

# Statutory Blight Notice – Information & Evidence

Before you provide evidence, please read the Guide to Serving a Blight Notice and Selling your Blighted Property in full. Please provide as much information and evidence as you can, using extra sheets if necessary. This will help us to process your application as quickly as possible. When sending supporting documents, please send original documents or certified copies (please see guidance on certified copies in 'Schedule 1: Do you have a qualifying interest in the property?' of this document).

You will need to submit a separate blight notice where a property has a separate council tax or business rates listing (where you will need to meet the eligibility criteria) for each.

We will treat each property as a separate one if they are not linked in terms of being next to each other or used together.

## Details of the claimant(s) (please complete for each eligible claimant)

Title (Mr, Mrs, Miss, Ms, Dr and so on):

First names:

Surname:

Phone number:

Email address:

Title (Mr, Mrs, Miss, Ms, Dr and so on):

First names:

Surname:

Phone number:

Email address:

Title (Mr, Mrs, Miss, Ms, Dr and so on):

First names:

Surname:

Phone number:

Email address:

## What are the property details?

Please provide the postal address:




Postcode:

Please provide a brief description of the property to include property type (detached, semi-detached, terrace, flat), number of bedrooms, number of external buildings and use of them:

Please confirm the location of any septic tank on the property and how it is discharged:

**Please confirm whether a business is conducted at the property, together with details of that business and the non-domestic rateable value.**

Guidance on how non-domestic (business) properties are valued can be found here: [www.gov.uk/guidance/how-non-domestic-property-including-plant-and-machinery-is-valued](http://www.gov.uk/guidance/how-non-domestic-property-including-plant-and-machinery-is-valued)

**Please provide details of any planning permissions / certificates of appropriate alternative development / building regulation approvals which have been obtained or sought for the property:**

The eligibility criteria for serving a blight notice are set out in legislation. When serving a blight notice, you will need to provide evidence that you can satisfy all the criteria. It is in your interest to provide as much evidence as possible to support your blight notice.

## Schedule 1: Do you have a qualifying interest in the property?

Ensure you read Section 3.2 of the guide 'Do you have a qualifying interest in the property that you want us to buy?' and Section 3.3 of the guide 'Do you meet the occupancy requirements?'

### What is your interest in the property?

Please tick the relevant box(es) below. Are you:

- the owner-occupier of a private residential property that is my main residence? ☐
- the owner-occupier of business premises whose annual rateable value is not more than £36,000? ☐
- the owner-occupier of an agricultural unit? ☐
- the mortgage lender who has a right to sell the property and can give immediate vacant possession? ☐
- a personal representative of someone who has died who had one of the above qualifying interests in a property at the time they died? ☐

### What category of ownership do you have?

Please tick the relevant box below reflecting the nature of your ownership and respond to the associated questions regarding occupancy:

**Freehold** ☐

- What date was the freehold purchased?

- From what date did your occupation of the property begin?

- Before serving your blight notice how long did you occupy the property for?

- Please confirm you occupied the property at the time of serving the blight notice:

☐

- Does the freeholder own or occupy any other property nearby? Please provide details:

- Please list the names and addresses of all occupiers together with the nature of their interest:

**Leasehold**

☐

- What is the term of the lease?

- What date did the lease commence?

- How long until the lease runs out?

- Before serving your blight notice how long did you occupy the property for?

Please tick the box to confirm you occupied the property at the time of serving the blight notice:

☐

- What date was the property occupied?

- Does the leaseholder have any other linked properties? Please provide details:

- Please list the names and addresses of all occupiers together with the nature of their interest:

**Tenant**

☐

What is the renewable period of your tenancy?

Weekly

☐

Fortnightly

☐

Monthly

☐

Quarterly

☐

Annual

☐

Other

☐

If 'Other', please provide details:

Before serving the Blight Notice, how long have you been occupying the property for?

Please tick the box to confirm you occupied the property at the time of serving the blight notice:

☐

**Provide details of anyone else with an interest in the property (e.g. tenant, mortgage provider) together with the nature of their interest:**

### **What Land Registry titles are included in the sale?**

Where you hold a registered interest, please list all title numbers and state whether these are to be sold in full or part. If you only want to sell part of your property, please provide a clear plan of the area you are applying for. This must be the same as the area of the property that has been marketed for sale.



