



Application for Discretionary Grant Minor/Major Works

The Regulatory Reform (Housing Assistance)
(England and Wales) Order 2002

Housing Renewal Team

Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX
Telephone: 01789 260848 Facsimile: 01789 260860 Minicom: 01789 260747 Website: www.stratford.gov.uk

If you find the text in this form difficult to read
we can supply it in a format better suited to your needs

Your name

Date of birth

Your address

Contact telephone number

National Insurance number

How many years have you been residing at this address?

Are you owner occupier? Yes No PLEASE PROVIDE PROOF OF OWNERSHIP

Are you a private tenant? Yes No PLEASE PROVIDE COPY OF TENANCY AGREEMENT

Do you have a repairing responsibility? Yes No

Is your landlord prepared to contribute towards the cost of the works? Yes No

Landlord's name and address

Landlord's telephone number

Is this property your only or main residence? Yes No

Type of grant applied for: Minor Major

Have you had a grant within the last three years? Yes No

If yes give details:

Details of means tested benefits. Please indicate which benefits you are in receipt of and provide documentary proof of benefit as appropriate:

Income support	Yes <input type="radio"/>	No <input type="radio"/>	Child Tax Credit	Yes <input type="radio"/>	No <input type="radio"/>
Housing Benefit	Yes <input type="radio"/>	No <input type="radio"/>	Income based job seekers	Yes <input type="radio"/>	No <input type="radio"/>
Council Tax Benefit	Yes <input type="radio"/>	No <input type="radio"/>	Guarantee Pension Credit	Yes <input type="radio"/>	No <input type="radio"/>
Working Tax Credit	Yes <input type="radio"/>	No <input type="radio"/>			

IF YOU ARE IN RECEIPT OF A TAX CREDIT BENEFIT PLEASE PROVIDE DOCUMENTARY PROOF OF TOTAL HOUSEHOLD INCOME

Do you have household capital of LESS than £10,000? Yes No
PLEASE PROVIDE DOCUMENTARY PROOF

Description of property and details of works required:

If the property is a mobile home or house boat do you qualify for council tax payments?
Yes No

Do the works require any of the following

Listed building consent	Yes <input type="radio"/>	No <input type="radio"/>	Planning permission	Yes <input type="radio"/>	No <input type="radio"/>
Landlord permission	Yes <input type="radio"/>	No <input type="radio"/>	Building regulations	Yes <input type="radio"/>	No <input type="radio"/>

Do you wish the grant to be paid to: yourself the contractor

DECLARATION

I authorise the Department of Social Security (DSS), Department of Works and Pensions and the Council Benefit Offices, to confirm if requested, that I am currently in receipt of the benefits detailed on this application.

In order to combat fraud, we may check the information given to us, in connection with your application, with other Government Agencies and Council Departments. You must let us know of any changes to your circumstances or benefits.

I declare that to the best of my knowledge the details I have provided and the reasons for the works are correct. I confirm that I have received a copy of the terms and conditions relating to this grant application and that I agree and understand them.

Sign and print name

Date

**Remember to enclose copies of relevant paperwork
Please return completed form to Housing Renewal Team at the address overleaf**

Stratford-on-Avon District Council will use the information you provide on this form for Discretionary Grants. The Council will show the information you provide to such of its employees and agents as need to see it to achieve the purpose(s) stated above. Your information will not be disclosed other than within the District Council's notification under the Data Protection Act 1998, unless the law allows us to do so.

Discretionary Grants and Conditions

The Regulatory Reform (Housing Assistance)
(England and Wales) Order 2002

Housing Renewal Team

Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX
Telephone: 01789 260848 Facsimile: 01789 260860 Minicom: 01789 260747 Website: www.stratford.gov.uk

If you find the text in this form difficult to read
we can supply it in a format better suited to your needs

