

Application Form



Need to Sell Scheme

When completing this application form, please first read the guidance in full. Please provide as much information and documentary evidence as you can, using additional sheets if needed. This will help to ensure that your application can be considered as quickly as possible. When sending supporting documentation, please send originals or certified copies.

Applications must not be bound. Please provide loose leaf.

Title: Title:
First name(s): First name(s):
Surname: Surname:
Telephone number 1: Telephone number 1:
Telephone number 2: Telephone number 2:
Email address: Email address:

Title: Title:
First name(s): First name(s):
Surname: Surname:
Telephone number 1: Telephone number 1:
Telephone number 2: Telephone number 2:
Email address: Email address:

If you are using a representative, please ensure that you include your own contact details (email address and/or telephone number) as well as those of your representative.

Address including postcode of the property which you are applying for:

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We will use email as our main means of getting in touch. If you don't check use email regularly, or you would prefer to be contacted by post, please tick below.

I confirm I do not wish to be contacted by email. Please send all correspondence by post

Contact address including postcode, if different from the address above:

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Your declaration

For all applications

Please ensure that each applicant signs and dates below and each provides an original or certified copy of one document providing proof of identity, which is current and valid and contains a photograph of the applicant(s). Examples of documentation which provide proof of identity include:

- Passport
- Driving Licence;
- National Identity Card

I/We declare that the information I/we have given on this form is correct and complete. I/We understand that HS2 Ltd and DfT will use all of the information provided on this form and all supporting evidence to determine my/our claim under the NTS.

I/We understand that security and anti-fraud checks will be undertaken on information and supporting evidence provided. This may include checks performed using market intelligence services, contacting estate agent(s) currently marketing the property and contacting any employers or prospective employers identified. I/We understand that in the event of any issues arising from these checks, this information may be referred to the HS2 Counter Fraud team for further investigation.

I/We give prior consent for any relevant checks to be undertaken and such estate agents and prospective employers to be contacted.

If I/we knowingly give information that is incorrect, or if relevant information is knowingly omitted, the application and the Government's decision on it will be void and I/we may have court action taken against me/us.

In the case of successful applications: please note that if we become aware of any information or a material change in circumstances that would affect the decision made, at any point between the decision letter being sent out and exchange of contracts, we reserve the right to review the decision. This could result in the retraction of the acceptance/offer. In this case, applicants will be entitled to reapply to the scheme to reflect their change in circumstances or additional information. We will not retract your acceptance/offer if, after a decision letter is sent out, you receive an offer on the property.

Signature(s) of the applicant(s):

Date:

Applicant 1:.....

Applicant 2:.....

Applicant 3:.....

Applicant 4 and any subsequent applicants:.....

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For applicants submitting a re-application within six months of the date on the decision letter from HS2 Ltd relating to your previous application

Please confirm the date on the previous decision letter. This must be within six months of the date on which you submit this application:

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(There is no need to submit a copy or the original decision letter – we will refer to our records to verify this information.)

Please confirm the criterion/criteria that are the subject of your re-application. This should be the exact criterion/criteria on which your previous application was unsuccessful. There is no need to submit evidence relating to criteria on which you were successful in your previous application, as long as there has been no change to your circumstances in relation to any of those criteria. (If there has been a change to your circumstances in relation to those previously successful criteria, you must submit a fresh, full application under all criteria.)

- Criterion 1: Property type
- Criterion 2: Location of property
- Criterion 3: Effort to sell and the impact of blight
- Criterion 4: No prior knowledge
- Criterion 5: Compelling reason to sell

In addition to signing the declaration on the previous page for all applicants I/we declare that there has been no change to my/our circumstances in relation to the criterion/criteria under which my/our previous application was successful.

Signature(s) of the applicant(s):

Date:

Applicant 1:.....

Applicant 2:.....

Applicant 3:.....

Applicant 4 and any subsequent applicants:

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Criterion 1: Property type

What interest do you have in the property to which the application relates? Please make sure you have read the guidance first.

- Owner-occupier of private residential property.
- Owner-occupiers of business premises with an annual rateable value of not exceeding £44,200 in Greater London or £36,000 for the rest of England.
- Owner-occupier of an agricultural unit.
- Mortgagee that has a right to the sell a property and who can give immediate vacant possession. Personal representatives of a deceased person.
- Reluctant landlord(s).
- Freehold

What category of ownership do you have?