**Please include evidence to support your answers regarding ownership and occupancy. Evidence should be original documents or certified copies and should include:**

- **Proof of ownership**

**This may include:**

- the epitome of title document (if the property contains more than one title, all titles should be provided);
- the conveyance to the current owner;
- a copy of the Land Registry Office entry; or
- a copy of the lease.

- **Proof of occupancy for the required period of time**

Owner-occupiers of the property, need to provide two pieces of evidence of proof of occupancy

1. The first piece of evidence must be dated within **three months** prior to the date of your blight application.
2. The second piece of evidence should be dated at least six months before the date of your first piece of evidence, but not more than 18 months before the date of your application.

If the property is empty, you will need to provide evidence that the property has been empty for no longer than 12 months from the date of your application and that you occupied it for at least six months before it became empty. We would expect to see evidence of the date you left the property. This is in addition to two pieces of evidence, as set out below, showing that the property was occupied for six months before it became empty.

We need two documents, which must be from different organisations. Document one from list A and document two from list B, or both documents from list A (see both lists below). All documents must include all claimants' names and the address of the property and must be originals or certified copies of paper statements (that is, not printed from the internet or from an electronic copy). This may mean you need to ask organisations for paper copies.

**Please tick which evidence you are providing from each list below:**

### **List A**

- ☐ A recent, dated bank or building society statement displaying a date of issue, or showing transactions, from within the last three months.
- ☐ A mortgage statement.
- ☐ A recent, dated credit card statement displaying a date of issue, or showing transactions, within the last three months.
- ☐ Loan statements or a student loan statement.
- ☐ Documents and correspondence about State Pension, tax credits, Universal Credit, or other benefits.
- ☐ Private pension statements (if you currently receive a pension).

### **List B**

- ☐ Utility bill (for example, gas, electricity, water or land line phone).
- ☐ Local authority tax bill (for example, council tax or business rates bill).
- ☐ Home contents insurance certificate for the address for the relevant period. If you want to submit this, you will also need to provide the buildings insurance certificate for the property for the same period (if they are separate), to show that you have both buildings and contents insurance as an owner-occupier.

### **Examples of evidence that we cannot accept:**

- Provisional or full driving licence
- National Insurance card
- Mobile phone bills
- Letter from a GP, dentist or similar
- TV licence and other related documents

(We cannot accept the items in this list as they do not provide reliable proof of address).

## Owner-occupier of an agricultural unit

**The following evidence may help to show that you occupy the land.  
Please tick which evidence you are providing:**

- ☐ Printouts of the individual field parcels from your Rural Payments Agency (RPA) online account. These will show maps with RPA land parcel numbers, the total area, and the area that qualified for the Basic Payment Scheme (BPS).
- ☐ A copy of a relevant application form for a current agri-environment scheme. Such evidence could include details of parcels relating to your claim
- ☐ Receipts for money spent on the property e.g. list and then description box. Provide details of the information provided below:
- ☐ Other supporting evidence. Provide details of the information provided below:

## **Further evidence if you are not an owner-occupier**

**If you are not an owner-occupier, you also need to provide other evidence, as detailed below. Please tick which additional evidence you are providing:**

### **Mortgage lenders**

- ☐ Details of any mortgage roll or reference number and contact details of the bank or lender; or
- ☐ Proof that you are a mortgage lender and confirmation that you can sell the property with vacant possession.

### **Personal representative of someone who has died**

- ☐ The death certificate, power of attorney, grant of probate, last will and testament and letters of administration; and
- ☐ If possible, evidence that the person occupied the property before their death (in line with the requirements for owner-occupiers set out above).

**We may ask for further proof to confirm statements and we may check the electoral roll or other sources to confirm statements you have made.**

### **Certified copies**

Copies of documents should be certified by a UK solicitor, accountant, a doctor listed on the General Medical Council website, or a bank manager only. They should write 'I certify this document is a true copy of the original', sign it, and write their name, profession, the date, and the name and address of their employer on each page of the copied document (and not over the top of other text). Keep a note of this person's name and address so that we can contact them if necessary.

We also accept copies of documents which have been certified using the official Post Office Identity Document Checking Service. If you use this service we will need the original filled-in checking service form and the original till receipt from the post office. We should receive your application no later than two months from the date on the till receipt. If you do not meet any of these requirements, we will not accept certification by the post office.

If you cannot provide originals or certified copies when you make your application, you should explain why the originals are unavailable.

