

APPLICATION FOR AN ACCOMMODATION CERTIFICATE



I HEREBY apply for an accommodation certificate in respect of the house described below and enclose the fee of £179.73 (including VAT). **Please note that this certificate is only valid for 6 months from date of issue.**

Address of House	
Name and address of applicant	
Telephone Number	

Full names, ages and dates of birth of all persons at present occupying the house: (Block capitals please)

Mr, Mrs, Ms, etc.	Full Name	Relationship to head of household	Age	Date of birth

Full name(s) and age(s) of person(s) coming to live at the house for which the certificate is required

Mr, Mrs, Ms, etc.	Full Name	Relationship to head of household	Age	Date of birth

Name of country person(s) arriving from:	
---	--

Signature of Applicant: Date:

Fee paid	Receipt number
£179.73 (including VAT)	

The completed application form should be returned with the appropriate fee to the address below. Please note payment is by card only. An appointment will then be made to inspect the property. **Please allow 5 working days after the inspection for the certificate.**

Accommodation Certificates

Accommodation certificates are required by the Immigration and Nationality Directorate of the Home Office and by the British High Commission in the relevant country, for any individuals requiring a visa application to enter and to reside in the UK with relatives, on a permanent or semi permanent basis.

The application is made by the householder in the United Kingdom.

The certificate, if granted, shows that the property is considered to provide a safe and healthy environment for the occupants and that the property satisfies the overcrowding standard in the Housing Acts 1985 & 2004.

Application Procedure

You will need to complete and return the application form to One Stop Shop, Town Hall, Victoria Square, Bolton, BL1 1RU with the appropriate fee, card payment only.

Appointments are Tuesday between 2pm - 5pm

Accommodation Certificate Inspection

To obtain a certificate an officer must inspect your property in order to assess its condition and suitability for occupation. It will be necessary to measure each room and assess any hazards that may be present. The room sizes will be used to calculate the maximum number of people able to live in the property, therefore ensuring the property is not overcrowded. The property **MUST** be in a habitable state complete with kitchen & bathroom facilities before an inspection can take place.

If the property would become statutorily overcrowded as a result of the person/s moving in then you may have to find alternative accommodation for the person/s being sponsored.

Overcrowding Standards

A property is considered to be overcrowded if either the room standard or the space standard is exceeded.

Room Standard

There should be sufficient rooms in each individual property so that no male and female aged 10, or over, should have to sleep in the same room, unless they are living together as "husband and wife". A room should not be occupied by more than two people if over 10 years of age.

Space Standard

This standard specifies the maximum number of people who can sleep in any room considered suitable for use as a sleeping room and the maximum number who may sleep in any individual property when taking into account the number of sleeping rooms available to the occupants.

Personal space and privacy needs are important for the individual members of the household. Downstairs rooms (excluding the kitchen) may only be counted as a bedroom if the room is considered "private" – meaning it has its own door and is not used to access other rooms in the house.

If this is the case, there must also be another sufficiently sized downstairs room which can be used as a living area for the household. In the case of a property with **ONE** living room and a kitchen downstairs, the living room would **NOT** be counted as a bedroom.

Receiving Your Certificate

After the inspection has been carried out, and if the property meets the required standards, an accommodation certificate will be provided by post within 5 working days. If however, the house is deemed too small or unsuitable then the certificate issued will clearly state this. This certificate meets the needs of the Home Office/High Commission and can therefore be used as part of a visa application.

Once an officer has carried out an inspection a fee cannot be refunded. A new application will need to be completed for each property inspected and the full fee is chargeable for each application.

Contact Information

For initial help and advice please contact:

One Stop Shop
Town Hall
Victoria Square
Bolton
BL1 1RU
Tel: 01204 338912
Email: housingstandards@bolton.gov.uk