

**Supplementary Evidence Sheet**  
**Improvement Notices & Prohibition**  
**Orders**  
You must attach this to your RRO  
Application



**Supplementary Evidence sheet – 2 ‘Improvement Notices & Prohibition Orders’**

*Did you know...*

If you live in a rented house or flat, on which the local housing authority have served an improvement notice or prohibition order under the Housing Act 2004, if your landlord fails to comply with the notice or order, you may apply to the First-Tier Property Tribunal for up to 12 months’ rent repayment order.

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*This form will help to ensure that you have all the documents ready in order to make an application to the First-Tier Tribunal (Property Chamber) for a Rent Repayment Order*

**APPLICANT NAME** *Mr/Mrs/Ms/Miss*.....

**CURRENT ADDRESS** *(the address of where you live now)*.....

.....

**CONTACT NUMBER(S)**.....

**PLEASE ANSWER THE FOLLOWING QUESTIONS TO SEE IF YOU ARE ELIGIBLE TO APPLY FOR A RENT REPAYMENT ORDER (‘RRO’)**

**ADDRESS OF PROPERTY RRO APPLICATION RELATES TO** *(if different from the address mentioned above)*

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**SECTION 1**

**ADDRESS OF PROPERTY FOR RRO APPLICATION:** .....

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This section is about you, the people you live/lived with and the property you live/lived in. It is important that you give as much detail as possible and also provide any paperwork or documents that will support your answers. *(See attached 'A Tenant's Guide to Rent Repayment Orders' for more information)*

1. I am;

- a) a tenant of a private landlord (not a council tenant)      YES                       NO
- b) living with 2 other people that I am not related to      YES                       NO
- c) living with 4 other people that I am not related to      YES                       NO
- d) living in the same property as my landlord      YES                       NO

2. The property I live/lived in is;

- a) a shared house      YES                       NO
- b) a bedsit      YES                       NO
- c) a flat      YES                       NO
- d) other      YES                       NO

3. I share amenities (kitchen/bathroom/toilet) with other's who live/lived in my house/flat;

- a) Kitchen      YES                       NO
- b) Bathroom      YES                       NO
- c) WC or toilet      YES                       NO

## SECTION 2

This section is about you & your landlord (or managing agent) and what type of agreement you have/had with them.

1. I lived at the above address; *(Please give actual date(s) from/to)*

**From:** ..... **To:** .....

2. a) My landlords name, address and contact details are;

**Name:** ..... **Tel:** .....

**Address:** .....

b) My Managing Agents name, address and contact details are;

**Name:** ..... **Tel:** .....

**Address:** .....

3. My landlord/Agent gave me;

a) a Tenancy Agreement YES  NO

b) a Lodger agreement YES  NO

c) I don't have a written agreement YES  NO

4. I pay my rent to; *(Please give full name(s) of any person(s) who collect rent payments)*

**Name:** ..... **Tel:** .....

**Address:** .....

5. The amount of rent I pay is;

**Amount: £**.....

6. I pay my rent by;

a) direct debit YES  NO

b) bank transfer YES  NO

c) cash payments YES  NO

d) Housing Benefit/Universal Credit (UC) YES  NO

If you answered 'YES' to question d) Housing Benefit/UC please contact the Council's Private Sector Housing Team [private.housing@bristol.gov.uk](mailto:private.housing@bristol.gov.uk) or Tenancy Relations [tenancy.relations@bristol.gov.uk](mailto:tenancy.relations@bristol.gov.uk)

7. I pay for my rent;

a) every 4 weeks YES  NO

b) once a month YES  NO

c) every week YES  NO

8. I have got copies of my rent receipts and/or bank statements showing my rent payments;

Date: ..... Date: .....

Date: ..... Date: .....

Date: ..... Date: .....

Date: ..... Date: .....

Date: ..... Date: .....

