

Shimmer Estate Cash Offer Scheme

Guidance notes and application form





Department for Transport

High Speed Two (HS2) Limited has been tasked by the Department for Transport (DfT) with managing the delivery of a new national high speed rail network. It is a non-departmental public body wholly owned by the DfT.

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1 Introduction

- 1.1.1 The purpose of this guidance is to inform you of the Cash Offer Scheme available to Shimmer estate owner-occupiers which was announced on 29 June 2017, how to find out if you are eligible and how to apply. Details of each stage of the application process can be found from page 4.
- If you wish to apply for the cash offer as an alternative to selling your property to the Government and you have already supplied all relevant information as part of your Statutory Blight/Express Purchase application (if you have previously submitted a Blight Notice), you can ask your case officer to transfer any applicable documentary evidence to this new application.

2 Shimmer Estate Cash Offer Scheme

2.1 What is the Shimmer Estate Cash Offer Scheme?

- 2.1.1 The cash offer has been made available to provide owner-occupiers on the Shimmer estate in Mexborough with an alternative option to selling their property to the Government under Statutory Blight/Express Purchase since the majority of properties on the estate are not expected to be needed for the railway.

You will be able to apply until one year after the Phase 2b of the railway is first open for public use. This means you have many years to consider the options available and choose what is best for you and your family. It also means you can begin the application process at a time appropriate to your needs.

2.2 What is available for property owner-occupiers of the Shimmer Estate?

- 2.2.1 A lump sum payment of 10% of the un-blighted open market value of your property. There is a minimum payment of £30,000 and maximum payment of £100,000.

The cash offer provides an alternative to owner-occupiers who choose to stay within their community.

- 2.2.2 This scheme will be available until one year after the trains on the relevant phase of the railway are first open for public use. The railway is expected to open in 2033 for Phase 2b.

- 2.2.3 You will still be able to pursue or continue with a Statutory Blight/Express Purchase claim in the future should you later wish to do so. The cash offer payment would be recouped from the compensation payment made with statutory interest, if you sell to the Government under Statutory Blight/Express Purchase or as a result of compulsory purchase for HS2. Accepting the cash offer will not affect property owners' ability to claim for statutory loss of value due to physical factors under Part 1 of the Land Compensation Act 1973 or under 'injurious affection' (see Glossary).

- 2.2.4 This scheme has been introduced in order to provide an option of additional discretionary assistance to existing property owner occupiers on the Shimmer estate. As the cash offer payment is funded by the taxpayer, the Department for Transport reserves the right to decline access to future discretionary schemes, should any evidence of an attempt to profit inappropriately from any discretionary schemes come to light in relation to either a property or a property owner.

2.3 Am I eligible to apply?

2.3.1 To be eligible for the Shimmer Estate Cash Offer Scheme, we need to see evidence that:

- you have a qualifying interest in the property (details on the next page);
- your property is wholly or partly in the safeguarded zone and located on the Shimmer Estate. If partly in the safeguarded zone, either your dwelling (generally, your house) or at least 25% of the whole area (generally the house and garden, but also other land included within the property) must be in the zone; and
- you were not aware of the proposed HS2 route in your area when purchasing the property.
- These requirements are explained in more detail below. Please note, if you apply without satisfactory documentation demonstrating the above, your application may be declined.

Q1. Am I eligible to apply?

YES

I am an owner-occupier of a private residence.

2.3.2 To be eligible for the Shimmer Estate Cash Offer Scheme, we need to see evidence that you have a qualifying interest in the property. The definition of a 'qualifying interest' is contained in Part 6, Chapter II of the Town and Country Planning Act 1990. The relevant type of interest is "resident owner-occupiers of private residential properties".

2.3.3 Owner-occupiers must have an 'owner's interest' on the date the application is signed and when the cash offer payment is made. This is either a freehold or leasehold interest in the property. If it is a leasehold interest, the tenancy must be signed for a certain term of years, not less than three years of which remain unexpired on the date the application is signed.

