



Application Form for an Occupancy Certificate of Eligibility for an Affordable Home (Discount for Sale: UDP)

Please use this form to help us and you collate the information required when applying for an occupancy certificate for an Affordable Home (Discount for Sale). The information can be provided to us as and when available, you do not have wait until you have collated all the information. So that we can start processing the application as soon as possible and any additional information can be requested if necessary.

Please check that you have the correct version of the form as, one is for Discount for Sale Properties approved under the Unitary Development Plan (UDP) (residency criteria is 10 continuous years in the last 20 years in Ceredigion) and the other is for Discount for Sale Properties approved under the Local Development Plan (LDP) (residency criteria is 5 continuous years any time in your lifetime in Ceredigion or it's adjoining Town/Community Councils)

Other affordable housing options can be found at: www.ceredigionhousing.co.uk

Section 1															
1a	<p>Are you buying the property jointly or not? (i.e. another persons name will appear on the deeds of the property after purchase)</p> <p style="text-align: center;"> Yes <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> No <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </p>														
1b	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Name & Current Contact Details</th> <th style="width: 50%; padding: 5px;">Partners Name & Current Contact Details (if applicable)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Name:</td> <td style="padding: 5px;">Name:</td> </tr> <tr> <td style="padding: 5px;">Address:</td> <td style="padding: 5px;">Address:</td> </tr> <tr> <td style="padding: 5px;">Postcode:</td> <td style="padding: 5px;">Postcode:</td> </tr> <tr> <td style="padding: 5px;">Telephone:</td> <td style="padding: 5px;">Telephone:</td> </tr> <tr> <td style="padding: 5px;">Mobile:</td> <td style="padding: 5px;">Mobile:</td> </tr> <tr> <td style="padding: 5px;">Email:</td> <td style="padding: 5px;">Email:</td> </tr> </tbody> </table>	Name & Current Contact Details	Partners Name & Current Contact Details (if applicable)	Name:	Name:	Address:	Address:	Postcode:	Postcode:	Telephone:	Telephone:	Mobile:	Mobile:	Email:	Email:
Name & Current Contact Details	Partners Name & Current Contact Details (if applicable)														
Name:	Name:														
Address:	Address:														
Postcode:	Postcode:														
Telephone:	Telephone:														
Mobile:	Mobile:														
Email:	Email:														

1b	Are you a first time buyer/buyers <div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/> No <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/> </div>	
1c	Will the household contain children? If so how may. <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Yes <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/> </div> <div style="text-align: center;"> Number of Children <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/> </div> <div style="text-align: center;"> No <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/> </div> </div> <p>Any other Dependents?</p>	
1c	Please tick the age group which applies to yourself <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 16-24 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 25-44 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 45-64 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 65-74 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 75+ <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> </div>	Please tick the age group which applies to your partner (if applicable) <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 16-24 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 25-44 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 46-64 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 65-74 <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 75+ <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/></div> </div>
Section 2		
2a	Address of Property that you are applying for a certificate for: <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	
2b	Is the property developer built or self build <div style="display: flex; justify-content: space-around; align-items: center;"> Developer Built <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/> Self Build <input style="width: 60px; height: 30px; border: 1px solid black;" type="checkbox"/> </div>	

<p>2c</p>	<p>Do you know whether the full market value of the property has been agreed between the seller and the Local Authority (LA)? (if this has not been this may delay the application process – the seller needs to contact the LA to agree the open market value of the property or proposed property.)</p> <p style="text-align: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </p>
<p>Section 3 Financial Criteria – Part 1</p>	
<p>3a1</p>	<p>Name of Mortgage Provider:</p> <p>You do not need to take out a mortgage and you can change your mortgage provider.</p>
<p>3a2</p>	<p>Mortgage Certificate/Promise/Decision in Principle enclosed?</p> <p>The information is required as it is part of the qualifying criteria. It is required even if the mortgage offer is zero or you are declined a mortgage due to income/age etc. (this information might be in a letter rather than a certificate/promise/decision in principle).</p> <p style="text-align: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Awaiting <input type="checkbox"/> </p>
<p>3a3</p>	<p>Letter/Email stating the Maximum Mortgage available to you and your partner (where applicable) if not noted on the Mortgage Certificate/Promise/Decision in Principle enclosed?</p> <p>This is asked for, as the amount of mortgage that you ask for noted on a mortgage certificate/promise may be different to the maximum mortgage that you are able to obtain.</p> <p style="text-align: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Awaiting <input type="checkbox"/> </p>
<p>3a4</p>	<p>Last 3 months payslips for yourself and your partner (if applicable) or if you are self employed your business accounts for the last 3 years enclosed?</p> <p style="text-align: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Awaiting <input type="checkbox"/> </p>
<p>3a5</p>	<p>Last P60 for yourself and your partner (if applicable) enclosed?</p>
	<p style="text-align: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Awaiting <input type="checkbox"/> </p>