## Schedule 2: Location of Property

Ensure you read Section 3.1 of the guide 'Is your property fully or partly within the safeguarded area?'

Your blight notice should show the boundaries of the property marked clearly on a plan. You should provide original documents or certified copies. These may include the following documents. Please tick the evidence you are providing:

- ☐ The filed plan held at the Land Registry (originals or certified copies);
- ☐ Plan of the agricultural unit (if this applies to your application);
- ☐ A map showing the exact location and outline of the boundary of the property if it is difficult to identify the boundary using just the address; or
- ☐ Other, please specify

## Schedule 3: Efforts to sell

**Ensure you read Section 3.4 of the guide ‘Have you made reasonable efforts to sell your property?’**

Please give details of the marketing advice you received including any refusal to market for your property before you choose your estate agent.

You may find the following format helpful:

Estate agent's name, address, and website address	Date you first contacted the estate agent	Date you received the advice	Refused to market property
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Provide details of any marketing undertaken, including asking price, offers, and any reduction in asking price if appropriate, in the box below:**

**Please confirm by ticking the boxes for each section that you have provided evidence for:**

Schedule 1: Do I have a qualifying interest in the property?

Schedule 2: Location of property

Schedule 3: Effort to sell

☐  
☐  
☐

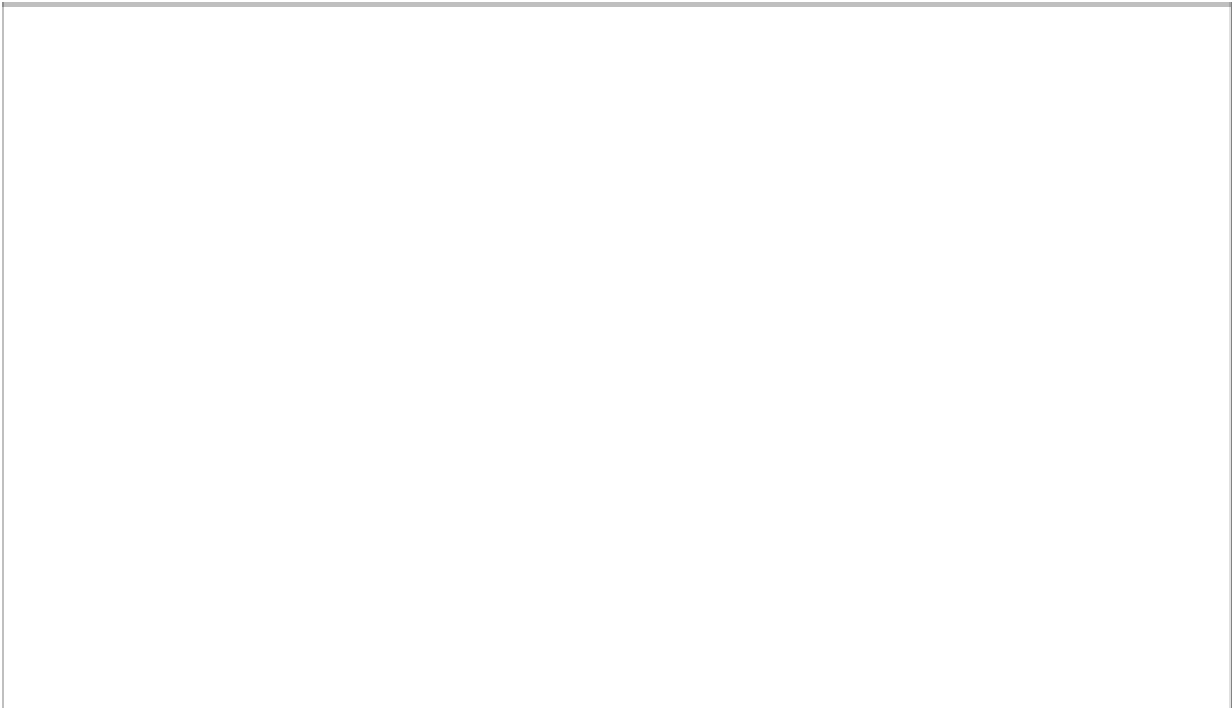
**Please list the supporting evidence that you are sending with this application form. Please use extra sheets if necessary.**

