

Succession Application Form

Succession guidance can be found at Appendix A

Tenancy Details

To be completed by applicant seeking to succeed the tenancy.

Tenancy Address:	<u>23 Byron Terrace</u> <u>Edmonton</u> <u>London</u> <u>N9 7DG</u>
Property type:	☐ Flat ☐ Maisonette ☒ House ☐ Other
Property reference number:	
Number of bedrooms:	<u>2</u>
Full name of tenant:	<u>Mr. Simon Paul Cordell</u>
Date tenancy commenced: <i>(Tenancy agreement to be attached)</i>	I am not sure!
Is this a Joint or Sole Tenancy?	☒ Sole ☐ Joint
Has there been a previous Succession?	☐ Yes ☒ No Date of Succession: N/a
Date of tenant's death <i>(Certificate to be attached)</i>	The 7th of April 2026

Applicant's details

To be completed by applicant seeking to succeed the tenancy.

Full name of applicant seeking to succeed:	<u>Full name:</u> Mr Simon Paul Cordell. <u>DOB:</u> 26/01/1981.
Have you ever used a different name? <i>(If yes provide details of previous name and reason for name change).</i>	<u>Father Surname:</u> Benjamin at School!
Telephone/ Mobile Number:	<u>Phone:</u> 07864217519
Email address:	<u>Email:</u> re_wired@ymail.com
National Insurance Number:	<u>JH657811D</u>

What is your relationship to the tenant? <u>Relationship:</u> Son (eldest). <u>Main Residence:</u> Yes			
married or civil partner: ☐	Unmarried partner: ☐	Child or grandchild: ☒	Parent or grandparent: ☐
Brother or sister: ☐	Niece or nephew: ☐	Aunt or uncle: ☐	
If you were married to or had a civil partnership with the tenant, what was the date of your marriage/ civil partnership? <i>(Please supply Marriage or Civil Partnership certificate.)</i>			N/a
Is the tenancy address your only or main residence?			☒ Yes. (See Supporting Statement) ☐ No
What date did you move into the property?			<u>Since childhood —</u> continuous residence for approximately 39 years.
Were you living with the tenant continuously for 12 months prior to their death?			☒ Yes ☐ No
Have you lived/stayed at any other property in the United Kingdom or abroad within the 12 months prior to the tenant's death?			☒ Yes ☐ No
Please provide full address history and dates: Continued:		<u>Main residence:</u> 23 Byron Terrace, Hertford Road, Edmonton N9 7DG — continuous residence and primary home. <u>Court-ordered tenancy (not occupied):</u> 109 Burncroft Avenue EN3 7AZ is a secure tenancy held since 2006 by me. I was legally prevented from residing there due to bail/tag restrictions and because the 2018 County Court order confirmed the property is medically unsuitable and cannot meet my disability-related needs. I have never abandoned the tenancy; I was barred from accessing it.	
Do you own or have access to any other properties?		☒ Yes ☐ No	

If so, provide the address and dates at these properties:	280 Durants Road EN3 7AZ — temporary access April 2025 – April 2026. Not a residence. Not a tenancy. Not a home. <u>Explanation:</u> This property belongs to my extended family and is shared. They have the intentions to sell the house, and this is a civil dispute at present, leaving me no security, safety or stability.
Have you held or been named on any Council tenancy within the 12 months prior to the tenant's death?	☒ Yes ☐ No
If yes, detail the address and dates:	Yes — 109 Burncroft Avenue EN3 7AZ (secure tenancy). I remain the lawful secure tenant under a 2018 County Court order requiring Enfield Council to provide a suitable two-bedroom property before any surrender. I was legally prevented from residing there due to bail/tag restrictions and safety concerns recognised by the court.
Have you held or been named on any Private Tenancy within the 12 months prior to the tenant's death?	☐ Yes ☒ No
If yes, detail the address and dates:	N/a
Would you consider moving to a property to suits your needs.	☒ Yes ☐ No
If no, provide details why:	<u>Home is at 23 Byron Terrace:</u> and is suitable for my support needs as it provides the Extra Bedroom I need for support that the Lower Edmonton County Court Ordered the Enfield Council to Mandatorily Comply with providing me with.

