponsor - please complete this form in clear BLOCK capitals using black or blue ink)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Sponsor |  | | | | |
| Contact  Telephone  Number(s): | | | Email: | |
| Address of Sponsor  (if different to Inspection Address) |  | | | | |
|  | | | | |
|  | | | | |
| Address of Property to be Inspected |  | | | | |
|  | | | | |
|  | | | | |
| Owner Occupied | | | Tenanted | | |
| Freeholder | | Leaseholder | Private | | Housing Association |
|  | |  |  | |  |
| If you own the property, we will need to see the title deeds, mortgage statement or correspondence from your mortgage provider. If you rent the property, then we will need to see a current tenancy agreement and a utility bill in your name for the property in question. | | | | | |
| How long have you lived at this address? | | | | | |
| If you are not the owner of the property, please supply name and address of the owner. |  | | | | |
|  | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Names of all People Currently Living at the Inspection Address | Sex | Age | Date of Birth | Relationship to Sponsor  (Named above) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names of all Persons Entering the UK | Sex | Age | Date of Birth | Relationship to Sponsor  (Named above) | Length of Stay |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Continued overleaf*

NOTES

When we arrive to inspect, we will ask to see documentation from the Immigration Authorities to show that you are in the process of making an application. This might be a letter or official form from the relevant High Commission etc. with the proposed immigrants name and reference number or passport number with which to associate the application.

The survey will be undertaken by an Officer from the Housing Standards Team. The aim of the survey is to determine whether the property is safe and fit for human habitation and whether or not the house would become statutorily overcrowded by any additional people who propose to live there.

The inspection is visual, and takes into account such things as the general state of repair, the presence of kitchen and bathroom facilities, heating and ventilation in the house etc. If there are no kitchen or bathroom facilities in the property, do not submit an application as we cannot issue a letter without these amenities.

You will be asked to show us around your property, outlining who occupies the house. The Officer will also measure the size of the rooms in your house, so that an assessment can be made as to whether or not the house would become overcrowded if the applicant(s) was added to the household. Access to all rooms is required.

If you own the property, we will need to see the title deeds, mortgage statement or correspondence from your mortgage provider. If you rent the property, then we will need to see a current tenancy agreement and a utility bill in your name for the property in question.

If the house is rented, the Officer will also ask to see the current gas safety record, which the landlord must provide to the tenant every 12 months. If no gas safety certificate is available, we will be unable to issue a letter.

The Immigration Authorities will not accept letters that are more than 12 weeks old. If your letter expires on this ground, we will not issue another until we have carried out a full inspection again. **It is therefore very important that you do not submit an application for a property inspection for immigration purposes until you are ready to submit your full application to the relevant Authorities.**

Please provide all the requested information on the form. If you do not, it may be possible that the High Commission will not accept the letter or that our letter is inaccurate.

**If you lose the letter, or require any alterations because you have supplied incorrect information, a charge of £10 will be made for each copy requested.**

DECLARATION

For the purpose of my request for an Immigration Inspection the above information is accurate and true to the best of my knowledge.

Signed (Sponsor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to:**

Housing Standards Team

South Lakeland District Council

South Lakeland House

Lowther Street

Kendal

Cumbria, LA9 4DL

Email to: [housingstandards@southlakeland.gov.uk](mailto:housingstandards@southlakeland.gov.uk)