Evidence for Schedule 1

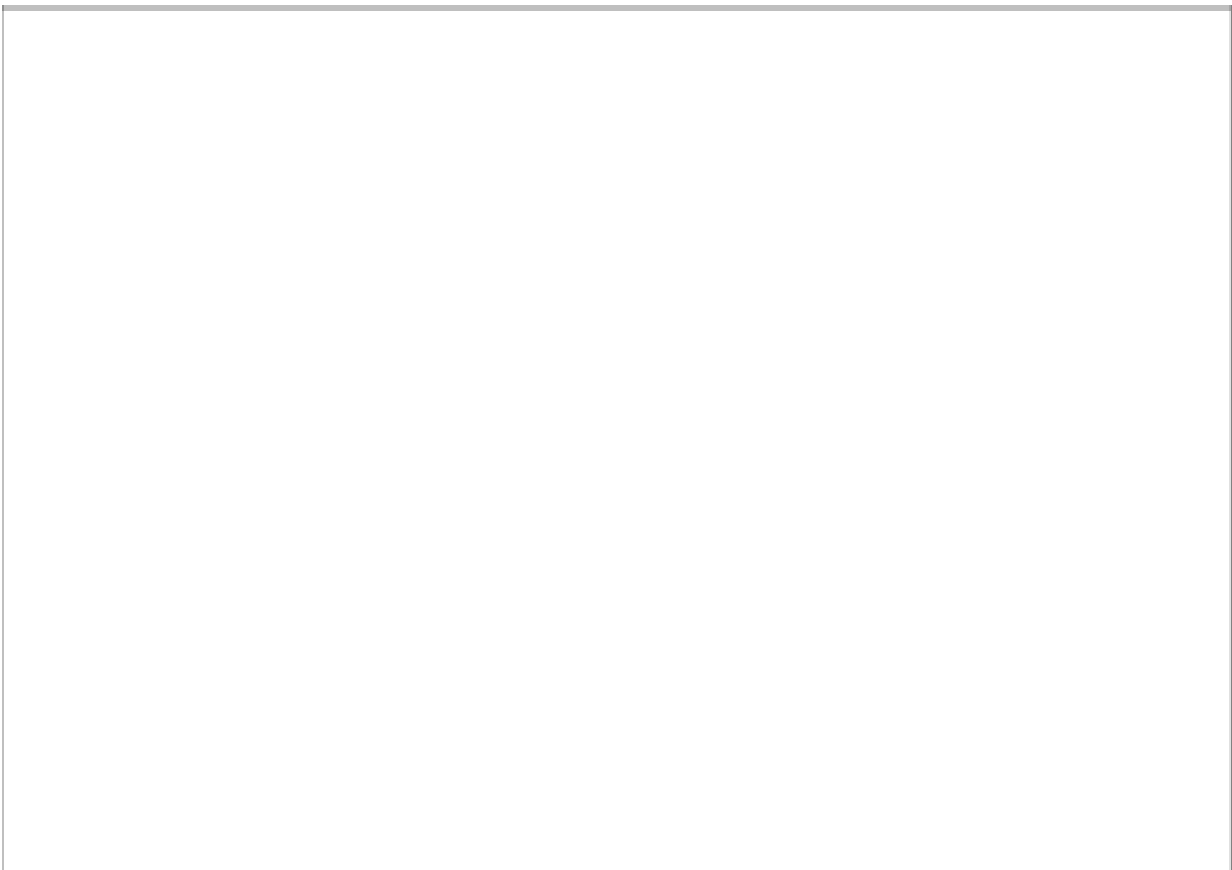
Evidence for Schedule 2



### Evidence for Schedule 3



### Any other documents



If you need to use extra sheets to provide any other information you think is relevant to your application, please enclose them with your application. Please number the extra sheets and say which criterion they relate to.

How many extra sheets have you used (not including supporting evidence such as copies of documents)?

### How we will use your personal information

EW R Co will use the information you have provided on the application form only for the purpose of processing your application.

We will not share your information with other organisations except to prevent fraud or if we have to do so by law.

We will return the original of this application form and all supporting documents to you and keep a copy for our records.

### Please sign below and add the date you signed

The information given in this questionnaire is both complete and accurate (subject to corrections identified) to the best of my knowledge and capacity.

Applicant 1 Signature

Date:

Applicant 2 Signature

Date:

Applicant 3 Signature

Date:

Agent Signature (on behalf of applicant

Date: