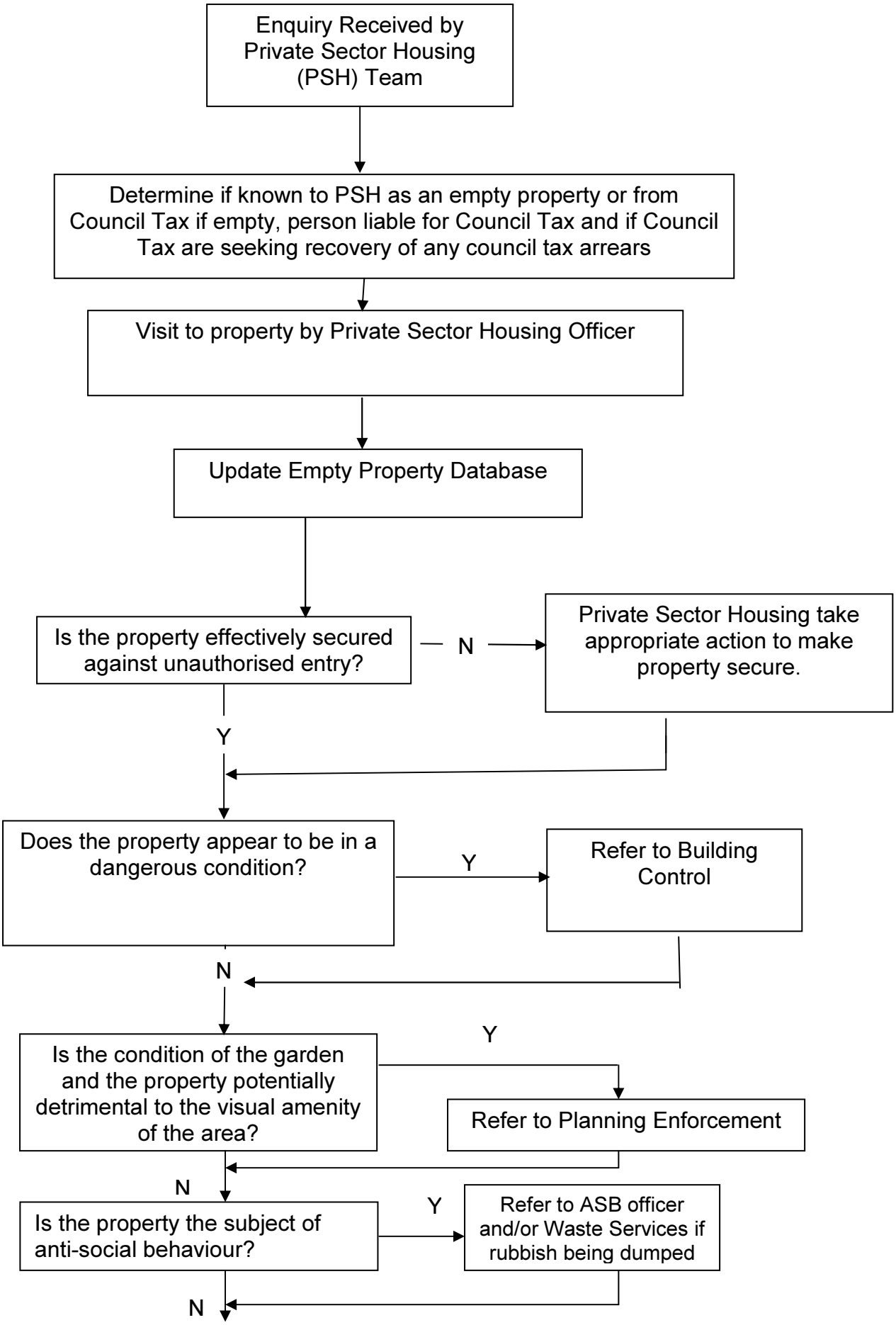
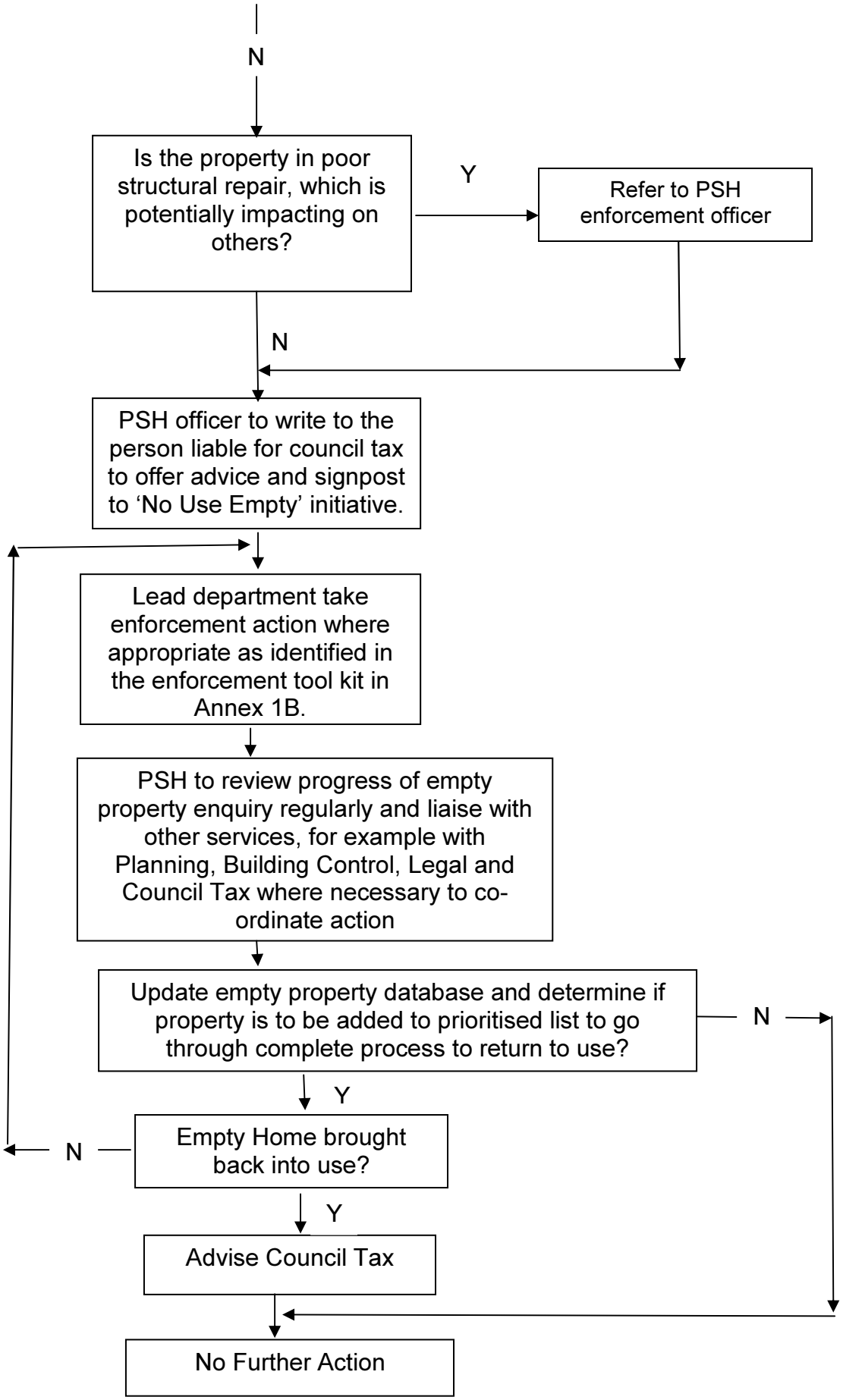
Annex 1A – Processing of an Empty Property Enquiry



Annex 1A


N
Is the property in poor structural repair, which is potentially impacting on others?
Y
Refer to PSH enforcement officer
N
PSH officer to write to the person liable for council tax to offer advice and signpost to 'No Use Empty' initiative.
Lead department take enforcement action where appropriate as identified in the enforcement tool kit in Annex 1B.
PSH to review progress of empty property enquiry regularly and liaise with other services, for example with Planning, Building Control, Legal and Council Tax where necessary to co-ordinate action
Update empty property database and determine if property is to be added to prioritised list to go through complete process to return to use?
N
Y
Empty Home brought back into use?
N
Y
Advise Council Tax
No Further Action