2.3.4 Ownership of a freehold or leasehold interest is defined by the names on the Land Registry title.

2.3.5 At least one of the owners of the property will need to show that they meet the occupancy requirements in order to qualify for the Shimmer Estate Cash Offer scheme.

2.3.6 Only one Shimmer Cash Offer payment can be made per property (a property could consist of one land title, or multiple adjoining land titles).

2.3.7 Owners of multiple dwellings within one property would not be eligible to receive more than one cash offer for that site, regardless of any changes to occupancy which may occur over time.

Q2. Do I meet the occupancy requirements?

Owner-occupiers of private residences must be living in the property at the date on which the application is submitted and must have owned it and lived in it as their main residence for at least six months before that date;

OR

if the property is empty, must have lived there for at least six months prior to it being empty, provided that it has not been empty for more than 12 months and has not been occupied by anyone else since.

Q3. Is your property wholly or partly in the safeguarded zone and on the Shimmer Estate? (please check the maps and plans at www.gov.uk/hs2)

<p>YES - wholly You can apply for the cash offer.</p>	<p>NO You may be eligible for Need to Sell, Rural Support Zone, or after Royal Assent, the Homeowner payment scheme.</p>
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YES - partly
If this is the case, you can apply for the cash offer.
We will assess whether any part of the dwelling house is within the safeguarded zone according to Ordnance Survey electronic mapping licensed to HS2 Ltd overlaid with the RSZ, using the HS2 Ltd electronic mapping (Geographical Information System - 'GIS') software.
If no part of the dwelling house is within the safeguarded zone, we will assess the percentage of the total area of your property (generally the house and garden but also including other land included within the property), on the same basis as above. If more than 25% of your property, meaning the whole property, including house, garden and land, is within the safeguarded zone, you may be eligible to apply for the cash offer.
It is your ownership of land as it stands on 17 July 2017 that will be assessed for the purposes of determining whether at least 25% of your property is within the safeguarded zone. This means that any changes to your title, including parts sold or acquired after 17 July 2017, will not be counted when considering eligibility under either scheme. This will be based on the Land Registry title(s) for the property or, where the property is not registered with the Land Registry, other legal documentation which shows the extent of the property.

Q4. Did you buy or enter into a lease of your property prior to 15 November 2016?

<p>YES If you completed on your purchase or lease of your property on or before the announcement date of the initial preferred route in your area, you will qualify.</p>	<p>NO An assessment will be made. Please see below.</p>
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2.3.8 Timing of your purchase process

There may be cases where purchases were completed after the relevant initial preferred route announcement date where the purchasers remained unaware of the proposals or were unaware that the property would be in proximity to the route. For example, if the searches relating to the purchase of the property were completed on or before this date, but exchange of contracts did not happen until shortly after this date, then we would take this and any other relevant information into account when assessing an application.

We will require either the original copies of the local searches or certified copies, details of who can certify the documents are explained on page 4 of the application form.

3 Application process

3.1 Step One – check eligibility and understand your options

- 3.1.1 If you have reviewed the information above and believe your property is in the safeguarded zone and eligible for the property schemes, you can complete the application form provided with this guidance.
- 3.1.2 There is no need to make an immediate decision about applying as the schemes will be open until one year after the HS2 railway is opened for public use (2033 along Phase 2b). This gives you time to consider your own personal circumstances and apply to the schemes when the time is right for you.
- 3.1.3 Reading and understanding the Shimmer estate Cash Offer scheme requirements is an essential part of any application. If you have any general queries about the schemes, please contact the HS2 Helpdesk who will be able to assist you. If you have previously applied but been unsuccessful, then you will have been contacted by your case officer to explain the reasons why you were not successful, and whether other evidence would be required in relation to one or more criteria. It is important that you read and understand this feedback if you are thinking about making a further application if your circumstances have changed, or you are able to provide additional evidence.
- 3.1.4 An application is unlikely to be successful if it is resubmitted using the same core information, hoping for a different outcome. If there is no further meaningful evidence to submit, or if there has not been a material change in your circumstances, then we would advise against simply repeating an application.