Minor Works Assistance

1. The Council, subject to conditions, may upon satisfactory application give assistance in the form of a grant for minor repairs and minor adaptations of a dwelling as determined by an officer of the District Council.
2. Assistance shall not be given in respect of works:
 - for which a grant under other sections of this policy has been approved or is pending approval.
 - already started or completed before the date of the formal approval.
 - Where the owner(s) or leaseholder(s) have a statutory duty to carry out the necessary works and it is reasonable in the circumstances for them to do so.
3. Applications for assistance shall be accepted from qualifying persons aged 18 or over, that live within the District of Stratford on Avon in a dwelling, park home or houseboat as their main or only residence, and have:
 - an owner's interest or right of occupation (not Housing Association tenant).
 - have resided in the property for at least 12 months, other than in exceptional circumstances and agreed by the Housing Advisory Panel.
4. Qualifying persons shall:
 - be on a means tested benefit: Income Support
Housing Benefit
Council Tax Benefit
Guarantee Pension Credit
Income based Job Seekers Allowance
Working Tax Credit) Total household
Childrens Tax Credit) income £25K
 - have savings of less than £10,000
5. Assistance shall be given for:
 - minor repairs
 - minor adaptations
 - energy efficiency measures
 - security and home safety
 - radon remedial works
6. Minor Repairs
 - to keep the property free from serious disrepair. Necessary works may include:
Works to keep property wind and weather tight
Defective electrical wiring and heating systems
Structural defects
Defective windows and doors
Treatment of dampness
Treatment of timber infestation and rot
Other works supported by a member of the Housing Renewal Team

7. Minor Adaptations

- to promote independent living (must be supported by Occupational Therapists recommendation).

8. Energy Efficiency Measures

- to carry out energy efficiency and heating works where client is not eligible for a Warm Front grant, i.e. had previous grant.
- eligibility in accordance with current Warm Front grant policy

9. Security and Home Safety

- maximum grant £500
- eligible works: door entry systems
window/door locks
security lights
smoke/carbon monoxide detection
provision of lifeline units (not ongoing charges)

10. Radon remedial works

Radon is not a significant issue for households in the district, but we are aware of its presence. High levels can increase the risk of lung cancer and we need to ensure that support for remedial works is available, when necessary.

- maximum grant £1,000
- supported by a report from an Environmental Health officer

11. The total amount of assistance provided will be at the discretion of the Council, but shall be:

- the whole of the accepted reasonable cost for eligible persons up to the maximum assistance stated.
- a maximum for any applicant, or dwelling, of £5,000 in a three year period from the date of the last approval. Any repair works under £500 (excluding Security and Home Safety) will be referred to the Handyman Service at Age Concern – Warwick.

12. Applications shall be accompanied by fixed quotations from competent contractors, detailing costs and scope of work clearly. The Council may refuse to consider or accept quotations from unsuitable or unrecognised contractors.

13. All work shall be undertaken

- in accordance with Planning and Building Regulations
- in accordance with current health and safety regulations
- in accordance with manufacturers recommendations and best practice
- to the satisfaction of the Council and within 6 months from the date of formal approval

14. Payment of grant shall be made on receipt of satisfactory contractor's invoice following satisfactory completion of the eligible works.

Major Works Assistance

1. The Council, subject to these conditions, may upon satisfactory application give assistance in the form of a grant for major renovation and improvement of an unfit dwelling.
2. Applications will only be entertained where:
 - the dwelling is declared unfit or in disrepair, by statutory notice
 - the applicant is on a means tested benefit
 - the applicant has occupied the property for at least three years
3. Assistance shall not be given in respect of works:
 - for which a grant under other sections of this policy has been approved or is pending approval.
 - in respect of works already started or completed before the date of formal approval.
 - where the owner(s) have a statutory duty to carry out the necessary works and it is reasonable in the circumstances for them to do so.
 - without the support of an Environmental Health Officer appointed for the purposes of the Housing Acts 1985 , 1996 and 2004.
4. Applications for assistance shall be accepted from qualifying persons(s) having a repair interest in the property.
5. The eligible works shall be those specified on the statutory notice served for the purpose of improvement and fitness.
 - Structural instability – if not covered by householder’s insurance
 - Serious disrepair – if not covered by householder’s insurance
 - Dampness
 - Lighting/ventilation
 - Food facilities
 - Water supply
 - Bathroom facilities
 - Drainage - foul and surface
 - Heating – if other initiatives not available to applicant

Ancillary charges and fees may be considered for assistance if directly related to the eligible works.

