

Application For an Immigration Inspection

Please use the accompanying notes when completing this form.

There is a charge of £155 plus VAT (£186) for an immigration inspection. We will arrange the inspection once the fee has been paid and you have completed and submitted your application form to:

The Private Sector Housing Team,
Housing Services, Rushmoor Borough Council,
Council Offices, Farnborough Road,
Farnborough, Hants GU14 7JU

The fee can be paid in cash, by card or cheque at:
Rushmoor Borough Council Offices, Farnborough Road, Farnborough,
Hants GU14 7JU when you submit your application form.

Or by post to the above addresses. Please make the cheque payable to
Rushmoor Borough Council. Please do not send cash.

For office use only

Date stamp

Fee received

Name and contact telephone number of sponsor

Name:

Telephone number:

Address of
property to
be inspected

Post Code

Are you the owner of the
property?

yes/no

If you are the owner how
long have you lived
at this address?

If you are not the owner
of the property, please
provide the name and
address of the owner.

Name:
Address:

Post Code:

Names of all people living at the property to be inspected	Sex	Date of Birth	Relationship to Sponsor named above

Names of persons entering the Country	Sex	Date of Birth	Relationship to Sponsor named above

Name and address of embassy requiring the information.

Signature of Sponsor.....

Date

An officer from Rushmoor Borough Council’s Housing Services will carry out the inspection. The aim of the inspection is to check if the property is “safe” and “fit” for the proposed number of occupants and to ensure that the property will not become overcrowded.

The inspection is visual and looks at the general condition of the property, repairs and the provision of adequate kitchen and bathing facilities.

During the inspection, access will be required to all rooms and common areas, such as the kitchens and bathrooms. It may be necessary to measure some of the rooms used for sleeping accommodation to check that they are large enough.

If the house is rented, the officer will need to see the current gas safety certificate. Unfortunately, the Council will not be able to issue a letter if this is not available.

It is unlikely that a property shared with other families will be suitable.

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398980, via email to privatehousing@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk .

2. What we need your information for and the legal basis for it

We need your personal information, some of which may be sensitive, to process your application for an Immigration Inspection. The law allows us to use your personal information in this way to carry out responsibilities under the Housing Act 1985 to establish that the property is of adequate size for the proposed number of occupants. This is one of the Council's public tasks and is in the public interest, in accordance with the requirements of UK law.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning, Council Tax, Housing Benefits, Building Control, IT, Parking, Legal Services and Waste Management in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as Hampshire County Council, HMRC, Fire Authority and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held initially in paper format and on completion, electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information, please see our retention guidelines as published on Rushmoor Borough Council's website.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right to restrict processing
- The right of access
- The right to data portability
- The right to rectification
- The right to object
- Rights related to automated decision making, including profiling
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under housing law. If you do not provide it we will be unable to process your application for an immigration inspection.