

Mae'r ffurflen hon ar gael yn Gymraeg hefyd



**Regulatory Services**  
 Pollution & Housing  
 PO Box 1  
 Conwy. LL30 9GN  
 Tel: (01492) 575911 /574667

**APPLICATION FOR AN IMMIGRATION INSPECTION**

IMPORTANT – PLEASE READ THE NOTES ATTACHED BEFORE COMPLETING THIS APPLICATION.

**Methods of Payment:**

1. You can pay by **Credit Card, Visa or Debit Card**, over the telephone, by calling 01492 575911/574667. An advisor will take your details and fee and notification will be forwarded to the Inspecting Officer. You can either return the form via post to the above address or email it to [pollution-housing.admin@conwy.gov.uk](mailto:pollution-housing.admin@conwy.gov.uk)
2. **By BACS:** Please complete the below form and email it to: [pollution-housing.admin@conwy.gov.uk](mailto:pollution-housing.admin@conwy.gov.uk) and request the BACS information to be forwarded to you. You will also be provided with a unique reference for you to make the payment.

Once this form is received, and payment confirmed, you will be contacted to arrange a mutually convenient date and time for an inspection visit.

<b>Name of Sponsor</b>				
<b>Contact Number(s)</b>	<b>Telephone</b>			
<b>E-mail address</b>				
<b>Address of Property to be inspected</b>				
		Are you the owner of the property <b>YES/NO</b> How long have you lived at this address?		
<b>If you are not the owner of the property, please supply details of the name, address and telephone number of the owner</b>				
	<b>Telephone:</b>			
<b>Address of Sponsor</b> (if different to Inspection Address)				
<b>Names of All People Currently Living at the Inspection Address</b>	<b>Sex</b>	<b>Age</b>	<b>Date of Birth</b>	<b>Relationship to Sponsor</b> (Named above)

Continued overleaf

Applicant(s) wishing to enter UK	Date of Birth	Male/Female	Proposed Length of Stay	Relationship to Sponsor
<b>Has the Person(s) intending to move to the UK made an immigration application?</b>				<b>YES/NO</b>
<b>If Yes, what is their application reference number(s)?</b>				
<b>Address of High Commission Application made to or will be made to</b>				

**NOTES**

The fee for the survey is £150. The survey will be undertaken by an Officer from Regulatory Services. The aim of the survey is to determine whether the property is safe and adequate 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 of 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 may also need to measure the size of the rooms in the property 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.

Please provide a **full electrical inspection certificate** by a suitably qualified person (e.g. NICEIC, ECA) and a **gas inspection certificate** by a Gas Safe Register engineer for the property. If there is a valid reason why the requested are not attached, e.g. no gas supply within the premises, please detail \_\_\_\_\_

***Please note, should the certificates not be attached, your request for inspection will not be processed.***