3.2 Step Two – complete the application form

- 3.2.1 Once you have completed Step One you can complete the application form and submit it together with your supporting documents. Please submit as much evidence as you can to support your application, as this will enable your request to be processed more quickly.
- 3.2.2 Please see the examples of documentation in the application form; these are intended to give an idea of the types of evidence that will be expected:
- Page 2 of 5: proof of ID; and
 - Page 3 of 5: evidencing proof of ownership and proof of occupancy
- 3.2.3 **You do not need to appoint professional representatives to assist with your application.** The application process is designed so that a third party is not needed to act on behalf of the applicant(s).
- 3.2.4 If you do need or want to ask a third party to help with your application, you are of course welcome to do so: some applicants may wish to ask a friend, relative or a professional. The application must explain the relationship between the applicant(s) and any representative with whom we are asked to correspond. For any statements made on the applicant's behalf, a representative must sign the statement(s) and declare their name, organisation and position in the organisation (if applicable) and that the information is correct to the best of their knowledge. Applicants should be aware that additional input from a third party may well add time to the application process.

3.3 Step Three – HS2 Ltd processes the application

- 3.3.1 We will acknowledge receipt of your application form and supporting documents. You will be given a named case officer who will be your main point of contact should you have any questions.
- 3.3.2 Your case officer will initially check whether your property is in the safeguarded zone. Where only part of the property, and no part of the dwelling house, is in the safeguarded zone, the percentage of the total area of your land (generally the house and garden, but also other land included within the property) in that zone will be calculated. This will be done using the Land Registry title(s) for the property or, where the property is not registered with the Land Registry, other legal documentation which shows the extent of the property. Where there is any dispute on the extent of the property, the onus will be on the property owner to prove or otherwise the extent of their property and to provide HS2 Ltd with a revised Land Registry title.
- 3.3.3 If your property is in the safeguarded zone, the case officer will go on to check that the application is complete. They will also check the supporting documents you have provided. The case officer will contact you if further documents are required. Once ready, your application will be progressed to the next stage for consideration of an outcome.

3.4 Step Four – notification of decision

- 3.4.1 Once your application has been considered, we will notify you that your application has been accepted or declined.

3.5 Step Five – offer

- 3.5.1 We will write to you with a formal offer showing the value of the cash offer based on the un-blighted open market value of your property. The cash offer is subject to the signing of a deed of receipt (see below).
- 3.5.2 You will have 12 months from the offer date, to accept the offer.

3.6 Step Six – appointing solicitors

- 3.6.1 We will make a payment equal to 10% of what would have been the un-blighted open market value of the property. There is a minimum payment of £30,000 and maximum payment of £100,000. You will need to instruct a solicitor as we will need you to sign a deed of receipt (see Glossary) in order to receive the payment. We will pay up to £500 (plus VAT) towards these legal costs.
- 3.6.2 Choose your solicitor carefully. Their performance will have a real impact on your experience of processing your cash offer and the efficiency with which this is done. As with private market transactions they will represent you and act on your behalf so it is important you instruct an experienced and good quality solicitor who also has sufficient capacity to focus on your case.
- 3.6.3 If you do not wish to accept the Shimmer Estate Cash Offer within the 12 month period, you are under no pressure to accept the offer. Although the offer will expire after 12 months, you will be able to make a further application after this date if you wish to.

4 Frequently asked questions

If I claim the Cash Offer and my property is compulsorily purchased, will the Cash Offer be taken off the compulsory purchase price?

Yes, we will reclaim the value of the cash offer, plus statutory interest, if subsequently we buy your property under Statutory Blight/Express Purchase or any compulsory purchase. This will be withheld from the final completion monies/compensation settlement.

Can I still apply for Part 1 statutory compensation when the railway is operational if I have accepted a cash offer?

Yes. Claiming the cash offer will not affect property owners' ability to claim for statutory compensation for loss of value due to physical factors under Part 1 of the Land Compensation Act 1973.

Can I re-apply to the scheme?

Yes. If you have applied and your offer has expired after 12 months, you can reapply to the scheme.

Are personal representatives of a deceased person allowed to apply to these schemes?