6. The amount of assistance paid for applicable works shall be a maximum of £25,000 for any application.
7. Applications shall be accompanied by fixed quotations from competent contractors, detailing costs and scope of works clearly. The Council may refuse to consider or accept quotations from unsuitable or unrecognised contractors.
8. All work shall be undertaken:
 - in accordance with Planning and Building Regulations
 - in accordance with current Health and Safety regulations
 - in accordance with manufacturers recommendations and best practice
 - to the satisfaction of the Council and within 12 months from the date of formal approval
9. Payment of grant shall be made, in whole or by part payment, on receipt of contractors invoice following satisfactory completion of the eligible works.

- 10.** The Council shall apply the following conditions:
- applications will only be accepted if made on the designated form accompanied by proof of ownership and/or occupation
 - applicants must provide written evidence to support their eligibility
 - the applicant or immediate relative will remain in occupation of the property benefiting from grant aid for a minimum of five years from date of completion
 - a local land charge shall be entered on the property from date of completion, for the purpose of enforcement of grant conditions. Upon sale or transfer of title the grant assistance will be repayable in full.
- 11.** The Council shall recover the grant monies from the applicant, in full, if the relevant conditions are not met.

General Conditions

- 1.** Notwithstanding the conditions set out in section (3) of the Housing Grants, Construction and Regeneration Act 1996 no assistance shall be given unless the applicant is aged 18 or over at the time of application.
- 2.** Except in the case of Disabled Facilities Grant, no assistance shall be given if the applicant or relevant person(s) are tenant(s) or licensee(s) of a Local Authority or if the applicant or relevant person(s) are tenant(s) or licensee(s) of a Registered Social Landlord.
- 3.** In all cases the Council shall,
 - determine a completed applicant within six months
 - require the applicant(s) to give any such information and evidence as required for the purposes of assessing eligibility for assistance
 - refuse any application for assistance lacking the required information
 - refuse any application not made on the requisite form
- 4.** A completed applicant shall consist of
 - details of required work
 - proof of ownership
 - proof of occupation (where appropriate)
 - financial information of relevant person
 - proof of receipt of benefits
 - income from tenants and boarders
 - detailed costing of works
 - quotation(s) by competent contractor(s)
- 5.** Applications relating to the disabled or infirm will require consultation with Social Services.
- 6.** Minor Works Assistance grants should be completed within six months from date of approval
- 7.** Major Works Assistance, Empty Dwellings Assistance and Disabled Facilities Grants should be completed within twelve months from date of approval.
- 8.** Any appeals against a grant decision will be referred to the Director of Environmental Services.

Disabled Facilities Grant – MANDATORY

1. Financial assistance will be granted in accordance with The Housing Grants, Construction and Regeneration Act 1996 to applicants that live within the district.
2. The grant is available to persons as described in section 100 of The Housing Grants, Construction and Regeneration Act 1996 for works that are essential and necessary for access, personal care, safety and services as described in Section 23 of The Housing Grants, Construction and Regeneration Act 1996.
3. The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.
4. The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.
5. The Council shall consult in all cases, for the purposes of determining whether necessary and appropriate for the disabled occupant, the Warwickshire County Council Social Services Authority Occupational Therapist.
6. The Council shall not approve an application unless:
 - an Occupational Therapist has confirmed is it necessary and appropriate to meet the needs of the disabled person
 - it is reasonable and practicable to carry out the relevant works having regard to the age and condition of the dwelling or building
 - it is in receipt of all supporting documentation
7. All applications are subject to a test of financial resources of the disabled person and their partner, or in the case of a child or young person, their main carer and their partner, as prescribed by the regulations in force at the time of application.
8. The statutory maximum limit applicable at the time of application will be applied.
9. The Renewal Panel may award additional discretionary assistance over and above the statutory maximum, if there is no practical alternative course of action and the applicant can prove the need for additional resources.

Remember to enclose copies of relevant paperwork

Please return completed form to Housing Renewal Team at the address on front of the form