<p>Financial Criteria – Part 2</p> <p>If you and your partner (if applicable) are over 65 and are unable to obtain a mortgage due to your age & are no longer working.</p>	
<p>3b1</p>	<p>Is the following enclosed: Pension details for last 3 months, annual pension statement, details of any allowances and any other income?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Awaiting <input type="checkbox"/></p>
<p>Section 3 Part 3</p>	
<p>3c</p>	<p>You or your partner (if applicable) will need to qualify for ONLY ONE of the following criteria?</p> <p>Please state name of person who you believe qualifies:</p>
<p>3c1</p>	<p>Local Person (in that you have lived in Ceredigion for a continuous period of 10 years any time in the last 20 years) <input type="checkbox"/></p> <p>If you do not qualify the Local Person criteria please consider one of the following:</p>
<p>3c2</p>	<p>Key Worker (employer or to be employed on a full time permanent 37hrs) basis <input type="checkbox"/></p>
<p>3c3</p>	<p>If you have moved to Ceredigion because you need to care for or to be cared for by someone who satisfies the local person criteria and that the close relative's own residence is incapable (even if extended as far as is permissible within the constraints of planning and other statutory law) of meeting the needs of the combined household of the purchaser and close relatives. <input type="checkbox"/></p>
<p>3c1i</p>	<p>If you believe you or your partner (if applicable) qualifies under the Local Person (3c1) criteria then this can be verified using:</p> <p>i) Electoral roll information. This information can be obtained from the Electoral Registration Department of Ceredigion County Council (Tel: 01545 572035). There is a charge for this.</p> <p>ii) Letter from Doctor. Stating the time you have been registered at the practice and your address/es while registered</p> <p>If you were at school/college anytime during the ten-year period, please contact the school/college and ask for a letter stating the address and time period you were a student.</p> <p>Please contact us if you have any problems obtaining Residency Information</p>

Is the evidence enclosed:

Yes No Awaiting

Details of the evidence that is enclosed or that you are awaiting.

Please proceed directly to Section 4

3c2i If you believe you or your partner (if applicable) qualifies under the Key Worker (3c2) criteria:

- **A key worker is someone whose job plays an important role in the provision of key services in Ceredigion.**

Teacher in a school or in a further education establishment or sixth form college, a nurse or other National Health Service Staff, a police officer, a probation service employee, a social worker, an educational psychologist, an occupational therapist employed by a local authority, a fire service employee, any other person whom the Council certifies as having employment which fulfils an important role in the provision of key services in Ceredigion

Is the evidence enclosed:

Yes No Awaiting

Details of the evidence that is enclosed or that you are awaiting.

Please proceed directly to Section 4

3c3i If you believe you or your partner (if applicable) qualifies under 3c3 criteria:

You will need to think about the available information to show how you satisfy each of i) to iv) below.

- i) why you/your close relative need to be cared for;
- ii) why your close relative's house is unsuitable for you all to live in and why it cannot be adapted or extended to make it suitable;
- iii) how your close relative satisfies the first part of this Rule;
- iv) how you are related to your close relative (brother, sister, son, daughter, parent,

grandparent, nephew, niece, husband or wife including parent-child relationships arising from adoption and relationships between those living as husband and wife including same sex couples);

In relation to i) for instance, it is likely that the person needing the care (whether you or your relative) will be receiving help from Social Services and/or the National Health Service. A letter from them might help to show that you/they need to be substantially cared for.

In relation to ii), a letter from Social Services or the National Health Service might also help in explaining why the relative's present property is unsuitable and why it cannot be adapted or extended.

In relation to iii), you will need to consider how to show that your relative satisfies the Local Person criteria (3b1).

In relation to iv), depending upon your relationship, the production of your Birth Certificate and that of your relative (e.g., parent) would show how you are related.

Is the evidence enclosed:

Yes No Awaiting

Details of the evidence that is enclosed or that you are awaiting.

Section 4 Statutory Declaration (Attached)	
	<p>The Statutory Declaration confirms in the presence of a solicitor or commissioner of oaths that following the purchase of your affordable home you and your partner and family (if applicable) will be living in your affordable home on a full-time basis and own no other residential property. You have to satisfy this rule as long as you own the affordable home and will have to confirm at the end of each year that you have done so.</p> <p>The solicitor/commissioner oaths may charge for this service and you may therefore wish to wait until you have gathered all the other information required, before obtaining this. This needs to have the solicitors/commissioner of oaths name/address details stamp included.</p>
	<p>Is the Statutory Declaration enclosed?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Awaiting <input type="checkbox"/></p>

Contact Information:

Canolfan Rheidol
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3UE

Ffôn: 01545 572067
e-bost: ldp@ceredigion.gov.uk

FORM OF STATUTORY DECLARATION AS TO RESIDENCE & OWNERSHIP

I/We, _____

of _____

do solemnly and sincerely declare as follows:-

1. I have applied to purchase the property known as and situated at

in the County of Ceredigion (referred to as “the property” in this declaration). The property is designated as an affordable dwelling pursuant to planning obligations entered into in respect of the property under Section 106 of the Town And Country Planning Act 1990.

2. I intend [together with members of my family] to occupy the property as my principal place of residence in compliance with the said obligations and confirm that following purchase I will own no other accommodation.
3. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Signature

Partners Signature (if applicable)

DECLARED at

in the County of _____ this _____ day of _____ 20

Before me, _____ a Solicitor/Commissioner of Oaths

Address/Company Details