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# Application for UK Entry Accommodation Inspection

When completing this application form you must use block capitals and provide all of the information requested.

**Please tell us your (the Sponsor’s) details**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Correspondence address |  |
|  |  |
|  |  |
| Postcode |  |
| Tel (Home) |  |
| Tel (Work) |  |
| Tel (Mobile) |  |
| Email |  |

**If different from above, please specify the address of the property to be inspected:**

|  |
| --- |
|  |
|  |
|  |

**If the property is privately rented, please specify the landlord’s details:**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Correspondence address |  |
|  |  |
|  |  |
| Postcode |  |
| Tel (Home/work)  |  |
| Tel (Mobile) |  |
| Email |  |

**Please provide the full names and dates of birth of all persons currently residing at the property. Please also detail their relationship to you (the sponsor).**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

**Please provide the full names and dates of birth of all persons seeking to reside at the property:**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Other) |  |  |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Relationship to sponsor |  |

**What is the Country and name and address of the Embassy/High Commission that is dealing with the visa application?**

|  |  |
| --- | --- |
| Country |  |
| Embassy name |  |
| Correspondence address |  |
|  |  |
|  |  |
|  |  |

**A fee of £150 inclusive of VAT must be paid at the time of submission of this application.**

**Signature of applicant: Date: / /**

**Please return the completed and signed application form with payment of the £140 fee to:**

Private Sector Housing, Hinckley & Bosworth Borough Council

Hinckley Hub

Rugby Road

Hinckley

Leicestershire

LE10 0FR

Tel: 01455 255876 / Fax: 01455 251172

Email: privatesectorhousing@hinckley-bosworth.gov.uk

## Notes to applicants

Whilst the council will make every effort to carry out the inspection of the property and make available the accommodation certificate at the earliest opportunity, it cannot guarantee to provide certificates at short notice.

The accommodation certificate is only valid in respect of a single visa application. A further application for an accommodation certificate will be required for any other visa applications made in the future. The accommodation certificate lasts for three months from the date of issue. Please note that it cannot be back-dated from before the inspection is carried out.

The accommodation certificate is prepared on the basis of the information provided by the applicant. The council cannot accept any responsibility for any error or loss, if this information is incorrect or false.

The council reserves the right to withhold the accommodation certificate where an application which is accompanied by a cheque is subsequently declined by the bank due to insufficient funds being available.

**What does the Inspecting Officer look for?**

The officer will require access to every room in the proposed property.

The officer will measure each applicable room to determine if there is enough space available for each person living at the property as well as the person(s) who want to come to the UK.

In addition the officer will check whether the property is being maintained to a good standard and is safe for people to live in.

**What information do I need to provide the officer?**

When the officer visits you, you will need to have the following information ready if this has not already been supplied on this application form:

* The name of the Consulate or the Country the Consulate is located
* The name of the owner of the proposed property and address if the owner does not live at this property
* The name, date of birth and age of each person requiring entry in to the UK
* The relationship between each person requiring entry in to the UK and the sponsor
* The name and age of all the people who currently live at the proposed property
* The relationship between each person who currently lives at the proposed property and the sponsor

**Important: if you are a private tenant:**

You must provide the following:

* A copy of your current gas safety certificate.

It is the responsibility of your landlord to use a Gas Safe registered engineer to check the safety of the gas installation and appliances to the property every 12 months and leave you a copy of the certificate.

If the property uses gas and does not have a current gas safety certificate we will be unable to provide you with an accommodation

* You must also provide a copy of your tenancy agreementto prove that you have a secure tenancy

**Will my application be successful?**

Your application will be successful if:

* The proposed property is large enough for the people who currently live in the property as well as the person(s) you propose to sponsor to live in it in the future, and
* The property is safe to live in

**What will I receive after the inspection?**

You will receive two copies of the certificate. It is your responsibility to send one of the copies to the respective consulate. The certificates will be posted to the applicant or can be collected from the Hinckley Hub with prior arrangement.

**What happens if my application is unsuccessful?**

Unfortunately if your property is not big enough and/or is unsafe for people to live in, or you cannot prove that you have a secure tenancy, your application will be unsuccessful. The accommodation certificate will state this.

**Who do I contact for further information or amendments to my certificate?**

For further information, amendments to accommodation certificates, and changes to appointments please contact:

Private Sector Housing

Hinckley & Bosworth Borough Council

Hinckley Hub

Rugby Road

Hinckley

Leicestershire

LE10 0FR

Tel: 01455 255876 / Fax: 01455 251172

Email: privatesectorhousing@hinckley-bosworth.gov.uk

**How we will use your information**

Your information will be used Under Article 6(1) (e) of the General Data Protection Regulation, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. It will be used by Hinckley & Bosworth Borough Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page: <https://www.hinckley-bosworth.gov.uk/privacy>. Or write to the council at: Hinckley & Bosworth Borough Council, Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR. Telephone: 01455 238141.