No. The scheme is designed for people who are currently living within the Shimmer estate. As a personal representative of a deceased person, you can still apply to sell the property through the Need to Sell scheme.

I have a property on the Shimmer estate which is my second home. Am I eligible for the cash offer?

No. Eligibility for this scheme is restricted to owner-occupiers of property on the Shimmer estate.

I have let out part of my property on the Shimmer estate on a short-term basis. Do I still qualify?

You may qualify for the cash offer. You should speak to HS2 Ltd to discuss your options.

What if I have already started a Statutory Blight or Express Purchase claim?

You can still apply for the Cash Offer as an alternative to a Statutory Blight/Express Purchase claim but you would need to stop your Statutory Blight or Express Purchase claim. Your case officer would be able to transfer any applicable documentary evidence from your Statutory Blight or Express Purchase claim to your Cash Offer application.

I have received a letter from HS2 saying my house may be demolished - can I still apply for the cash offer?

Yes, however, the cash offer is for owner-occupiers who can and wish to remain on the estate. If your property has been identified under current plans as one which may need to be demolished then there would be an expectation that it would be subject to compulsory purchase at a later date. A payment equal to the cash offer you have received plus statutory interest would be recouped at that point.

What if the value of my compensation is not sufficient to recoup the cash offer value?

You should seek advice from your mortgage provider or a financial advisor prior to applying for the cash offer if you have any concerns about your ability to repay the cash offer payment should you later decide to pursue a blight case, or if you are subject to compulsory purchase.

The Secretary of State reserves the right to recover the cash payment if the value of your compensation is not sufficient to be able to recoup the cash offer payment.

Why is property I acquired or sold after 17 July 2017 not taken into account when assessing the 25% required for eligibility?

The rules regarding entitlement to the scheme and specifically the 25% rule have been adjusted to ensure that someone cannot change their land interests to facilitate eligibility for any scheme. On 17 July 2017, the policy was updated to include this clarification and as such only the land ownership held prior to this date will be taken into account for the 25% required for eligibility.

I own several buildings that fall within the same property, part or all of which falls within the safeguarding zone. What should form a single application?

In this case, we will check whether each building is associated with a separate council tax or business rates listing (via the Council Tax valuation list at <http://cti.voa.gov.uk/cti/inits.asp> or with the Local Authority with respect to business rates). Please see paragraph 2.3.7: only one cash offer can be made per property type; for example if there are two houses, only one cash offer can be claimed.

I own multiple dwellings/business units within one Land Registry title/on adjoining titles, situated within both the RSZ and the homeowner payment zone. Can I claim both a cash offer and a homeowner payment, or more than one of either payment?

Where more than one residential dwelling or more than one agricultural or small business unit is within a property (a property could consist of one land title or multiple adjoining titles), only one cash offer or homeowner payment may be claimed. Owners of multiple dwellings or multiple agricultural/business units would not be eligible to receive more than one cash offer or homeowner payment for that property, regardless of any changes to occupancy which may occur over time.

However, where one residential dwelling, and either one either agricultural or small business unit is within one property, one cash offer or homeowner payment for each classification of usage may be claimed. This recognises that a business owner sometimes resides in a private dwelling and owns and operates a business in a separately rated unit on the same land.

I own property comprising several Land Registry titles and part or all of my property falls within the safeguarded zone. What happens here?

For our purposes, what comprises a single property will depend on the council tax listing (via the Council Tax valuation list at <http://cti.voa.gov.uk/cti/inits.asp>) rather than the Land Registry titles. It is possible for more than one Land Registry title to be covered by a single council tax listing; in this case, all Land Registry titles covered by a single council tax listing will be treated as a single application (where each of the eligibility criteria will need to be met).

Will you pay my legal fees?

We will pay reasonable legal fees in respect of a contract or deed of receipt (see Glossary) for all cash offers up to £500 (+VAT).

Is there a deadline for applying?

There is no need to make an immediate decision about applying as the Cash Offer scheme will be open until one year after the HS2 railway is opened for public use (we anticipate this will be around 2033 for HS2 Phase 2b).

This gives you time to consider your own personal circumstances and apply to the scheme if and when the time is right for you.

