



Housing Renewal Assistance Policy 2015

1.0 INTRODUCTION TO THE POLICY

- 1.1 This document outlines West Lancashire Borough Council's policy in relation to the provision of information, advice and support to homeowners, private tenants and private landlords regarding the repair, improvement and adaptation of their property and takes into account current legislation and guidance.
- 1.2 West Lancashire Borough Council will assist private residents in the borough to make informed choices and find their own solutions to enable them to live within thriving communities, in affordable homes which are safe, secure, warm and in good repair. In particular the Council will provide direct assistance with help from our partners to enable vulnerable residents to live in decent homes.
- 1.3 West Lancashire Borough Council takes the view that it is primarily the responsibility of home owners to maintain and improve their own property. However, the Council is committed to improving housing quality across all tenures including owner occupation and private renting. In addition, it is acknowledged that there are some vulnerable homeowners, particularly the elderly, who cannot afford to repair or improve their homes and who may not be able to obtain loans from commercial lenders.
- 1.4 The Assistant Director Community Services has delegated authority to prepare for and operate the administration of grant assistance under this policy, including arrangements for the approval and payment of grants. These procedures will be subject to internal audit scrutiny.

2.0 BACKGROUND

- 2.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gave local authorities the power to provide financial assistance for the purpose of improving living conditions in the area.
- 2.2 The Order states that the Council may not exercise this power unless:
 - A Housing Renewal Assistance Policy has been adopted
 - It has given public notice of the adoption of the policy
- 2.3 The Order allows assistance to be provided to any person, in any form either unconditionally or subject to conditions for the purpose of enabling that person to:
 - Acquire living accommodation.
 - Adapt or improve living accommodation.
 - Repair living accommodation.
 - Demolish buildings comprising or including living accommodation.
 - Where buildings have been demolished, to construct replacement living accommodation.
- 2.4 The approval of this policy allows the Council to exercise its powers to provide any of the forms of assistance described in 2.3 above.

2.5 In practice, the use of these powers will be dependent upon the amount of the Annual Capital Budget programme approved and allocated for Private Sector Housing.

3.0 KEY OBJECTIVES

- To work with partners to ensure all vulnerable residents have the necessary support systems to live independent lifestyles in safe, secure and warm homes.
- To increase the number of vulnerable residents living in decent homes in West Lancashire.
- To work towards providing an excellent Private Sector Housing Service for all service users making best use of available resources.

4.0 LOCAL CONTEXT

4.1 The Council's drive to improve housing is taking place against the backdrop of demographic changes. According to the 2011 census, the population of West Lancashire grew by 2.1% between 2001 and 2011 rising from 108,400 to 110,700. Projections predict that by 2035 the population will be in the region of 120,900.

4.2 The population of West Lancashire is also ageing. It is projected that by 2035, there will be 10,300 more people aged 60 and over and 7,200 more people aged 75 and over. This is likely to increase demand for support such as disabled adaptations and assistance with home repairs.

4.3 One of the key objectives of the policy is to increase the proportion of people living in decent homes. The Government set a target for local authorities to bring 70% of all homes in their area up to the decent homes standard by 2010.

4.4 The Council's progress against this target was assessed when the Private Sector House Condition Survey 2010 was carried out. The survey showed that 70% of all privately owned properties met the decent homes standard, therefore meeting the Government target.

4.5 Despite meeting the target, the projected increase in the number of households aged over 65, combined with average weekly incomes being lower than the national average and ongoing welfare reforms, work is still required to ensure the number of decent homes does not decrease in future years.

4.6 The evidence base and strategic approach for this policy is taken from the Private House Condition Survey 2010.

5.0 HOW THE POLICY FITS INTO THE COUNCIL'S WIDER ACTIVITIES

5.1 This policy will help achieve the following objectives in the Sustainable Community Strategy for West Lancashire 2007 – 2017:

- To improve health outcomes, promote social wellbeing for communities and reduce health inequalities for everyone (**improved health for all**)
- To provide good quality services that are easily accessible to all (**quality and accessible services**)

5.2 This policy will help support the Council in achieving the following Housing Strategy 2014 – 2019 priorities:

- Encourage well managed and maintained homes across all tenures

6.0 COMMENCEMENT DATE OF THE POLICY

6.1 This policy shall come into effect on 1st April 2015. All applications received on or after this date will be assessed under this policy.

6.2 Any application received prior to the 1st April 2015 will be assessed under the Housing Renewal Assistance Policy 2008 (the previous policy).

7.0 TYPES OF ASSISTANCE

7.1 The following types of assistance are available under this policy:

- Advice & Information
- Home Repair Assistance Grant
- Disabled Facilities Grant
- Handyperson Scheme/Home Improvement Agency

7.2 As the level of resources allocated to provide Housing Renewal Assistance is limited the availability of assistance has to be restricted to the services outlined above.