- Freehold
- Leasehold. If leasehold, how long until your lease expires?

What Land Registry titles are included in the sale?

Please list all title numbers and state whether these are to be sold in full or part. If you only wish to sell part of your property, please provide a clear plan of the area you are applying in respect of. This must be the same as the area of the property that has been marketed for sale.

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Please include evidence to support your answers. Evidence provided should be originals or certified copies, and may include one or several of the following.

- proof of ownership – epitome of title (if the property contains more than one title, all titles should be provided), conveyance to current owner or Land Registry Office copy entry;
- For owner-occupiers of the property at the time of application we would expect applicants to provide one piece of evidence that is dated within the three months immediately prior to the date that the application is dated. The second piece of evidence is then expected to be dated at least six months prior to the date of the first piece of evidence.

Where a property is empty, you may still be eligible. You will need to evidence that the property has been empty for no longer than 12 months from the date of application and you were an occupier for at least 6 months prior to the property being empty. We would expect to see evidence of the date the property was vacated together with two pieces of evidence demonstrating occupation for a period of 6 months prior to the property becoming empty.

We require two documents which must be from different organisations; you can choose to provide one document from list A and one document from list B, or two documents from list A. In relation to this, all documents must show all applicants names, the property address and must be original or certified copies of paper statements- i.e not printed from the internet or from an electronic copy.

We acknowledge that this may mean you need to request a paper copy of statements from relevant organisations.

List A:

- Bank or building society statement displaying issue, not just a statement period
- Owner occupier mortgage statement
- Credit card statement displaying a date of issue, not just a statement period
- Loan statements or Student Loan statement
- Documentation and correspondence with respect to State Pensions, Tax Credits, Universal Credits or Benefits
- Private pension statements where you are currently in receipt of a pension.

List B:

- Utility bills e.g. gas, electricity, water or fixed line telephones
- Local authority tax bill (e.g. council tax, business rates)
- Home contents insurance certificate issued within (and the cover relating to) the specific period for the relevant address. If you wish to submit this, you will also need to provide the buildings insurance certificate for the property, for the same period (if they are separate), in order to demonstrate that both buildings and contents insurance is taken out as an owner-occupier.

Please note that we may ask for additional evidence to verify statements where we have queries, and that we may check the electoral role or other sources to verify statements made.

Examples of evidence that is not acceptable, because it would not provide a reliable verification of occupancy, are:

- Provisional or full driving licences;
- National Insurance cards;
- Mobile phone bills;
- Letter from a GP, dentist or similar, and
- TV Licence and other related documents.

In addition to the above, if you are not an owner-occupier, you will need to submit some additional evidence.

Mortgagees:

- Details of any mortgage roll or reference number with contact details for the bank/mortgagee.
- Proof of being a mortgagee and proof of ability to sell the property with vacant possession.

Personal representatives of a deceased person:

- Death certificate, power of attorney, grant of probate, last will and testament and letters of administration.
- Please note you will need, where possible, to provide evidence that the deceased person occupied the property prior to their death, in line with the requirements for owner-occupiers detailed above.