Household Occupants

Detail all persons residing at the tenancy address who are seeking to remain at the property, including yourself.

Name:	Date of Birth:	Relationship to Tenant
<u>Mr. Simon Paul Cordell</u>	<u>26/01.1981</u>	The Eldest Son To Miss Lorraine Cordell

Supporting Documentation

Applicants must provide identity and residency documentation to support applications. *Please note: you must use a different form of identification to evidence your identity and residency.*

Please supply as many documents as possible to support your residency at the tenancy address. These documents should be submitted with the application and should cover a 12-month period prior to the tenant's death.

(Please mark boxes below to indicate documents you are submitting.)

Full driving licence: ☒	Utility Bills: ☒	Freedom Pass: ☐
UK residence permit: ☒	Pension documents: ☐	Birth Certificate: ☒
Current passport: ☒	Marriage Certificate: ☐	Civil Partnership Certificate: ☐

If you are not married or not a joint tenant, we require you to supply statements for ALL bank accounts covering the 12 months prior to the tenant's death.

I have supplied statements for the 12 months prior to the tenant's death for ALL my bank accounts.

- ☒ Yes
☐ No

I have supplied all bank statements that are in my possession. However, due to circumstances outside of my control, I have not had access to certain Barclays correspondence for the last 12 months.

For clarity:

• My Barclays account has always remained registered at 109 Burncroft Avenue so that I could manage my own finances independently. • For many years, my late mother assisted me with administrative tasks due to my disability-related needs. She held authorised access for correspondence only, and banks would send duplicate statements to her when required. • This arrangement was long-standing, lawful, and known to the relevant organisations.

Over the last year, I have been legally prevented from accessing 109 Burncroft Avenue due to bail/tag restrictions, meaning I could not receive any Barclays post sent there. At the same time, I was

	not permitted to have anyone living with me to assist with paperwork and following my mother's passing I had no one who could help me retrieve or organise this correspondence. Despite these barriers: • I have provided all active bank account statements that I can lawfully obtain. • I have no other active accounts. • Any older business accounts previously registered to 23 Byron Terrace were closed years ago following medical involvement and are no longer in existence. I therefore confirm that I have supplied all available statements for the required 12-month period, and any missing correspondence is solely due to enforced displacement from 109 Burncroft Avenue and the loss of my mother, who previously assisted me with administrative matters.
If no, detail why you have not provided this information.	☐ Yes ☐ No
Is there any other factors you wish to be considered in your application?	☒ Yes ☐ No I meet all statutory requirements for succession under the Housing Act 1985. I lived with the tenant as my main and only home for well over 12 months prior to her death. <u>My Displacement From 109 Burncroft Avenue was caused by:</u> • The 2018 County Court Order Confirming The Property Is Unsuitable • Disability-Related Needs • Bail/Tag Restrictions Preventing Access • The Need For Care And Support Provided At 23 Byron Terrace. I Request Succession In Accordance With Statute And The Court Order.

If yes, provide details:	☒ Yes ☐ No

Applicant's Declaration

I understand that it is a criminal offence to knowingly make a false statement intended to induce the London Borough of Enfield to provide me with a tenancy that I am not entitled to. I understand that in such cases the London Borough of Enfield may prosecute me and seek possession of the tenancy address.

I authorise the London Borough of Enfield to make any enquiry as to my circumstances as they deem required, against Council records and external organisations such as, but not limited to, other Local Authorities, DWP, credit reference agencies. I hereby authorise any such organisation or individual(s) to release to the London Borough of Enfield any such information they hold.

I acknowledge that there is an arrears debt of £ _____ which I will repay.

I understand that I can apply for Housing Benefit or Universal Credit while my application is being considered. I also understand it may delay my succession application if I don't maintain the regular payments for the charge of this property or claim the relevant benefit to assist me paying the charge.

I understand that if the property is too big for my needs the Council will help me to move to a smaller property and that may take action against me if I do not.

Applicant's Name:	Mr. Simon Paul Cordell
Applicant's Signature:	
Date:	18-05-2026
Interviewing Officer's Name:	
Interviewing Officers Signature:	
Date:	

For internal use only

Has a counter fraud report been issued? ☐ Yes / ☐ No

Please ensure report is attached.

