



APPLICATION FOR AN IMMIGRATION INSPECTION

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

Methods of Payment:

1. **In Person:** You can pay by cash or cheque at the Civic Offices, Abergele Road, Colwyn Bay.
2. **Over the Telephone:** You can pay by Visa or Debit Card, over the telephone, by calling 01492 574173. An advisor will take your details and fee and notification will be forwarded to the Inspecting Officer. Please note a charge of 1.16% is made for Credit Card payments.
3. **By Post:** Please complete this form and return it to the address above with the correct fee and relevant paperwork requested. Please **DO NOT** send cash. Cheques should be made payable to “Conwy County Borough Council”. A receipt will be sent to you.

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

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

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

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.