7.3 In order to provide the services stated above the Assistant Director Community Services shall be given authority to enter into any contract with any external organisation to help provide the service in accordance with the Council's Contract Procedure Rules.

7.4 The power to provide assistance other than that at 7.1 shall be considered on its merits where a request is made. The Assistant Director Community Services shall have delegated authority to consider any such request and approve or reject any application in consultation with the relevant Portfolio Holder.

7.5 The assessment of the condition of any dwelling subject to a request for assistance shall be undertaken by the Council.

7.6 The Assistant Director Community Services shall be given delegated authority to offer an Agency Service to applicants to assist them in preparing and completing a scheme of repair or adaptation works.

8.0 ADVICE & INFORMATION

8.1 There shall be no restriction on the provision of advice and information about housing renewal assistance to any person making a general enquiry subject to any rules applicable under provisions covering data protection or freedom of information. Such advice will be provided free of charge.

9.0 HOME REPAIR ASSISTANCE GRANT (HRAG)

- 9.1 A single grant shall be provided to eligible applicants, to assist them in bringing their home up to the decent homes standard. The grant is not intended to address major repair issues or general property renovation.
- 9.2 A grant can be awarded where the applicant lives in a caravan, mobile home or houseboat, providing they have a residential pitch/mooring and the caravan or boat is the applicant's only home.
- 9.3 The maximum value of grant assistance shall be £2,500 inclusive of VAT, ancillary fees, agency fees, and any unforeseen works.
- 9.4 Where the cost of the eligible work exceeds the maximum grant amount, the applicant will be responsible for meeting the difference. The applicant will be required to prove the additional funds are in place before the grant funding can be approved.
- 9.5 Due to its discretionary nature and limited availability of funds, there may be times when the Council is not able to offer these grants.
- 9.6 The Assistant Director Community Services has delegated authority to review and amend the value of the Home Repair Assistance Grant and the eligibility criteria in consultation with the relevant Portfolio Holder.

10.0 ELIGIBILITY FOR A HOME REPAIR ASSISTANCE GRANT

- 10.1 All applicants must own the property and have lived in it as their principal home for at least 3 years prior to the date of the application.
- 10.2 Applicants who live in shared ownership accommodation will be treated as owner occupiers therefore are eligible to apply if they have owned the property and lived in it as their principal home for at least 3 years prior to the date of the application.
- 10.2 Private tenants who have an assured tenancy or some other form of lifetime tenancy with a repairing obligation will also be eligible to apply as long as they have lived in the property as their principal home for at least 3 years prior to the date of the application. The applicant must provide a copy of the tenancy agreement showing the repairing obligation is on the tenant.
- 10.3 In addition to the above, the applicant must be:
- Aged over 18, disabled and claiming either income support (due to being disabled), employment support allowance (must be in the support group), attendance allowance, disability living allowance, personal independence payment or industrial injuries disablement benefit; universal credit (where this has replaced income support); or
 - Aged over 18 with children under 16 and claiming income support, working tax credit (with an assessed income of less than *£15,050), child tax credit (with an assessed income of less than *£15,050); universal credit (where this has replaced any of the benefits stated); or

(*this amount is subject to change, the assessed income amount will be updated annually and taken from the taken from the DFG test of resources form)

- Aged over 60 and claiming guarantee pension credit, income support, attendance allowance, disability living allowance, personal independence payment, war disablement pension, industrial injuries disablement benefit or universal credit (where this has replaced income support)
 - The property must be at least 10 years old and fail the decent homes standard
- 10.4 Universal Credit is a means tested benefit for people of working age on a low income. The amount a claimant receives depends on how much income and capital they have. It began being rolled out across West Lancashire on the 15th September 2014 and replaces the following benefits:
- Income Support
 - Income-based Jobseekers Allowance
 - Income-related Employment and Support Allowance
 - Child Tax Credit
 - Working Tax Credit
 - Housing Benefit
- 10.5 Being on Universal Credit will not automatically make applicants eligible. The applicant will have received a notification letter advising them of their award and what benefits Universal Credit has replaced. Unless their award has replaced one of the benefits listed with the eligibility criteria, the applicant will not be eligible.
- 10.6 Where there is another person living in the property who is also responsible for the repair and maintenance i.e. joint owner and that person is working, no grant will be issued if the total household income including state benefits is above £15,050 (this figure will be reviewed annually).
- 10.7 Where an application is received for a property which is a listed building or is situated in a conservation area, the works must be carried out with regard to building control and conservation requirements.
- 10.8 Applications will not be considered where:
- A grant has been awarded to either the applicant or the property within the 5 years prior to the date of the application. Successive applications must also relate to different repair issues than those already addressed.
 - The work has already been completed
 - The work requested will not contribute towards the attainment of the decent homes standard
 - The applicant is eligible for other sources of Government funding
 - The work qualifies to be covered by a buildings insurance policy (whether present or not)
 - The property has been assessed as being a house in multiple occupation
 - The property is a non-residential building, hut, tent, van or shed and any non-residential mobile home or houseboat.