How long is your offer valid for?

Following the valuations on your property, we will send you an offer letter. This offer is valid for 12 months from the date of the letter.

Why do I need a deed of receipt when I receive a cash offer payment?

A deed of receipt links the cash offer payment to the property. This will enable the Government to have a record of the discretionary payment made in relation to a particular property. It will also be the way we ensure that we are not double-paying under two schemes. For example, if someone claims the cash offer and then makes a successful application under the Need to Sell scheme, the deed of receipt will enable the cash offer payment to be recouped, plus statutory interest, from the Need to Sell purchase price. Also note that the deed of receipt does not place a charge on the property, and does not get entered into the Land Registry details for the property.

Will I have to pay tax on my cash offer?

We expect that the majority of people who receive sums under the cash offer would not have to pay tax on the money they get. This is because, although the receipts may give rise to gains which are chargeable to capital gains tax (or in the case of a company, corporation tax), these gains will not be chargeable to capital gains tax to the extent that the owner would be able to claim private residence relief if they sold their home on the private market. There is an explanation of how private residence relief works on the HMRC website:

https://www.gov.uk/Government/uploads/system/uploads/attachment_data/file/323679/hs283.pdf#

If you are still in any doubt about how this would apply to you, you should consult a financial advisor.

Do I need to appoint professional representatives to assist with my application?

No, please see step 2 of the application process section.

How should I complain to HS2 Ltd if I am unhappy with the service I receive?

If you are unhappy with the service received from HS2 Ltd staff in dealing with your application, then you should complain using the HS2 Ltd complaints procedure, which can be found at www.gov.uk/Government/organisations/high-speed-two-limited/about/complaints-procedure. Please note that if your application has been unsuccessful, you can re-apply. The outcome of an application cannot be altered by complaining to HS2 Ltd.

5 Glossary

Deed of receipt: A legal means by which the payment of the cash offer is received with conditions on repayment under specific circumstances.

Need to sell (NTS): A discretionary scheme for property owners who believe they have a compelling reason to sell their property. NTS replaces the exceptional hardship scheme and is for properties which may be affected by Phase One and Phase 2a of the high speed rail network between London and the West Midlands and the West Midlands to Crewe.

Homeowner Payment (HOP): A discretionary scheme for owners of property where at least part of the main building (dwelling) or at least 25% of the total land area is within the Homeowner Payment zone. This zone spans 180m either side of the outer boundary of the RSZ, in the same areas along the proposed HS2 route as RSZ. This scheme offers owner occupiers of such properties, who meet a 'no prior knowledge' criterion, a fixed cash payment. The payment amount is one of three set amounts, determined by the location of the main building in relation to three payment bands, within the zone.

Owner-occupier: An owner-occupier is anyone who owns a property (either outright or with a mortgage) as a freehold or on a certain term of years lease (with at least three years unexpired) and has it as their principal residence or place of business. The full definition of 'owner-occupier' can be found through reference to Chapter 2, Part 6 of the Town and Country Planning Act 1990.

Part 1 compensation: Compensation which may be claimed by the owner-occupiers of dwellings, small business premises and agricultural units under Part 1 of the Land Compensation Act 1973 for any reduction in the value of their property as a result of the physical effects of the operation of the railway. This can be claimed only after the scheme has been open for public use for one year.

Rural Support Zone (RSZ): The area outside the safeguarded area and up to 120m from the centre line of the HS2 railway in rural areas. Two discretionary schemes are available in the RSZ – Voluntary Purchase and the Cash Offer

Safeguarding: Safeguarding is an established part of the planning system, designed to protect land which has been earmarked for major infrastructure projects from conflicting developments which might otherwise occur. From the date Safeguarding Directions are issued, Local Planning Authorities must consult with the authority which issued the Directions on planning applications they receive that fall within the safeguarded area. Safeguarding also triggers 'Statutory Blight'. This means that property owners within the safeguarded area may be eligible to serve a Blight Notice asking the acquiring authority to buy their property in advance of any compulsory purchase.

Statutory interest: An interest rate pegged to the Bank of England 'base rate' that is used to calculate money owed under compulsory purchase.

