Annex 1A – Processing of an Empty Property Enquiry

```
┌─────────────────────────────┐
│     Enquiry Received by      │
│    Private Sector Housing    │
│        (PSH) Team            │
└─────────────────────────────┘
              │
              ▼
┌───────────────────────────────────────────────────┐
│  Determine if known to PSH as an empty property or  │
│  from Council Tax if empty, person liable for        │
│  Council Tax and if Council Tax are seeking          │
│  recovery of any council tax arrears                 │
└───────────────────────────────────────────────────┘
              │
              ▼
┌───────────────────────────────────────────────────┐
│  Visit to property by Private Sector Housing Officer │
└───────────────────────────────────────────────────┘
              │
              ▼
┌───────────────────────────────────────────────────┐
│            Update Empty Property Database            │
└───────────────────────────────────────────────────┘
              │
              ▼
┌──────────────────────────────┐         ┌──────────────────────────────┐
│ Is the property effectively   │── N ──▶│ Private Sector Housing take    │
│ secured against unauthorised  │         │ appropriate action to make     │
│ entry?                        │         │ property secure.               │
└──────────────────────────────┘         └──────────────────────────────┘
              │ Y
              ▼
┌──────────────────────────────┐    Y    ┌──────────────────────────────┐
│ Does the property appear to   │────────▶│     Refer to Building          │
│ be in a dangerous condition?  │         │        Control                 │
└──────────────────────────────┘         └──────────────────────────────┘
              │ N
              ▼
┌──────────────────────────────┐    Y    ┌──────────────────────────────┐
│ Is the condition of the       │────────▶│  Refer to Planning Enforcement │
│ garden and the property       │         │                                │
│ potentially detrimental to    │         └──────────────────────────────┘
│ the visual amenity of the     │
│ area?                         │
└──────────────────────────────┘
              │ N
              ▼
┌──────────────────────────────┐    Y    ┌──────────────────────────────┐
│ Is the property the subject   │────────▶│  Refer to ASB officer          │
│ of anti-social behaviour?     │         │  and/or Waste Services if      │
└──────────────────────────────┘         │  rubbish being dumped          │
              │ N                          └──────────────────────────────┘
              ▼
```

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