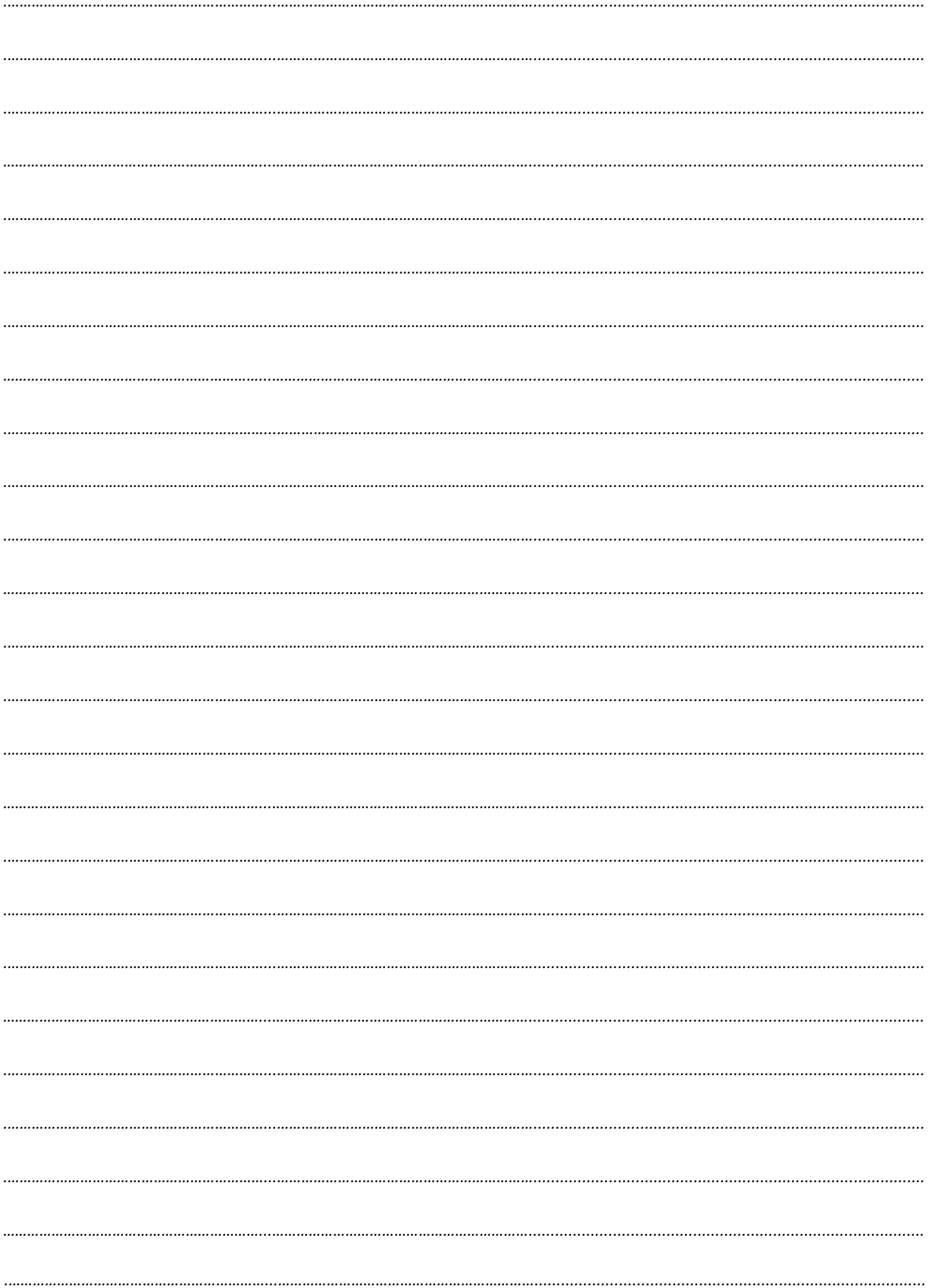
Date: ..... Date: .....

9. Do you have any other way of proving that you live at the house or flat? This could be mobile phone bills, electricity, gas or water bills or Council Tax letters; (These letters must have your name and the address of the property the RRO relates to)

YES  NO

If you answered 'YES' please provide details of *all* documents that you can use to prove you have lived at the property (use separate sheet if necessary);

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### **SECTION 3**

This section asks you to provide evidence to support your application. It is important that you provide as much detailed information as possible, and also provide documents that will support your answers. *(You will need to ask Bristol City Council to provide copies of all improvement notices or prohibition orders that they have served on your landlord)*

1. I have evidence provided by Bristol City Council that my landlord has been served;

a) an Improvement Notice YES  NO

b) a Prohibition Order YES  NO

2. The reason(s) my landlord has been served this notice is because the property;

a) is in poor condition YES  NO

b) is not suitable for sleeping accommodation YES  NO

3. Bristol City Council have provided written evidence in the form of the following;

a) a copy of the Improvement Notice YES  NO

b) a copy of the Prohibition Order YES  NO

c) a copy of the initial warning letter YES  NO

4. Bristol City Council have confirmed that my landlord is aware of the Notice or Order because;

a) Bristol City Council received a response from landlord YES  NO

b) the tenants received a copy of the Improvement Notice YES  NO

c) the tenants received a copy of the Prohibition Order YES  NO

## SECTION 4

This section is about the cost of making an application to the First-Tier Property Tribunal for an RRO. The initial fee for an RRO is £100 and this must be paid by cheque or postal order and sent with your completed application form.

