Left diagram (funnel stages):

Identification

Investigation

Initial Prioritisation

Encouragement

Enforcement

Left side annotations:

Identifying empty properties from:
- Council Tax records
- Other departmental knowledge
- Reports from owners and members of the public

To gain an understanding of the specific circumstances regarding the property
- Tracing ownership and contacting owners
- Using other Council information
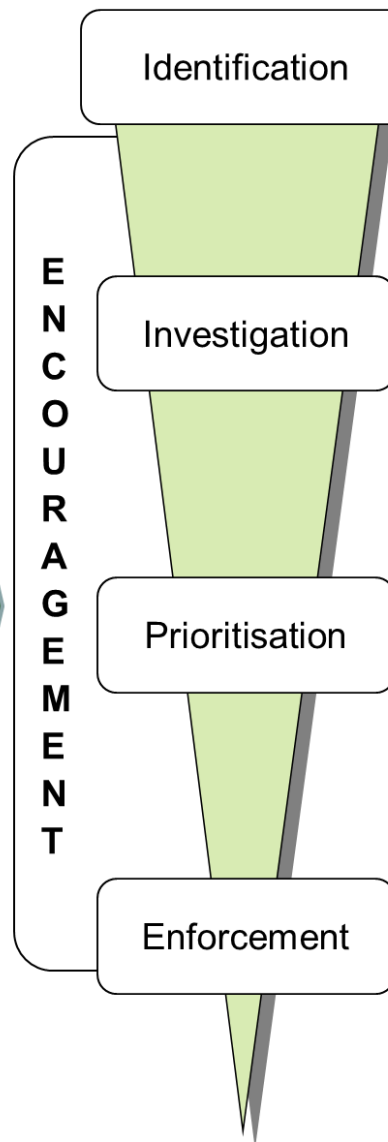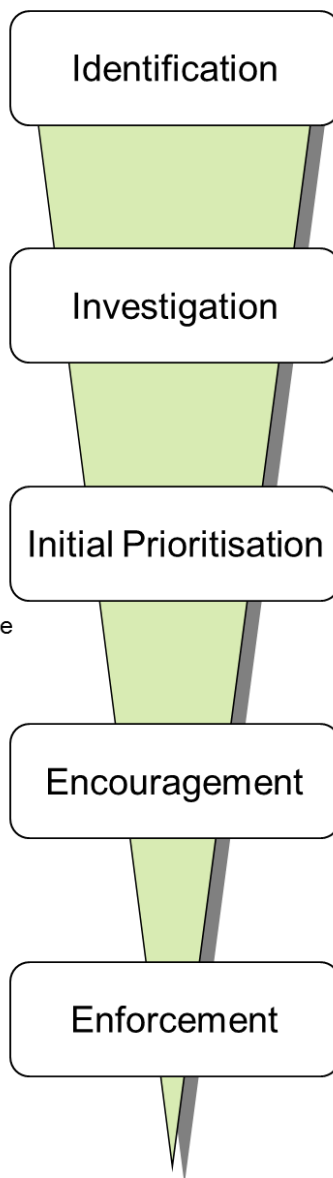- Visiting the property

From the information gathered at this stage:
- Monitor progress if the owner is already working towards re-use
- Defer and monitor if it appears inappropriate to bring back into use at the current time
- Continue action towards reuse

Engaging with the owner, offering support, advice and incentives if appropriate.
Agreeing an action plan for voluntary reuse and monitoring progress.

Where a property is prioritised for action and the owner is unwilling to bring it back into use enforcement could include:
- Improvement works
- Enforced sale
- Empty Dwelling Management Order or
- Compulsory Purchase

Center arrow:

ENCOURAGEMENT

Right diagram (funnel stages):

ENCOURAGEMENT

Identification

Investigation

Prioritisation

Enforcement

Right side annotations:

Identifying empty properties from:
- Council Tax records
- Other departmental knowledge
- Reports from owners and members of the public

To gain an understanding of the specific circumstances regarding the property
- Tracing ownership and contacting owners
- Using other Council information
- Visiting the property
Engaging with the owner, offering support, advice and incentives if appropriate.

From the information gathered at this stage:
- Monitor progress if the owner is already working towards re-use
- After 2 years prioritise properties and produce annual target property list
- Contact owners of all prioritised properties annually

Where a property is prioritised for action either:
Agreeing an action plan for voluntary reuse and monitoring progress.   Or
Where the owner is unwilling to bring it back into use enforcement eg:
- Enforced sale
- Empty Dwelling Management Order or
- Compulsory Purchase