- The grant is being requested to top up other grants such as a DFG

11.0 WORKS ELIGIBLE FOR A HOME REPAIR ASSISTANCE GRANT

11.1 A home repair assistance grant can only be approved where the work required will bring the property up to the decent homes standard. Examples of such work include:

- Unsafe/dangerous electrics
- Unsafe/dangerous gas fittings (excluding gas hobs and cookers)
- Replacing rotten windows/doors
- Providing a damp proof course
- Replacement of gas boiler where the existing system is uneconomical to repair (client must not be able to access other sources of Government funding)
- Roof repairs

12.0 APPLICATION PROCESS FOR A HOME REPAIR ASSISTANCE GRANT

12.1 Applications must be made using the Council's home repair assistance grant application form. In addition to completing the form, the applicant must provide:

- Proof of the income related benefit they receive
- Any reports they have obtained outlining the defect e.g. electrical report, gas safety certificate (the cost of these cannot be included in the grant)
- Three itemised quotes (if not using the Council's Agency Service)
- Proof of ownership of the property (where this cannot be verified via the Land Registry) or proof they are an assured/lifetime private tenant with a repairing obligation.

13.0 ASSESSMENT PROCESS FOR HOME REPAIR ASSISTANCE GRANTS

13.1 Upon receipt of a completed application, a Private Sector Housing Technical Officer will visit the property to:

- Obtain proof of the income benefit being received (if not provided with the application form)
- Obtain proof of ownership (if not already verified via the Land Registry) or tenancy agreement
- Inspect the property using the Decent Homes Standard as the applicable standard (see Appendix 1)
- Determine whether financial assistance could be obtained from other funding sources e.g. household insurance, Government schemes
- Produce a schedule of work

- Determine the cost of the work required
- Determine the priority the application will have (for use in times where a waiting list is in operation due to a shortage of funding or an increase in demand) (see Appendix 2)

14.0 HOME REPAIR ASSISTANCE GRANT APPROVAL

- 14.1 The Council will notify the applicant in writing of its decision to approve or refuse the grant application within 10 working days of a completed application being received.
- 14.2 A completed application is one that has all the required documentation in order for it to reach a decision on whether to approve or refuse the request for grant funding.
- 14.3 If approved, the documents provided to the applicant will include a copy of the terms and conditions that apply to the grant.
- 14.4 No work should be started prior to the grant being approved.
- 14.5 No grant will be approved unless the Council is satisfied that the applicant is aware of any financial commitment they are taking on and the terms and conditions associated with that commitment.
- 14.6 Applications will be refused if the Council is satisfied that the applicant is unable to meet the terms and conditions applicable to the grant.

15.0 HOME REPAIR ASSISTANCE GRANT PAYMENTS

- 15.1 The Assistant Director Community Services is given authority to authorise all payments in respect of home repair assistance grants. Payments shall be made in accordance with:
- a) The Council's Agency Service agreement.
 - b) The terms and conditions associated with the grant.
- 15.2 Payment of grant monies will be made directly to the contractor on behalf of the applicant upon satisfactory completion of the work and upon production of a valid invoice, safety certificates, proof of planning/building control consents etc.

16.0 HOME REPAIR ASSISTANCE GRANT CONDITIONS

- 16.1 Applicants must accept the terms and conditions associated with the grant. The full terms and conditions document can be found at Appendix 3.

17.0 REPAYMENT OF HOME REPAIR ASSISTANCE GRANT

- 17.1 All home repair assistance grants approved under this policy are repayable in full upon the sale or transfer of ownership of the property.
- 17.2 A land charge will be placed on the property to alert the Council of any sale or transfer. The charge will only be removed once the grant has been repaid.
- 17.3 The Assistant Director Community Services has the discretion to waive repayment in cases of extreme hardship. Each case will be assessed on its own merits.

18.0 DISABLED FACILITIES GRANT

- 18.1 Under the Housing Grants, Construction and Regeneration Act 1996, the Council has a legal duty to provide financial assistance to eligible households to assist them in adapting their home.
- 18.2 The need for an adaptation is determined by an Occupational Therapist from Lancashire County Council. A DFG application will only be considered when a recommendation is provided to the Council.
- 18.3 The maximum value of grant is set by Government and is currently £30,000 inclusive of any VAT, ancillary fees, agency fees or unforeseen costs. The Assistant Director Community Services is given delegated authority to change this amount in accordance with any changes in the prescribed amount set by Government.
- 18.4 DFG applications are subject to a means test unless they are for a child or the applicant is on a qualifying benefit.
- 18.5 The Council's Disabled Adaptations Policy 2015 provides full details of the scheme.