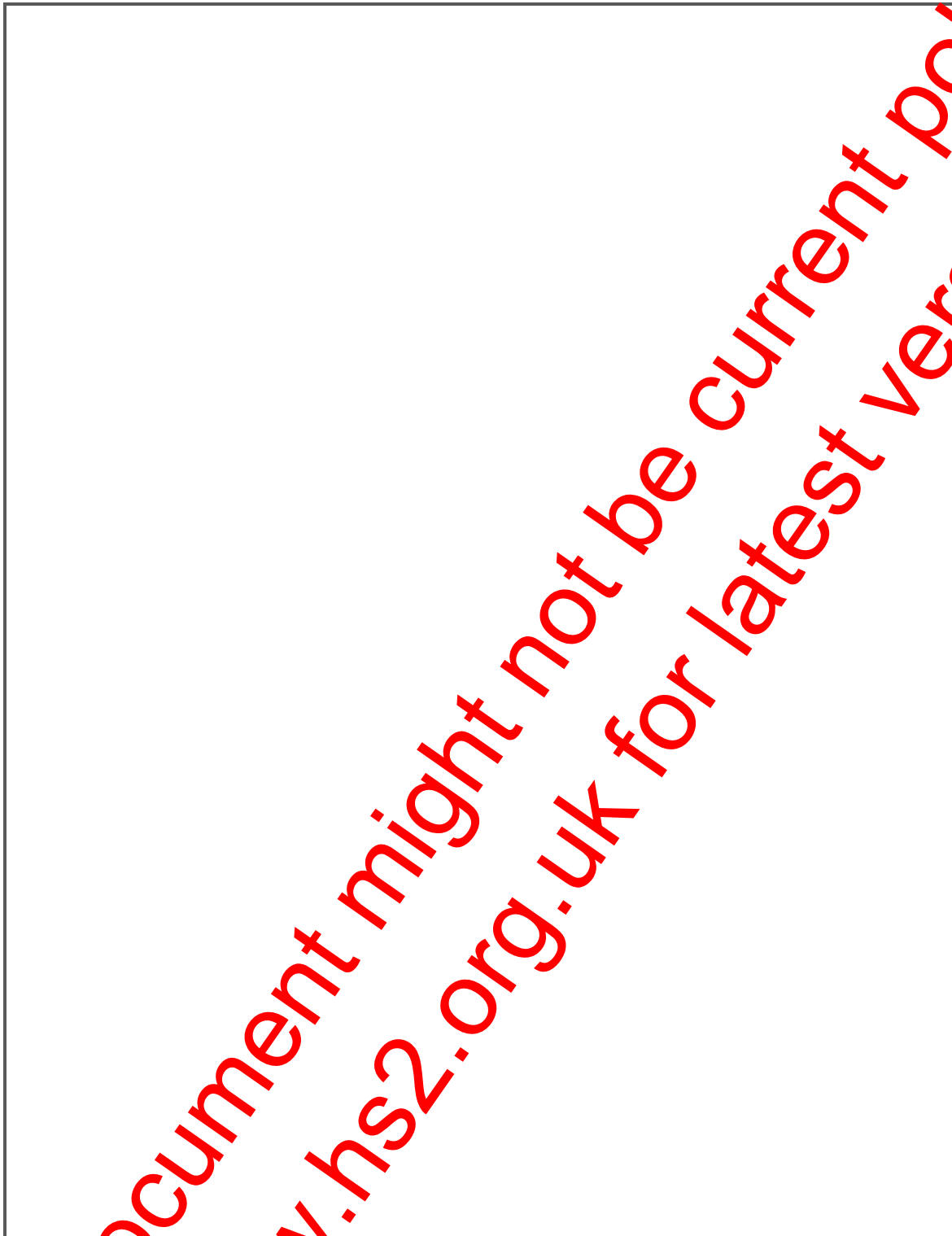
'Reluctant landlords':

- Where relevant, a copy of all tenancy agreements for the applicant's new accommodation since the applicant moved out of the subject property, including proof that the earliest agreement commenced after 11 March 2010 (Phase One), 28 January 2013 (Phase 2a) or 7 July 2016 (Phase 2b M18 route), or evidence of other living arrangements.
- Copy of any tenancy agreements undertaken for the subject property since the applicant moved out of the subject property.
- If the subject property is currently vacant, evidence of marketing of the subject property for letting.
- If the subject property is currently vacant, a Council Tax bill to prove this.
- Proof of current residency at the applicant's current rented residence(s).
- Proof of residence by the applicant at the subject property for a minimum period of six months within the 18 months prior to the applicant moving out.

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Criterion 2: Location of property

Briefly, describe the location and nature of the property and its surroundings, with reference to the location of the HS2 route. Please make sure you have read the guidance first.



Please include evidence to support this description with this application. For example, this may include:

- the filed plan held at the Land Registry (originals or certified copies);
- a plan of the agricultural unit subject to the application;
- a map pinpointing the precise location and outline of boundary of the property, where identification by address might be difficult; or
- supporting evidence in relation to your statement above, such as photographs of the existing surroundings, maps, plans or drawings.