Resident Relationship Officer: Recommendations and Comments		
The Application is:		
Approved: ☐	Declined: ☐	Recommended for Discretionary tenancy: ☐
Comments:		
Resident Relationship Officer Name (print):		
Signature:		Date:

Resident Relationship Manager: Recommendations and Comments		
The Application is:		
Approved: ☐	Declined: ☐	Recommended for Discretionary tenancy: ☐
Comments:		
Resident Relationship Manager Name (print):		
Signature: Click or tap here to enter text.		Date:

APPENDIX A

Succession Guide

What is a Succession?

Succession is the legal right of a spouse or family member, to take over the tenancy on the death of the tenant. A succession may only happen once as per the Housing Act 1985.

Who can succeed?

The tenancy may pass to a spouse, a husband, wife or civil partner, or co-habitee if they were living at the property at the time of death.

The tenancy can also pass on to a family member if they were living with the tenant continuously for a period of twelve months prior to their death.

If a joint tenant dies the tenancy will pass to the other tenant and this will count as a succession.

The law only allows for one right of succession.

How does the Succession Process work?

If you are eligible to succeed, we will ask you to fill out a Succession Application and provide supporting documents. We will then consider your application and provide you with a definitive answer as to whether or not you can succeed. If you are successful, we will transfer the tenancy into your name on our system and provide you with an acknowledgement letter, a tenancy agreement handbook and the original tenancy agreement and a new rent card.

Why do you need to see supporting documents?

As a landlord we are legally required to ensure that we manage our tenancies lawfully so when it comes to successions, we have a duty to check documents relating to an applicant's identity, their residency at a property and their relationship with the deceased tenant.

We fully appreciate that will be a very sad and difficult time and as such you can expect sensitivity, respect and professionalism from the officer dealing with your application.

Data Protection

Your Data Protection Rights

As a part of the application process, we collect the personal data of applicants. If your application is successful, we will use this information to update tenancy information.

If you become a tenant, you can access your data online by setting up Enfield Connected account. You have a right to require us to make changes to your data if it is wrong. You can make changes to incorrect data on the website, but if you find data you cannot correct, please contact us via our website or via email to ComplaintsAndInformation@enfield.gov.uk.

You have the right to demand that we erase data that we hold on you. However, please note that we can only do this if it is not required for further processing; in general, we erase your data as soon as we no longer require it. You may do this by emailing ComplaintsAndInformation@enfield.gov.uk

You have the right to request that we give you a copy of your data. This is called a "Subject Access Request". You may do this by visiting our website www.enfield.gov.uk

If you have a privacy concern, complaint or question for the Enfield Council Data Protection Officer, please email or contact Complaints and Information.

You have the right to complain about our processing to the Information Commissioner if you believe we are not processing your data in a proper manner or if you require any further information, you can visit www.ico.org.uk.

Enfield Council is registered with the ICO as a data controller and processor. Our registration number is Z5492012.

The Electoral Registration department of Enfield Council is registered with the ICO separately, with registration number Z4938916.

Sources of Bereavement Support at this difficult time

There are a number of sources of support available for you at this difficult time which you might not be aware of.

Cruse Bereavement Care

Cruse supports people after the death of someone close. Their trained volunteers offer confidential face-to-face, telephone, email and website support, with both national and local services. They also have services specifically for children and young people.

Helpline: 0844 477 9400 Monday and Friday 9.30 – 17.00 Tuesday, Wednesday and Thursday 09.30 – 20.00

Email: helpline@cruse.org.uk

Samaritans

Samaritans provide emotional support to anyone who is struggling to cope and needs someone to listen.

Helpline: 116 123 Every day, 24 hours

SMS: 07725 909090

Email: jo@samaritans.org

Age UK

Age UK provides services and support at a national and local level to older people. Useful information about bereavement can be found here.

Helpline: 0800 169 6565 Every day 08.00 – 19.00.

Citizens Advice Bureau (CAB)

For independent legal advice and support you can contact a CAB adviser through their national phone service on [03444 111 444](tel:03444111444) or by Textphone on [18001 03444 111 445](tel:1800103444111445)

Adviceline is available 9am to 5pm, Monday to Friday. It's usually busiest at the beginning and end of the day. It's not available on public holidays.