

Supplementary Evidence Sheet
Breach Of Banning Order
You must include this with your RRO
Application Form



Supplementary Evidence sheet – 4 ‘Breach of A Banning Order’

Did you know...

If you live in a privately rented house or flat and your landlord has been banned from managing or letting properties, holding a property licence and they are named on the national database of Rogue Landlords and Agents, they may be breaking the law and might be made to repay up to 12 months of backdated rent payments if an application is made to the First-Tier Tribunal (Property Chamber) for a ‘Rent Repayment Order’

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:

.....

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 guidance notes for more detailed information)*

1. I am;

- | | | |
|--|------------------------------|-----------------------------|
| a) a tenant of a private landlord (not a council tenant) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b) living with 2 other people that I am not related to | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c) living with 4 other people that I am not related to | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d) living in the same property as my landlord | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

2. The property I live/lived in is;

- | | | |
|-------------------|------------------------------|-----------------------------|
| a) a shared house | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b) a bedsit | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c) a flat | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d) other | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

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

- | | | |
|-----------------|------------------------------|-----------------------------|
| a) Kitchen | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b) Bathroom | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c) WC or toilet | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

SECTION 2

This section is about you & your landlord (or managing agent) and the 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 or Tenancy Relations tenancy.relations@bristol.gov.uk

7. I pay my rent;

a) every 4 weeks

YES

NO

b) once a month

YES

NO

c) every week

YES

NO

8. I can provide copies of 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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.....

A series of horizontal dotted lines spanning the width of the page, providing a template for text entry.

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

5. Bristol City Council have confirmed that my landlord;

a) has been issued with a Civil Penalty Notice YES NO

b) has been prosecuted for a housing offence YES NO

c) has been placed on the rogue landlord database YES NO

SECTION 4

This section is about the cost of making an application to the First-Tier Tribunal (Property Chamber) 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

APPLICANT DECLARATION

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: