



Amber Valley
Borough Council

Office Use Only
Request Reference Number.....

HOUSING INSPECTION APPLICATION FORM

Please use **BLOCK CAPITALS**

This form should be completed and submitted before Amber Valley Borough Council will carry out a house inspection.

In order to assist in processing your application as quickly as possible, it would be helpful if you would provide the following information:

Your Full Name

Your Address.....

.....**Post Code**.....

Address to be inspected (if different from above)

.....**Post Code**.....

Your Telephone Number: Daytime.....**Evening**.....

Has the person intending to move to the UK made an immigration application? Yes/No

If Yes – What is there application reference number?.....

If No – What is the person’s full name.....**Male/Female**

Their Date of Birth.....**Passport Number**.....

What is the address of the High Commission that the application has been, or will be made to.....

Please list **ALL** the persons in **BLOCK CAPITALS**, including yourself, partner, children and any other person(s) (and their relationship to you) who are presently living in the property which is to be occupied by the person(s) entering the UK.

Please make sure all the information you provide below is spelt correctly as this may cause a delay in processing your application.

Name	Relationship to Sponsor	Date of Birth

I am signing to confirm to the best of my knowledge that the information I have provided above is true and accurate.

I agree that Amber Valley Borough Council can send any correspondence directly to the Embassy/High Commission concerned if it is required for immigration purposes.

I enclose a cheque for £120.38 payable to 'Amber Valley Borough Council'

Signature _____

Date _____

If there is insufficient space on this form to provide all the information requested please continue on a separate sheet of paper.

Please note the Council will take a minimum of 5 working days to process your application and so you should not delay in returning this application form.

How to make your payment

The **NON-REFUNDABLE FEE** of £120.38 (including VAT) **is payable with the return of this application** at our Ripley Cash Office. Opening hours Monday – Friday 9.00 am to 4.30 pm).

If paying by cheque please make it payable to Amber Valley Borough Council.

In person at the Town Centre Office at Town Hall, Market Place, **Ripley**

Opening times 9.00am to 4.30pm Monday to Friday

By post

Cheques should be made payable to Amber Valley Borough Council and sent with your application form to the following address:

Amber Valley Borough Council, PO Box 1, Town Hall, Ripley, Derbyshire, DE5 3BT

Post-dated cheques will not be accepted.

For Office Use only – Cost Code 3202 9563

For further information and/or assistance with completing this application form please contact

**Amber Valley Borough Council Tel: 01773 841335
Housing Team**