**Appendix 2: Flow chart detailing processes used to bring an empty property back into use**

Referred by:

Neighbour

Police

Councillor/MP

Council Officer

Identified through survey or Council Tax Data

Empty Dwelling

Length Vacancy established

Condition and nuisance assessed.

**Step 1**

Property inspection and investigation

Owner traced

Owner fails to respond or address issues of concern.

Owner remedies issues of concern.

**Step 2**

Dialogue with owner commences.

Owner brings property back into use. **Property occupied**

Coordinate with other teams, police and fire service where appropriate.

*Building Act, Law & Property Act, Local Gov’t Misc Prov Act,*

*Housing Act 1985,*

**Step 3**

Action required to bring property back into use and where necessary, to remedy adverse impact on neighbourhood

Notices served owner complies. **Dwelling occupied**

*Housing Act, 2004 EDMO*

Property offered to applicants from housing register and managed by OCC. **Dwelling Occupied.**

CPO - *Housing Act 1985,*

*Town & Country Planning Act 1990*

Council disposes of Property to Housing Association or on open market with condition property occupied within specified period. **Dwelling Occupied.**