Criterion 3: Efforts to sell and impact of blight

Make sure you have read the guidance first. Please provide details of the marketing proposals that you received for your property before selecting the estate agent(s) to sell your property. You must provide evidence of having approached **at least three** estate agents.

Estate agency name and office address/website	Date of proposal	Proposed price

When was the property first placed on the market?

What was the initial asking price for the property?

What is the current asking price for the property? Please list all reductions that have been made to the asking price and when these took place.

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 How has the property been marketed?

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Number of viewings the property has received:

Please provide details of any offers you have received for the property.

Date of offer	Via (estate agent, or if privately please state)	Offer amount	Outcome and details

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Contact name, company name, address, email address and telephone number of agent(s) currently marketing the property:

Estate Agent:

Contact Name:

Branch Address:

Telephone Number:

Email Address:

I confirm that:

- I have approached at least three agents for a market appraisal
- My property has been on the market for at least three months with one or more agents
- I have tested at least one reduction to the asking price
- I have received feedback from estate agents and/or potential buyers that HS2 is preventing the property from selling
- I have not received an offer within 15% of the unblighted asking price, or if I have, I can demonstrate that this offer was unreasonably low specifically because of HS2
- I am not currently selling my property to anyone else and do not have any outstanding offers that I have not accepted or rejected at this time.

Please include evidence to support your answers. Evidence provided should be originals or certified copies, and should include the following (where you hold this information). Please tick each item of evidence that you have provided:

- Valuation and marketing proposal letters from prospective agents from whom you took advice prior to placing the property on the market with your appointed agency
- Instruction letter from an estate agent (or estate agents, in the case of joint or multiple agency appointments)
- Sole or joint agency or sales agreement (e.g. your contract with your estate agent). **It is essential that you provide this**
- Proof of date on which marketing commenced (e.g. correspondence from your estate agent, mailshot, newspaper advert, internet entry)
- Sales particulars produced by current and previous estate agents for your property
- Evidence of marketing activity, such as advertisements in local/national media, internet marketing using national or local websites, evidence of 'For Sale' board
- Feedback from viewings of the property and/or from those who chose not to view, directly from viewers and/or from current and previous estate agents
- Other letters and any other relevant documentation held by your agent(s)
- Evidence of offers received and the outcome of these

If you have approached a number of recognised estate agents and all have refused to market your property due to HS2, please provide all evidence of this. For example, this might include originals or certified copies of letters or print-outs of emails in which agents state why they refuse to market the property, records of appointments with estate agents visiting your property and promotional materials addressed to you prior to the agent refusing to market the property.

Criterion 4: No prior knowledge

On what date did you purchase or acquire the property?

Please include evidence to support this. If the property is registered with the Land Registry, the copy of the title already provided for Criterion 1 is enough – there is no need to provide two copies.

If you purchased your property after 11 March 2010 (for Phase One), 28 January 2013 (for Phase 2a or 2b) or 7 July 2016 (Phase 2b M18 route), you will need to show additional evidence that you could not have known that the HS2 route might be in the vicinity of your property when you purchased it. (For example, originals or certified copies of local authority search reports undertaken as part of the conveyance process, showing that they make no mention of a proposed high speed rail line).

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Criterion 5: Compelling reason to sell

Describe why you have a compelling reason to sell your property. Please read the guidance first. On pages 31 to 39 of the guidance, you will find summary examples of successful and unsuccessful applications under criterion 5 and the types of evidence that could be submitted for certain reasons to sell, which may help you



Please include relevant supporting evidence (either originals or certified copies). You will find summary examples of other applications received on pages 31 to 39 of the guidance, which may help you understand what types of evidence the panel may expect to see in applications similar to your own. Depending on the compelling reason put forward, examples of documentary evidence can include, but are not restricted to:

- birth certificates, benefits statements, correspondence with schools/childcare providers;
- passports;
- official divorce documents;
- court orders, including court orders to sell the property;
- utility bills;
- bills for council tax, telephone, fuel and other essential services;
- bank/building society statements;
- credit card statements/bills;
- payslips;
- HM Revenue and Customs-issued statements, such as P60 or P45;
- HM Revenue and Customs tax documents e.g. tax assessment, statement of account, notice of coding;
- mortgage statements and other correspondence from mortgage providers;
- letters from health authorities and trusts, hospitals, medical consultants, GPs or dentists;
- audited/auditable company accounts;