Surface safeguarding: In locations subject to surface safeguarding, Local Planning Authorities must consult on all planning applications they receive that fall within this area. For Hs2, the land that is identified for surface safeguarding typically involves surface works and structures associated with the railway.

Un-blighted open market value: This is the value that a property would have on the open market if the cause of blight were removed – in this case, if there were no plans for HS2.

Application Form



Shimmer Estate Cash Offer Scheme

Please send this application form to HS2 Ltd who will assess it. You will need to return the form along with various supporting evidence. We recommend you use special delivery. Please return your form to:

Cash Offer Scheme
HS2 Ltd, Land and Property
Two Snowhill, Snow Hill Queensway,
Birmingham, B4 6GA

- Before you post, have you enclosed?**
- Form signed and dated by all applicants**
 - Proof of identity documents**
 - Proof of occupancy documents**

When completing this form, please provide as much information and documentary evidence as you can. This will help ensure that your application can be considered as quickly as possible. When sending supporting documentation, please send originals or certified copies. We will return all of your original documents to you as soon as possible; in the interim, we will ensure that such documents are securely stored.

Please complete all sections – we need details and contact information for all applicants in order to process your claim.

Where there are more than two applicants (owners), please provide contact details for each and every applicant. You may add any additional details on a separate sheet of paper.

Title:..... Title:

First name(s): First name(s):.....

Surname:..... Surname:

Telephone number 1:..... Telephone number 1:

Telephone number 2:..... Telephone number 2:

Email address: Email address:.....

We will use email as our main means of getting in touch. If you don't check your emails regularly, or you would prefer to be contacted by post or phone, please tick below.

- by telephone by post

Address including postcode of the property you are applying for:

.....

.....

.....

..... Postcode

Your declaration

For all applications:

Please ensure that each applicant signs and dates below and provides an original or certified copy of a document providing proof of identity, which is current and valid and contains a photograph of the applicant(s). Examples of documentation which provide proof of identity include:

- Passport
- Driving Licence
- National Identity Card

I/We declare that the information I/we give on this form is correct and complete. I/We understand that HS2 Ltd and the Department for Transport will use all of the information provided on this form and all supporting evidence to determine my/our claim.

I/We understand that security and anti-fraud checks will be undertaken on information and supporting evidence provided.

If I/We knowingly give information that is incorrect, or if relevant information is knowingly omitted, the application and the Government's decision on it will be void and I/we may have court action taken against me/us. The Department for Transport reserves the right to decline access to future discretionary schemes, should any evidence of an attempt to profit inappropriately from any discretionary schemes come to light in relation to either a property or a property owner.

I/we understand that if I/we receive a payment under the cash offer, I/we will be required to sign a deed of receipt, with conditions on repayment in certain circumstances, including if my/our property is subsequently purchased by the Government in connection with HS2.

I /we understand that I/we will not later be able to elect to sell the relevant property to the Government under the Voluntary Purchase scheme once I/we have accepted a cash offer.

Please sign below to certify that, by completing this form, you understand that your eligibility for the property schemes will be checked and that you understand the process.

Signature(s) of the applicant(s), with dates for each signature

How your personal information will be used

The personal information you have provided here will be used by the Department for Transport and HS2 Ltd solely for the purpose of processing your application. We will not disclose your information to other organisations except to prevent fraud or if required to do so by law.

The original of this application form and all supporting documents will be returned to you subject to a copy being retained for our records.

For further details on how your information is used, how we maintain the security of your information, and your rights to access the information we hold, go to www.gov.uk/hs2

Notes and guidance on your application

Please include with this application evidence to support your answers. Evidence provided should be originals or certified copies^{*}; however, HS2 Ltd will not be responsible for any costs incurred. Your evidence may include one or several of the following:

All applicants:

