



Portsmouth
CITY COUNCIL

**OWNER-OCCUPIER'S
APPLICATION FOR HOUSING RENEWALS ASSISTANCE**

When you have completed this form, please return it to:

**Private Sector Housing
1st Floor
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL**

If you are unsure how to answer any of these questions, please telephone us on 023 9268 8369 or, email us: psh@portsmouthcc.gov.uk, and we will be happy to help.

Please note that this information may be processed electronically and used for administration purposes.

Portsmouth City Council is committed to complying with the Freedom of Information Act 2000 (FOIA) which applies to all recorded information that it holds or is held on its behalf. Information that is provided to or held by the City Council will be processed and disclosed strictly in accordance with the FOIA, the Data Protection Act 1998 or other appropriate legislation.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.

Separate forms are available for Disabled Facilities Financial assistances, Empty Properties Loans, and Palliative Care.

Please answer each question unless directed elsewhere. Please read the notes (set out at the end of the form) before answering the questions to which they relate.

If a question does not provide enough space for your answer, please continue your answer on a separate sheet of paper and mark the sheet with your name (or, in the case of a joint application, with all the applicants' names) and the question number. Please make sure you enclose all additional sheets with your application.

INFORMATION ABOUT YOU AND YOUR FAMILY

Please provide the address of the property for which you are applying for financial assistance to carryout works to (referred to as "The Property" throughout this application form):

Address:
.....
.....

Is this your Only or Main residence?

Yes No

How long have you lived here?

Months	Years
--------	-------

PLEASE NOTE THAT THIS ADDRESS MUST BE YOUR ONLY OR MAIN RESIDENCE. IF YOU ARE NOT ABLE TO TICK "YES" TO THE ABOVE QUESTION PLEASE DO NOT CONTINUE WITH THIS APPLICATION.

1 Please give the following details for each applicant -

YOU

Your Full Name:

Your Title: Mr/Mrs/Miss/Ms/Other (please specify)

Telephone numbers: (home)

(work)

Email address: (optional)

Note 2

Your Date of birth:

Age: years

YOUR PARTNER (If living with you)

Your Partner's Full Name:

Your Partner's Title: Mr/Mrs/Miss/Ms/Other (please specify)

Note 2

Your Partner's Date of birth:

Age: years

ANY OTHER OCCUPANTS OF THE PROPERTY

Please provide the following details of any other person that lives or intends to live in the property:

E.g

Full Name: *Mr John Smith* D.O.B: *01/01/1999* Relation to you: *Son*

Full Name: D.O.B Relation to you.....

Full Name: D.O.B Relation to you.....

Full Name: D.O.B Relation to you.....

Full Name: D.O.B Relation to you.....

Full Name: D.O.B Relation to you.....

Full Name: D.O.B Relation to you.....

Full Name: D.O.B Relation to you.....

2 Please give the national insurance number for you, your partner and any other person who lives or intends to live at the property and who is also entitled to make an application for financial assistance: **Note 2A**

Your national insurance number
 Your partner's national insurance number
 National insurance number for any other person

3 Are you, or is anyone else who lives or intends to live at the property and who is also entitled to make an application for financial assistance, a "person from abroad" within the meaning of the Housing Benefit (General) Regulations? **Note 3**

Yes No

4 If someone else (e.g., a relative, a friend or an organisation) is handling this application on your behalf, please give the name, address and telephone number of the person to be contacted about this application.

Name:
 Title: Mr/Mrs/Miss/Ms/Other (please specify)
 Address:

 Telephone numbers: (home)
 (work)

5 How long have you owned the freehold or leasehold of the dwelling?

Months	Years
--------	-------

Note 16

Please indicate which interest

Freehold Leasehold

6 Are you the sole owner of the property or do you own it jointly with others (including your partner)?

Sole Owner Joint Owner

If Joint Owner, Please provide the full names (and addresses if different to yours) of every person (including yourself) that currently has an owner's interest in the property

.....

7 Is there currently a mortgage registered against this property?

Yes No

Note 16

If "Yes" How much is currently outstanding?

£

Previous applications for financial assistance

8 Have you previously made an application to the Council for any type of financial assistance for this property?

Yes

Note 8

Please give the date of your application and Council reference (if known):

Date: Reference:

No

9 Do you know of any previous application to the Council for financial assistance made by another person for this property?

Yes

Note 8

Please give details (if known):

.....

No

The property where the works are to be carried out

10 Is this property a house or a flat? House Flat

11 Was the property built, or provided by conversion, more than 10 years ago?

Yes No

Note 6

12 Is the property currently on the market to be sold?

Yes No

13 What is the current council tax banding of the property? (Please Circle)

A	B	C	D	E	F	G	H
---	---	---	---	---	---	---	---

14 Do you currently have building insurance for the property?

Yes No

Please provide the name of the insurance company

.....

15 Have you or has anyone else been served with a notice under part 1 of the Housing Act 2004 regarding the property?

Yes No

Note 7

Please give details, including the date the notice was served:

.....