- letters from employers regarding redundancy, employment contracts, etc;
- receipts, invoices or other documentation evidencing financial expenditure;
- statements of account regarding savings, ISAs, shares, bonds, share options and other financial products representing assets;
- death certificates, wills, grant of probate, letters of administration;
- correspondence from Government departments (e.g. evidencing receipt of benefits or other entitlements); or
- letters and other documentation from qualified solicitors, accountants, barristers, chartered surveyors and other professionals.

Where bank, building society or credit card account statements are downloaded from an online banking facility and as a result do not contain the applicant's name, account number, details of the bank or the logo, please provide evidence that this documentation was sourced from the bank, credit card company or building society and represents the account in question.

Documentation, including that suggested in the examples above would need to be used to evidence each and every statement about why you consider that you have a compelling reason to sell your property to avoid a situation of unreasonable burden. Three simple examples of what we mean by evidencing of individual statements' might be:

- A P45, offer letter from a new employer, and a copy of an employment contract confirming a job offer or a change in employment involving a significant change in location;
- child benefit statements proving that there are children in the household and that they are dependants of the applicant(s); and
- signed and dated letters from lenders, a number of recent months' bank or building society (savings accounts) and mortgage statements, payslips, HM Revenue and Customs statements and a summary of income and outgoings as evidenced, which together provide full evidence of the financial difficulties described and how urgently they need to be resolved.

Financial matters

If your compelling reason to sell includes financial matters, it is very important that you provide documentary evidence (i.e. official paperwork/records) of a complete picture of your finances, including full evidence of your income and outgoings, plus savings/loans/other assets/mortgages where relevant, for an appropriate period (normally at least the last six months) preceding the date of your application.

Job relocation

Where a job relocation/job move is included in the reasons for the application, the panel and decision maker would expect as a minimum that applicants submit (originals or certified copies):

- An official signed letter to the applicant confirming the relocation/job offer from a named person at the employer, on headed paper;
- If not provided in the letter, confirmation of the position of the person at the employer and their involvement in the recruitment/relocation process;
- Documentation or correspondence providing the specifics of where the relocation is from and to, and the time scales involved; and
- Documentation or correspondence evidencing the reasons for the job move/business case for the relocation where possible/applicable.

Please tick the boxes for each section that you have completed and provided evidence for:

- Criterion 1: Property type
- Criterion 2: Location of property
- Criterion 3: Effort to sell and impact of blight
- Criterion 4: No prior knowledge
- Criterion 5: Compelling reason to sell

Please list in order the supporting evidence that you are sending along with this application form. Please use additional sheets if necessary.

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Please provide any other information that you think is relevant to your application on additional sheets enclosed with your application. Please number the additional sheets and state the criterion to which they relate.

Please state here the number of additional sheets (excluding supporting evidence):

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How your personal information will be used

The personal information you have provided here will be used by the Department for Transport and HS2 Ltd solely for the purpose of processing your application under the Phase One NTS.

We will not disclose your information to other organisations except to prevent fraud or if required to do so by law.

The original of this application form and all supporting documents will be returned to you subject to a copy being retained for our records.

For further details on how your information is used, how we maintain the security of your information, and your rights to access the information we hold, go to the following web address: www.gov.uk/hs2

Where did you hear about the Need to Sell scheme?

To help the Government understand how effective the communications have been about the NTS scheme, please can you tell us where you first heard about it?

- National media
- HS2 Ltd or DfT staff
- Local media
- Word of mouth
- Internet search/browsing (incl. HS2 web pages)
- Library or community venue Public consultation material or event
- Anti-HS2 campaign group
- MP or MP's office
- Other

Submitting your application

Send completed application forms, along with all supporting evidence, in hard copy/paper format to the address below. **Please note this is not the same as the head office address printed on the cover of this document.** Although we do not insist on applications being sent using recorded or special delivery, this is strongly recommended to ensure safe receipt.

High Speed Two Limited
Need to Sell scheme Secretariat
The Podium
1 Eversholt Street
London
NW1 2DN

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