

**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**Application for purchase of:**

**Lightwell space**

**Removal of non-demised load bearing wall**

**Release of restrictive covenant**   
**other** (Please state)

---



---

<b>NAME OF APPLICANT(S) / LEASEHOLDER(S)</b>	1)	
	2)	
	3)	
	4)	

<b>ADDRESS OF APPLICANT(S) / LEASEHOLDER(S)</b>	
	Postcode

<b>ADDRESS OF PROPERTY</b> (if different from above)	
	Postcode

<b>NAME OF MAIN CONTACT</b>	
<b>DAYTIME TELEPHONE NUMBER</b>	

<b>EVENING TELEPHONE NUMBER</b>	
<b>MOBILE TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	

**IS THE SPACE ONLY ACCESSIBLE THROUGH YOUR FLAT?**

**YES**

**NO**

**DOES THE SPACE CONTAIN ANY FITTINGS, SUCH AS WATER TANKS?**

**YES**

**NO**

**If yes then please give details:**

**DO YOU CURRENTLY USE THE SPACE FOR STORAGE?**

**YES**

**NO**

**DO YOU INTEND TO CARRY OUT A CONVERSION?**

**YES**

**NO**

**ARE YOU AWARE OF OTHER PROPERTIES IN THE LOCALITY HAVING CONVERSIONS?**

**YES**

**NO**

**HAVE YOU APPLIED FOR PLANNING PERMISSION TO DO A CONVERSION?**

**YES**  planning reference number

**NO**

IF YOUR ANSWER IS “YES”, THEN PLEASE GIVE PLANNING

REFERENCE NUMBER:

**HAVE YOU DISCUSSED YOUR PLANS WITH OTHER OCCUPANTS OF THE BUILDING?**

YES

NO

(NOTE: IF YOUR ANSWER IS “NO” THEN IT MAY BE ADVISABLE TO DISCUSS YOUR PLANS WITH YOUR NEIGHBOURS.)

**IF YOUR ANSWER IS “YES”, WERE ANY OBJECTIONS RAISED?**

YES

NO

(Note: If yes, please give details. Other resident will be contacted by the council)

Full Name	Signature	Date

Please return the completed form to: [h&fhomebuy@lbhf.gov.uk](mailto:h&fhomebuy@lbhf.gov.uk)

## **IMPORTANT NOTES FOR APPLICANTS**

1. Please complete this form as fully as possible and return it to the address show on the form.
2. Please include a copy of your Lease and a colour copy of the Lease plan
3. Where a Lightwell space/storage space/other is large enough for a conversion the valuation will take into account the market value of the conversion.
4. Please include photos of the area space to be valued
5. We will notify the Property Compliance Team of your proposed purchase and subsequent alterations.
6. No works/alterations can be undertaken until you have obtained all the relevant consents, including Planning Approval, Building Control Approval and **Landlord's consent to the alterations**. All approvals must be obtained in writing.
7. All works must be undertaken by a competent builder and carried out to the satisfaction of the Councils' surveyor.
8. The conversion/alterations will increase your buildings insurance costs and could increase your service charges liability. You may also be made responsible for any remedial works to the roof affected by the conversion.
9. You will be liable for any costs incurred by the Council in the sale of the Lightwell/space whether or not the transaction is completed
10. You are advised to consult with your neighbours before making an application to purchase the space for conversion purposes. Any objections to development at a later date may result in delay or refusal.
11. Please note that your application will be deemed to have been withdrawn if you do not provide documents or payment within 28 days of a request being made.
12. It is recommended that you obtain independent legal advice on all aspects of your space purchase and any associated works you may wish to carry out. The Council is unable to provide any legal advice.

Prices can vary broadly, for illustration purposes, one of these transactions can vary from £3,000 to £90,000 on average depending on the size, development potential and location. Please note this is only an indication of the likely price and not an actual valuation which could change in line with property market. A valuation will be undertaken to assess the actual value.

You will be required to pay for the valuation. **(You will be notified of cost of the valuation before proceeding with the application)**

When you receive the valuation Offer, you will have 14 days in which to accept the Offer.

For some alterations, such as building an extension, the building's insurance premium will be updated to reflect the increase in the property size. The Council will also amend the service charge percentages for all the properties in the building to ensure that service charges are apportioned fairly.

As part of the application process surveyors will survey all the flats in the building and draft new floor plans. The percentage of service charges to be contributed by each flat will then be re-assessed. The cost of the survey plans and possible lease variations will be the responsibility of the leaseholder applying for the purchase. The applicant (leaseholder(s) applying) will also be responsible for the costs of legal advice and/or representation of affected residents.

### **How much will it cost?**

As well as submitting a completed application form, you will be required to pay a valuation fee to start the application, please contact us to confirm the fee for your application.

### **Home Buy Administration fee**

The total Home Buy administration fee is £232

You are also required to pay part of this fee before we can progress your application.

£182 is payable to start the application and £50 will be payable on completion.

### **Paying the initial fees:**

You can pay the fees by credit or debit card by calling: 02087536464

### **Legal fees**

The legal fees are charged on an hourly basis and payable on completion. The hourly rate for legal officers is £72\* per hour. Following referral of the case to the legal department, the legal officer will review the instructions for the preparation of the lease document and provide you with an estimate of the legal fees. The final legal fees will be confirmed at the conclusion of the matter.

The administration fees and the legal fees will need to be paid by you prior to the issue of the lease document.

\* Please note that fees are subject to change and for guidance purposes only. You will be asked to pay the precise fees when the draft lease is sent to you.

## Useful Information

*My lease says there is a restriction to the use of space within the demise of my lease:*

**A Restrictive covenant** is a provision in a deed limiting the use of the property and prohibiting certain uses.

For example.

A garden may be within your demise, but you now wish to build on it, but there is a restrictive covenant within your lease that does not permit this, this is when you will need to apply to have the restriction removed.

*The lightwell is not currently within my demise:*

If you wish to extend outside the demise of your property and build, you will be required to pay a premium for the additional area and to also lift the restriction on your lease.

If you are unsure of what is within your demise and what is not, or what the restrictions are please seek independent legal advice for clarity.

## Information and advice:

- H&f home buy  
Hammersmith & Fulham Council  
London W6 9XY  
Telephone: 020 8753 6464  
Email: h&f [Homebuy@lbhf.gov.uk](mailto:Homebuy@lbhf.gov.uk)  
Webpage: [www.lbhf.gov.uk/homebuy](http://www.lbhf.gov.uk/homebuy)
- Leasehold Advisory Service  
Web: [www.lease-advice.org](http://www.lease-advice.org)