1. Are you able to pay the £100 application fee? YES  NO

2. If you answered 'YES' to question 1, please give a date when you *will* be able to make the payment;

*Date:* .....

3. Do you have access to funds that could be paid back should your application be successful?

YES  NO

4. Are you currently receiving any financial help such as Housing Benefit or Universal Credit?

YES  NO

If you answered 'YES' to question 4, please click on the following link to the Governments website and a short questionnaire to check your eligibility for help with the cost of this application.

<https://www.gov.uk/get-help-with-court-fees>

## SECTION 5

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### APPLICANT DECLARATION

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This section asks you to confirm the details you have given in your application and to declare that the information you have provided is true to the best of your knowledge. Please note, you are also giving your consent to the following;

- If you have requested a representative from Bristol City Council to act on your behalf in regards to this application. Please note that the Council is **NOT** giving legal advice or acting as your legal representative.
- If your initial RRO application fee of £100 was paid by Bristol City Council, by signing this declaration you are also agreeing to repay the *full amount* should your application for a rent repayment order be successful and the decision made by the First-Tier Tribunal (Property Chamber) is in your favour.
- If the First-Tier Tribunal request a hearing and your fee of £200 was paid by Bristol City Council, by signing this declaration you are also agreeing to repay the full amount should your application for a rent repayment order be successful and the decision made by the First-Tier Tribunal (Property Chamber) is in your favour.
- You agree to pay Bristol City Council should your application for a rent repayment order be successful and the decision made by the First-Tier Tribunal (Property Chamber) is in your favour. The sum of the fee shall be dependent on the number of months' rent awarded by the First-Tier Tribunal. . Table of Fees provided below.

Number of months' rent awarded	Fee	VAT	Total fee to be paid to Bristol City Council	Tribunal Application Fee to repay	Tribunal Hearing fee to repay	Max total amount payable to BCC
1	£65	£13	£78	£100	£200	£378
2	£130	£26	£156	£100	£200	£456
3	£195	£39	£234	£100	£200	£534
4	£260	£52	£312	£100	£200	£612
5	£325	£65	£390	£100	£200	£690
6	£390	£78	£468	£100	£200	£768
7	£455	£91	£546	£100	£200	£846
8	£520	£104	£624	£100	£200	£924
9	£585	£117	£702	£100	£200	£1,002
10	£650	£130	£780	£100	£200	£1,080
11	£715	£143	£858	£100	£200	£1,158
12	£780	£156	£936	£100	£200	£1,236



Please be aware that the First-Tier Tribunal can award costs against you in favour of the landlord if it is deemed you or your representative has unreasonably increased costs incurred by another party (sometimes called a 'wasted costs' order) or a party has unreasonably, brought, defended or conducted a case before the tribunal.

**BEFORE SIGNING THIS DECLARATION YOU MUST ENSURE THAT YOU HAVE CHECKED ALL OF YOUR ANSWERS AND THAT YOU ARE ABLE TO PROVIDE THE DOCUMENTS TO SUBMIT WITH YOUR RENT REPAYMENT ORDER APPLICATION**

**APPLICANT**

I, Mr/Mrs/Ms/Miss..... Of

(address).....

Signature:..... Date:..... Phone

number:.....

**OFFICER OF BRISTOL CITY COUNCIL**

Mr/Mrs/Ms/Miss..... Of

Bristol City Council.....

Signature:..... Date:.....

**Authority to Act on Behalf of Tenant(s) in application for a Rent Repayment Order**

I *Mr/Mrs/Ms/Miss* .....

*[Name of tenant]* of

.....

*[Address of tenant]* authorise and give consent to

*Mr/Mrs/Ms/Miss*..... *[Name of*

*representative]* to act on my behalf in the process of applying for a Rent Repayment Order

to reclaim rent paid at .....

*[Address RRO application relates to and where tenant is/was living when the offence was committed].*

I request that those who it may concern provide my representative with all relevant

information and to discuss the details of my case including any necessary financial data.

**Signed:**

.....

**Name:**

.....

**Date:** .....