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Affordable Housing Assistance ~ Enquiry Form

SOUTH HAMS DISTRICT COUNCIL
Follaton House
Plymouth Road
TOTNES
Devon TQ9 5NE



01803 861234

- First time buyers must be under 35 years old and be 'local to the South Hams'
- 'Key workers' must be able to demonstrate the need to live within a specific locality.
- Properties built or provided by conversion since 1990 will not be eligible for Assistance.
- Assistance is for properties within the Council Tax Band range A to E only, which fail to meet the Decent Homes Standard.
- Conditions of future occupation will apply for 5 years.
- The maximum Assistance is £25,000.
- **Affordable Housing Assistance is in the form of a grant and the amount will depend on individual financial circumstances.**
- **Grants have to be paid back to the Council in full on a breach of conditions and will therefore be recorded on the Local Land Charges Register.**
- Assistance will not be paid if you or anyone else acting on your behalf, starts the work before you receive written approval from the Council.

Please return the completed form to Mr I J Bollans, Head of Environmental Health, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE.

N.B. Data Protection Act 1998 – The Council has a duty to protect the public funds which it administers. Information provided on this form will be held on computer, and may be used within the Council and/or shared with other bodies having similar responsibilities, for prevention and detection of fraud.

If you would like someone else to deal with enquiries from the Council on your behalf, please give their name and address below:

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PART 1: DETAILS OF OCCUPATION

- 1. (a) Your name.....
- (b) Date of birth.....
- (c) Do you have a husband/wife/partner living with you?.....
Please give their name.....
Date of birth.....
- (d) Your current address.....
.....
.....Post Code.....
Tel.no.....E-mail.....

2. Address of the property which will be the subject of the Application?
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3. Will this be your only or main home?

4. Please give the date on which you first occupied the property as owner, or the date you anticipate moving into the property:
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5. Please state the Council Tax Band of the property.....

6. When was the house built (or converted from another building)?

7. Have you children living with you?

Yes No

Please give their name(s) and date(s) of birth

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PART 2: WORKS FOR WHICH ASSISTANCE IS SOUGHT

8. Please give a brief description of the proposed works:-.....

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PART 3: FINANCIAL DETAILS

Please complete the test of resources **form EQ03B** and enclose it with this form.

Details of your financial circumstances and the information you provide will be used to decide how much you will be required to pay towards the work needed. There is no need to enclose documentary proof of your income at this stage however it will be required at the time of a full application.

Signature.....Date.....

<p>If you are related to a member of the Council or someone who works for the Council please give details:-</p> <p>.....</p> <p>.....</p> <p>I am not related to a member of the Council or someone who works for the Council. <i>(Please delete if you have given details above.)</i></p> <p>Signature.....Date.....</p>
