



APPLICATION FOR DECLARATION OF REGISTRATION

1. TO BE COMPLETED BY APPLICANT

I/We (full name of applicant(s)) _____

apply to The Committee *for the* Environment & Infrastructure for a Declaration of Registration to confirm that the Open Market dwelling known as (insert full address)

and presently owned by (insert names of owner(s)) _____

inscribed on the Housing Register under reference number (complete if known) _____

is validly inscribed in the Housing Register.

The Declaration of Registration should be sent to the following address: _____

I understand that there is a charge of £324.00 for this service and that as the applicant I am responsible for payment.

For office use
SAP Code: 250060 / EF8371

Payment method (please tick as appropriate)

Payment in person at Sir Charles Frossard House Cheque enclosed with this application

It will be necessary for a representative of The Office *of the* Committee *for the* Environment & Infrastructure to inspect the dwelling named above prior to the issue of the Declaration of Registration. Please provide details below of the person who should be contacted to arrange a site visit.

Please contact (name of contact) _____

at (name of company/address of contact) _____

on telephone number _____ to arrange a site visit.

2. TO BE COMPLETED ONLY IF BUILDING WORKS OR ALTERATIONS ARE TAKING PLACE

Plans submitted? YES/NO * delete as appropriate

Date upon which building works / alterations are due to commence / were commenced _____

Date upon which building works / alterations are due to be completed / were completed _____

IMPORTANT: PLEASE ENSURE THAT YOU READ THIS CAREFULLY it may affect your legal rights:

In issuing a declaration in response to this application, The Committee *for the* Environment & Infrastructure will be relying on information from various sources including that contained in its own records, that supplied by the Applicant and or the Owner (or their representatives) whether in writing or verbally and on the results of inspection and survey. Whilst we will act carefully and reasonably, no liability of whatever kind is accepted whether to the Applicant, the Owner or any third party as a result of the issue or non issue of any declaration, any delay in issuing a declaration or any reliance that may be placed on the declaration. The Applicant acknowledges that (i) any declaration is issued entirely on this basis and (ii) that The Committee *for the* Environment & Infrastructure would otherwise have to pass on by way of increased application fees the cost of insuring against such liability.

I declare the information I have given above is true and complete.

3. Signature of Applicant _____ **Date** _____
(all applicants must sign)

4. TO BE COMPLETED BY OWNER OR OWNER'S AGENT (only where the Applicant above is not the current owner)

I/We (name of owner/agent) _____

authorise a representative of The Office *of the* Committee *for the* Environment & Infrastructure to inspect the dwelling named above in order that a Declaration of Registration can be issued in respect of that dwelling.

5. Signature of Owner/Agent _____ **Date** _____

(If the Applicant is not the Owner this MUST be signed)