.....

Planning permission and building regulations approval

16 Have you applied for planning permission for the works?

Yes No

Note 9

Please give the date, reference number and outcome of your application:

Date: Reference number:

Outcome (please delete as appropriate):.....*granted/refused/no decision yet*

17 Have you applied for building regulations approval?

Note 9

Yes No

Please give the date, reference number and outcome of your application:

Date: Reference number:

Outcome (please delete as appropriate): *granted/refused/no decision yet*

Who will carry out the works?

18 Will you or a member of your family carry out the works?

Note 10

Yes No

19 Have you already begun or finished the works for which you are applying for financial assistance?

- begun the works?

Yes

Note 13

No

- finished the works?

Yes

Note 13

No

DECLARATION

**WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT
YOU MAY BE LIABLE TO PROSECUTION**

I declare that to the best of my knowledge, the information I have given is correct.

I am aware that this information will be kept under the provisions of the Data Protection Act 1998 and may be processed electronically and used for administration purposes, and I consent to the information being kept as long as necessary.

I am: the applicant / one of the applicants / the relevant person (but not the applicant or one of the applicants) / a relevant person (but not the applicant or one of the applicants) .

Signature:

Date:

(Please delete as appropriate.)

AUTHORISATION (Note 19)

(For persons receiving certain income related benefits)

- (a) For those receiving income support or an income-based jobseeker's allowance or a joint-claim jobseeker's allowance it may be possible for the Council to process the application more quickly if those in such receipt give permission for your local Department of Social Security office to confirm this fact. To give permission, please complete the authorisation below. If not, go to Part 4.

I authorise the Department of Social Security to confirm on request by the Council that I now receive income support/an income-based jobseeker's allowance*.

Name:

DSS reference number (case paper), if known:

.....

Signature:

Date:

*Please delete as appropriate.

- (b) For those receiving housing benefit (HB) or council tax support (CTS), but not income support or an income-based jobseeker's allowance, it may be possible for the Council to process the application more quickly if those in such receipt give permission for them to refer to their HB or CTB records. They can only do this with your consent. To give permission, please sign the authorisation below.

For the purpose of this application, I give my consent to the Council to refer to information provided by me for the purposes of my application(s) for housing benefit / council tax benefit*.

Name:

HB/CTS* reference, if known:

Signature:

Date:

*Please delete as appropriate.

NOTES

In these notes, "the policy" means the Financial Assistance Policy for Private Sector Housing 2013 and, unless otherwise stated, all references are to the policy

2. You cannot apply for financial assistance unless you are aged 18 or over on the date of your application. In the case of joint applicants, any applicant aged under 18 on the date of the application will be left out of account. See section 3(1).
- 2A. If you have a national insurance number, please supply evidence that it belongs to you such as a national insurance numbercard, wage statements, benefit forms or other official documentation bearing both your name and your national insurance number. If you have lost your NI number or you have not been allocated one, please supply information to enable your NI number to be traced or an application for a NI number to be made.

The Housing Department of the Council can give you advice about the information you should provide and also how to apply for a new NI number. Please complete the rest of the form and ask for their advice when you send your application to them.

3. The Council is not allowed to pay financial assistance to someone who is a "person from abroad" within the meaning of regulation 7A of the Housing Benefit (General) Regulations 1987 (SI 1987/1971 as amended): regulation 3 of the Housing Renewal Financial assistances Regulations 1996 (SI 1996/2890). The Council is also not allowed to pay financial assistance where a person who could have applied for financial assistance is a "person from aboard", even though the applicant is not a "person from abroad".

If you answered "Yes" to question 1.3 you should not be making an application for financial assistance. If you are unable to answer "No" to this question, do not proceed any further with this application.

Regulation 7A of the Housing Benefit (General) Regulations 1987 can be **summarised** as follows -

- (1) Subject to paragraphs (2) and (3), a "person from abroad" is a person who has limited leave to enter or remain in the United Kingdom which was given in accordance with any provision of Home Office immigration rules relating to -
 - (a) there being, or there needing to be, no recourse to public funds, or
 - (b) there being no charge on public funds,during that limited leave.
- (2) "Person from abroad" does **not** include a person who -
 - (a) is a national of a European Economic Area State, a state which is a signatory to the European Convention on Social and Medical Assistance signed in Paris on 11th December 1953 (Cmd. 9512), a state which is a signatory to the Council of Europe Social Charter signed in Turin on 18th October 1961, the Channel Islands or the Isle of Man; or
 - (b) has, during any period of limited leave, supported himself/herself without recourse to public funds but is temporarily (i.e., for no more than a total of 42 days during any period of limited leave) without funds because remittances to him/her from abroad have been disrupted; provided that there is a reasonable expectation that his/her supply of funds will be resumed; or
 - (c) is an asylum seeker, that is, a person who submits on his/her arrival (other than on his/her re-entry) in the United Kingdom from a country outside the Common Travel Area (i.e. the United Kingdom, the Channel Islands, the Isle of Man and the Republic of Ireland collectively) a claim for asylum to the Secretary of State and that claim is recorded by the Secretary of State as having been made; or
 - (d) becomes, while present in Great Britain, an asylum seeker; or
 - (e) is a sponsored immifinancial assistance (see paragraph (3)(f) below) and the person or persons who undertook to provide for his/her maintenance and accommodation has or have died; or
 - (f) is in receipt of income support; or
 - (g) is on an income-based jobseeker's allowance.
- (3) "Person from abroad" **includes** any person, other than a person to whom any of sub-paragraphs (c) to (g) of paragraph (2) applies, who -
 - (a) having a limited leave to enter or remain in the United Kingdom, has remained without further leave beyond the time limited by the leave; or
 - (b) is the subject of a deportation order requiring him/her to leave and prohibiting him/her from entering the United Kingdom, except where his/her removal from the United Kingdom has been deferred in writing by the Secretary of State; or

