

# Accommodation Inspections for UK Entry Clearance

## Guidance notes for sponsors

Prior to allowing entry clearance into this country, confirmation is required that the proposed accommodation is safe and suitable for human habitation, and that the property will not become statutorily overcrowded with the additional occupant(s) living there. Therefore Medway Council will undertake an inspection of the property.

Before any inspection is carried out, an application form must be completed and signed by the sponsor. The application form gives us information relating to occupation of the property, and the names and relationships. The current charge for this service is £140.00.

At the time of inspection the property will be inspected by a member of the Private Sector Housing Team and the officer must confirm that the property:

- Is free from Category 1 and significant Category 2 Hazards under the Housing Act 2004;
- Is in a good state of repair; and has sufficient space to accommodate both the current occupants and any additional people who propose to live there.
- If the property is rented your landlord/agent may be contacted in connection with your application.

The following information will be required to support the inspection:

- Name, date of birth and passport/reference number of the person(s) seeking entry to the UK;
- Copy of a tenancy agreement
- Name and date of birth of other occupants in the property to be inspected; and
- Current Gas Safe Certificate for the property (if a rental).

When you have completed the forms and have provided the information requested, please return the form, along with a cheque quoting 4E25095000000000, made payable to Medway Council to:

UK Entry Inspections  
Private Sector Housing  
Medway Council  
Gun Wharf  
Dock Road  
Chatham  
Kent ME4 4TR

An inspection of the property will only be arranged when the full application and fee has been received. If you wish to keep a copy of your application, please do so before submitting to the council.

You will then be contacted to arrange a mutually convenient time for an officer to visit and inspect the property. The officer will be available to visit during normal office working hours (9am-4pm).

You will be asked to show the officer around the whole property; outlining who occupies the house and which rooms they sleep in. When the inspection is completed you will be supplied with a letter which will state:

- Your name and the name(s) of the person(s) seeking entry to the UK;
- The address of the property inspected;
- Who owns and who occupies the property;
- How the property is occupied and by whom;
- Whether the property is suitable for any potential occupier or visitor at the time of our inspection;

- Whether the property would be overcrowded by the addition of the person(s) seeking entry to the UK;
- The name of the officer to contact for further information.

### Room sizes, amenities and property condition

The bedroom sizes are a very important part of the UK Entry Clearance process. You must make sure that you follow the guidance below to aid a successful application. Please check the bedroom sizes before submitting the application, as refunds are not provided if the property does not meet the statutory requirements. The room sizes are as follows:

Floor Area m <sup>2</sup>	Permitted Numbers
10.23 or more	2
8.37 up to 10.23	1.5
6.51 up to 8.37	1
4.65 up to 6.51	0.5
Less than 4.65	Nil

*0.5 a person is classed as a child at the ages of 1-10 years; after the age of 10 the child becomes 1 person.*

### Sharing bedrooms

The following are expected to share:

- an adult couple
- 2 children under 16 of the same sex
- 2 children under 10 (regardless of sex)

The following can have their own bedroom:

- a single adult (16 or over)

- a child that would normally share but shared bedrooms are already taken, e.g. you've 3 children and 2 already share
- children who can't share because of a disability or medical condition
- a non-resident overnight carer for you or your partner (but only if they must stay overnight)

In addition to the above, the following basic standards apply:

- There must be at least one toilet and wash hand basin for every five inhabitants.
- There must be a fully functional kitchen (e.g. stoves, oven and hot and cold running water into a sink) that can support both the current and proposed number of occupants.
- There must be a fixed heating system in the property (e.g. heating in every habitable room).
- The property must be in a good state of repair with no serious defects (e.g. electrics, plumbing, roof, gutters, doors, windows etc.).

### Please note:

Medway Council will not supply any letters unless an inspection has been carried out. The Immigration Authorities will not accept letters that are greater than 12 weeks old. If your letter expires, the council will need to carry out another inspection. *The council reserves the right to make a charge for any amendments to the letter or for supplies of copies of the letter at a later date.*

*It is therefore very important that you do not request an inspection of your property for immigration purposes until you are ready to submit your full application to the relevant authorities.*

*Revisits to the property will in occur a charge of £83.50 per visit.*

To make a request for service or for further advice please contact:

Private Sector Housing on Tel: 01634 331200