- Proof of ownership – epitome of title (if the property contains more than one title, all titles should be provided), conveyance to current owner (please do not send the original conveyance as this cannot be replaced) or Land Registry Office copy entry.
- For owner-occupiers of the property at the time of application we would expect applicants to provide one piece of evidence from List A, that is dated within the three months immediately prior to the date that the application is dated. The second piece of evidence is then expected to be dated at least six months prior to the date of the first piece of evidence and within the last 18 months.
Where a property is empty, you may still be eligible. You will need to evidence that the property has been empty for no longer than 12 months from the date of application and you were an occupier for at least 6 months prior to the property being empty. We would expect to see evidence of the date the property was vacated together with two pieces of evidence demonstrating occupation for a period of 6 months prior to the property becoming empty.
- We require two documents which must be from different organisations; you can choose to provide one document from list A and one document from list B, or two documents from list A. In relation to this, all documents must show the applicants' name and property address and must be original or certified copies of paper statements – i.e. not printed from the internet or from an electronic copy. We acknowledge that this may mean you need to request a paper copy of statements from relevant organisations.

List A (you may redact any financial figures and account numbers as this is required for occupancy evidence only)

- Bank or building society statement displaying a date of issue, or transactions within the last 3 months;
- Owner occupier mortgage statement;
- Credit card statement displaying a date of issue, or transactions within the last 3 months;
- Loan statements or Student Loan statement;
- Documentation and correspondence with respect to State Pensions, Tax Credits, Universal Credits, or Benefits.
- Private pension statements where you are currently in receipt of a pension.

List B:

- Utility bills e.g. gas, electricity, water or fixed line telephones;
- Local authority tax bill (e.g. council tax, business rates);
- Home contents insurance certificate issued within (and the cover relating to) the specific period for the relevant address. If you wish to submit this, you will also need to provide the buildings insurance certificate for the property, for the same period (if they are separate), in order to demonstrate that both buildings and contents insurance is taken out as an owner-occupier.

Please note that we may ask for additional evidence to verify statements where we have queries and that we will check the electoral roll or other sources to verify statements made.

Examples of evidence that is not acceptable, because it would not provide a reliable verification of occupancy, are:

- Provisional or full driving licences;
- National Insurance cards;
- Mobile phone bills;
- Letter from a GP, dentist or similar; and
- TV Licence and other related documents.

Owner-occupier of business premises:

- In addition to the above, business bills as listed above for resident small businesses.

* If you are providing certified copies, these should be certified by a UK solicitor, accountant, a doctor listed on the General Medical Council website, or a bank manager. This person's name and address should be recorded so that he or she can be contacted if necessary. (If you cannot provide originals or certified copies, you should explain why the originals are unavailable when making your application.)

Alternatively, we do accept copies of documents which have been certified using the official Post Office Identity Document Checking Service. Should you choose to use this service we will require the original completed ID Checking Service form and the original till receipt for the payment of this service. The date your application is received by HS2 Ltd should not exceed a period of 2 months from the date of the ID Checking Service till receipt. If any of these requirements are not met then we will not accept certification by the Post Office.

1. Property type

Are you the owner-occupier of a private residential property?

2. Which category of ownership do you have?

- Freehold
- Leasehold. If leasehold, how long until it expires?years.....months

Please tell us about any occupants in the property (e.g. leases, licences and informal arrangements).

3. Location of property (Check the maps at www.gov.uk/hs2)

- Is the address you have provided within the Shimmer Estate and the safeguarded zone?

(If 'yes', tick the box)

4. When did you buy or enter into a lease for your property?

On what date did you purchase or acquire the property?

Please include documents to support this (if the property is registered with the Land Registry, the copy of the title already provided for Section 1 will suffice).

If you purchased your property after the 'No Prior Knowledge' dates set out in question 4 in the guidance above, you will need to show additional evidence that you could not have known that the HS2 route might be in the vicinity of your property at the time you purchased it. This could include originals or certified copies of local authority search reports undertaken as part of the conveyance process (i.e. showing that they make no mention of a proposed high speed rail line). You will also need to provide a signed statement saying that you were not aware of the HS2 route in relation to your property and were not made aware of it during the sale process, as evidenced by the search.

Additional information: (including details of any further land you may own next to the title connected with this claim):

HS2

High Speed Two (HS2) Ltd

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Birmingham B4 6GA

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