- (c) is adjudged by the immigration authorities to be an illegal immifinancial assistance who has not subsequently been give leave to enter or remain in the United Kingdom except a person who has been allowed to remain in the United Kingdom with the consent in writing of the Secretary of State; or
 - (d) is a national of a European Economic Area State and is required by the Secretary of State to leave the United Kingdom; or
 - (e) is not habitually resident in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man, but no person shall be treated as not habitually resident in the United Kingdom who -
 - (i) is a worker for the purposes of Council Regulation (EEC) No. 1612/68 or (EEC) No. 1251/70 or a person with a right to reside in the United Kingdom pursuant to Council Directive No. 68/360/EEC or No. 73/148/EEC; or
 - (ii) is a refugee, i.e., a person recorded by the Secretary of State as a refugee within the definition of Article 1 of the Convention relating to the Status of Refugees (a).or
 - (iii) has been financial assistanced exceptional leave to remain in the United Kingdom by the Secretary of State; or
 - (iv) falls within paragraph (2)(b) above; or
 - (v) is the subject of a deportation order requiring him/her to leave and prohibiting him/her from entering the United Kingdom, and whose removal from the United Kingdom has been deferred in writing by the Secretary of State; or
 - (vi) is adjudged by the immigration authorities to be an illegal immifinancial assistance, has not subsequently been given leave to enter or remain in the United Kingdom but has been allowed to remain in the United Kingdom with the consent in writing of the Secretary of State; or
 - (f) has been given leave to enter, or remain in, the United Kingdom by the Secretary of State upon an undertaking given by another person or persons in writing to be responsible for his/her maintenance and accommodation; and he/she has not been resident in the United Kingdom for a period of at least 5 years beginning from the later of the date of entry or the date on which the undertaking was given in respect of him/her; or
 - (g) while he/she is a person to whom paragraph (1) or any of sub-paragraphs (a) to (d) and (f) of this paragraph applies, submits a claim to the Secretary of State, which is not finally determined, for asylum under the Convention relating to the Status for Refugees.
- 6.** Under the policy, the Council will not entertain an application for financial assistance if the property was built or was provided by conversion less than 10 years ago. This general rule does not apply where the application is for a disabled facilities financial assistance.
- 7.** A notice under part 1 of the Housing Act 2004 is based upon the Housing Health and Safety Rating System (HHSRS), where the local Authority must assess the rating of hazards in the building and use this to assess what action needs to be taken. A notice specifying works to the common parts of a building, may be served on a person who is an owner of that part of the building (or the building as a whole) who in the opinion of the Council serving the notice, ought to carry out the works.
- 8.** Please give details of all previous financial assistance applications of which you are aware. Previous financial assistance approvals may affect the works for which financial assistance may be given, and also, in the case of previous approvals of applications made by you, the amount of financial assistance payable.
- 9.** Planning permission or building regulations approval may or may not be required. If you are not sure whether permission or approval is required, contact the relevant department of the Council. Where permission or approval has already been obtained please enclose a copy with your application.
- 10.** Under the policy, payment of financial assistance can be made only against an invoice, demand or receipt for payment for the works, which is acceptable to the Council; and an invoice given by you or a member of your family is not acceptable. Thus, for example, where you or a member of your family carry out the works, an invoice (which can be authenticated) from a third party will be needed for the cost of the materials.
- "member of a family" is defined by reference to section 113 of the Housing Act 1985. The definition includes spouses; persons who live together as husband and wife; parents; grandparents; children; grandchildren; brothers; sisters; uncles; aunts; nephews; and nieces.
- 13.** Assistance will not normally be paid if you, or anyone acting on your behalf, begin works before you receive written approval of this application. An exception may be made where the Council is satisfied that there were good reasons for beginning the works before the application was approved; but the application will be treated as excluding any works already completed. Where all the works have been completed, the Council will not approve the application.
- 16.** The Council will not entertain this type of owner's application for renovation assistance unless they are satisfied that you have had an owner's interest in the dwelling throughout the three years ending with the date of your application. The Council may waive this requirement in a particular case or particular types of case.