

LONDON BOROUGH OF HAMMERSMITH & FULHAM

APPLICATION FOR PURCHASE OF

Please select

LOFT SPACE
ROOF TERRACE

☐
☐

NAME OF APPLICANT(S) / LEASEHOLDER(S)	1) 2) 3) 4)	
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ADDRESS OF APPLICANT(S) / LEASEHOLDER(S)	
	Postcode

ADDRESS OF PROPERTY (if different from above)	
	Postcode

NAME OF MAIN CONTACT	
DAYTIME TELEPHONE NUMBER	
EVENING TELEPHONE NUMBER	
MOBILE TELEPHONE NUMBER	
EMAIL ADDRESS	

IS THE LOFT ONLY ACCESSIBLE THROUGH YOUR FLAT?

YES ☐

NO ☐

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

YES ☐

NO ☐

If yes then please give details:

DO YOU CURRENTLY USE THE LOFT SPACE FOR STORAGE?

YES ☐

NO ☐

DO YOU INTEND TO CARRY OUT A LOFT CONVERSION?

YES ☐

NO ☐

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

YES ☐

NO ☐

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

YES ☐ planning reference number

NO ☐

IF THE YOUR ANSWER IS “YES”, THEN PLEASE GIVE PLANNING REFERENCE NUMBER:

If you apply for planning permission, the valuer will only measure the space that you want to purchase and approved by the Planning Department. If you do not have planning permission, the valuer will measure the entire loft space and you will be offered to pay the premium for the entire area space whether you intend to use all of it or not.

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)

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Full Name	Signature	Date

Please return the completed form to: 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 Lease plan
3. Where a Loft space is large enough for a conversion, the valuation will consider 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 Loft whether the transaction is completed
10. You are advised to consult with your neighbours before making an application to purchase the Loft space for conversion purposes. Any objections to development later 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 Loft space/Roof Terrace purchase and any associated works you may wish to carry out. The Council is unable to provide any legal advice.

The price payable for a lofts vary. The price depends 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)**

You will have 14 days in which to accept the valuation Offer from the date it is sent to you. Your application will be cancelled if you do not accept within this time frame.

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 alteration. *The applicant leaseholder(s) 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, the valuation fee starts at £850 please contact us to confirm the fee for your application.

Home Buy Administration fee

The total Home Buy administration fee is £236

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

£186 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: 0208 753 6464

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.

Land Survey Fee

If you are changing the demise of your property, a new lease plan will need to be submitted to Land Registry, the current fees for the land surveyor are between £350-£550.

* 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.

FAQs

Loft Sale and Roof Terrace Valuations

How do I apply?

Complete the application form, attach a copy of your full lease with plans, we will then advise you of the valuations fee which can be paid by cheque or bankers draft.

Completing the Sale

Once the price is agreed, we will instruct the Council's solicitors to complete the legal documents.

You should pay all outstanding costs and service charges before we complete your purchase.

As the proprietor of the lease, you will be responsible for registering the new lease at the Land Registry.

Valuation

The valuer will value the whole blueprint area above the leasehold flat.

If a flat has two separate area spaces above the demised flat, the lessee will require only one valuation for the entire space and will not be required to pay two lots of valuation fees.

Why do I need Planning permission for the area purchased?

We advise that you obtain planning permission to establish the area space you wish to buy and develop on. If no exact area space is established, then the valuer will value the entire area space directly above the demised flat whether you intend to use it all, or not. The premium for a smaller area space will be less than a larger area. For instance, a lessee with two area spaces above his/her flat but only wishing to develop on one area space will have both area spaces valued and will be charged the full premium rather than just the premium for the area they wish to use.

Length of supplemental lease

The legal document obtained once the purchase is complete is called the "supplemental lease". This lease is supplemental to the existing lease for the flat beneath the Loft. It will be for the same length of time and on the same terms as the existing lease.

The supplemental lease and existing lease are therefore treated as one.

Information and advice

- H&f home buy
Hammersmith & Fulham Council
Telephone: 020 8753 6464
Email: h&f Homebuy@lbhf.gov.uk
Webpage: www.lbhf.gov.uk/homebuy
- Leasehold Advisory Service
Web: www.lease-advice.org