



**Falkirk Council**

**Environmental Health**  
Development Services,  
Abbotsford House, Davids Loan,  
Falkirk, FK2 7YZ.  
Tel: (01324) 504982 - Fax: (01324) 504709

**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/cheque/postal order/credit or debit card at the address stated above. Application forms can also be collected at the above address.
- 2. Over the Telephone:** You can pay by using a credit or debit card, over the telephone by calling our office on the above number. An advisor will take your details and fee and notification will be forwarded to the Inspecting Officer.
- 3. By Post:** Please complete this form and return it in the business reply envelope provided with the correct fee. Please **DO NOT** send cash. Cheques and Postal Orders should be made payable to Falkirk Council. A receipt will be provided when the property has been visited.
- 4. Pay Online:** Please visit our website to make an electronic payment using your credit or debit card [http://www.falkirk.gov.uk/services/development/environmental\\_protection/housing.aspx](http://www.falkirk.gov.uk/services/development/environmental_protection/housing.aspx)

For up-to-date charges, please refer to our website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk) or contact our department on the above number. Once this form is received by Environmental Health, you will be contacted within 7 working days to arrange a mutually convenient date and time for an inspection visit.

<b>Name of Sponsor</b>	<hr/> Contact Telephone Number(s): .....
<b>Address of Property to be Inspected</b>	<hr/> <hr/> <hr/> Are you the owner of the property? <b>YES</b> / <b>NO</b> How long have you lived at this address?
<b>If you are not the owner of the property, please supply details of the name and address of the owner</b>	<hr/> <hr/> <hr/> <hr/>
<b>Address of Sponsor</b> <i>(If different to Inspection Address)</i>	<hr/> <hr/> <hr/>

Names of All People Living at the Inspection Address	Sex	Age	Date of Birth	Relationship to Sponsor (Named above)

Name of Person(s) Entering the Country	Date of Birth	Male/Female	Length of Stay	Relationship to Sponsor (Named above)

## Notes

The survey will be undertaken by an Officer from Environmental Health. The aim of the survey is to determine whether the property is safe and fit for human habitation and whether 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 in the house etc. If there are no kitchen or bathroom facilities in the property, do not submit an application as we cannot issue a report without these amenities.

You will be asked to show us around your property, outlining who occupies the house. The Officer will also measure the size of the rooms in your house, so that an assessment can be made as to whether or not the house would become overcrowded if the applicant(s) were added to the household. Access to all rooms is required.

If the house is rented, the Officer will ask to see the current gas safety record, which the landlord must provide to the tenant every 12 months. If no gas safety certificate is available, we will be unable to issue a report.

Once the survey is completed, the **sponsor** will be asked to sign the inspection form. If the sponsor is not available at the time of the survey, then the sponsor must arrange to come to the Office to sign the form before the report can be issued to confirm the property is satisfactory.

The Immigration Authorities will not accept letters that are more than 12 weeks old. If your report expires on this ground, we will not issue another report until we have carried out a full inspection again, this may incur an additional fee. **It is therefore very important that you do not submit an application for a property inspection for immigration purposes until you are ready to submit your full application to the relevant Authorities.**

Please provide all the requested information on the form. If you do not, it may be possible that the High Commission will not accept the report or that our report is inaccurate.

Office Use Only	Receipt Number:	Amount: £100.00	Receipt Date:
Appointment Details	Date:	Time:	
M3 Reference Number:		Slip Print Receipt	