19.0 HANDYPERSON SERVICE/HOME IMPROVEMENT AGENCY

- 19.1 Handyperson services and Home Improvement Agencies are procured and funded by Lancashire County Council through its Supporting People budget.
- 19.2 Any eligibility requirements will be set by the individual schemes as they are commissioned.

20.0 AGENCY SERVICE

- 20.1 The Council offers applicants the opportunity to engage the Council's Agency Service to assist in the preparation and completion of the works. There is a charge for this service.
- 20.2 For home repair assistance grants, the charge is 10% of the total cost of the works (subject to a minimum charge of £100). VAT will be added at the standard rate.
- 20.3 For disabled facilities grants, the charge is 12% of the total cost of the works (subject to a minimum charge of £300) VAT will be added at the standard rate.
- 20.4 Where the applicant wishes to employ his own professional agent to assist in the preparation and completion of the eligible works, those reasonable costs will be considered as eligible for grant funding. The private agent will be able to claim fees at the same rates as the Council's Agency Service. Inclusion of the private agents' fees within the grant will only be approved where an estimate of costs is provided to the Council. Payment will only be made on submission of a valid invoice.
- 20.5 The Assistant Director Community Services is given delegated authority to review and amend the fee charged by the Agency Service or the amount of fee able to be claimed by private agents. Any change must be made following consultation with the relevant Portfolio Holder.

21.0 ANCILLIARY FEES & UNFORESEEN WORK

- 21.1 The calculated costs of ancillary fees (e.g. building control/planning fees, structural engineers fees etc) can be included within the home repair assistance grant or disabled facilities grant, provided they have been assessed as reasonable and a valid invoice has been received.
- 21.2 Where at any time between grant approval and completion of the work, unforeseen works are identified and assessed as eligible for assistance, the Assistant Director Community Services is authorised to approve further grant funding, up to the maximum grant amount, to ensure the satisfactory completion of the work.
- 21.3 Where the unforeseen work is not able to be included in the grant because the maximum amount has been reached, the applicant will be responsible for funding any additional costs.

22.0 SUCCESSIVE GRANT APPLICATIONS

- 22.1 **Disabled Facilities Grants:** there is no restriction on successive DFG applications providing the eligibility criteria is met.
- 22.2 **Home Repair Assistance Grants:** applicants cannot re-apply for a grant for 5 years after the completion of the works. Future applications cannot be for works already carried out under a grant e.g. if 3 windows were replaced, the same 3 windows cannot be replaced again 5 years later.

23.0 APPEALS

- 23.1 Any person aggrieved by a decision made by the Council to refuse assistance under this policy shall be entitled to make an appeal against that decision to the Council.
- 23.2 Any appeal should be made in writing within 28 days of receiving any written decision from the Council. In the first instance the appeal should be to the Assistant Director Community Services and should state the decision being appealed together with the reasons for the appeal.
- 23.3 The Assistant Director Community Services shall respond to the first appeal in writing within 14 days of receiving the appeal. If the applicant is dissatisfied with the response, he/she shall be entitled to make a further appeal within 28 days of the appeal decision to the Council's Licensing and Appeals Committee. The decision of the Committee shall be given in writing and shall be binding on all parties.
- 23.4 Any decision made under this policy shall not affect the statutory rights of any person in law or in contract.

24.0 POLICY REVIEW AND CHANGE

- 24.1 The Assistant Director Community Services is given authority to make any minor amendments to this policy in consultation with the relevant Portfolio Holder.
- 24.2 Where there is need to make substantial change to this policy for any reason, the Assistant Director Community Services shall produce a report detailing the changes and seeking approval to implement the changes or to approve a new policy for the provision of Housing Renewal Assistance in West Lancashire.

Appendix 1

Decent Homes Standard

A property will meet the decent homes standard if:

a) It meets the current statutory minimum standard for housing

A property will fail this standard if it contains one or more category 1 hazards as defined by the Housing Health & Safety Rating System (HHSRS)

b) It is in a reasonable state of repair

A property will fail this standard if:

- One or more of the key building components* are old and need replacing or major repair; or
- Two or more of the other building components are old and need replacing or major repair

c) It has reasonably modern facilities and services

A property will fail this standard if it lacks three or more of the following:

- A reasonably modern kitchen (20 years old or less)
- A kitchen with adequate space and layout
- A reasonably modern bathroom (30 years old or less)
- An appropriately located bathroom and WC
- Adequate insulation against external noise (where external noise is a problem)
- Adequate size and layout of common areas for blocks of flats

A home lacking two or fewer of the above is still classed as decent therefore it is not necessary to modernise kitchens and bathrooms if the property meets the remaining criteria.

d) It provides a reasonable degree of thermal comfort

A property will fail this standard if it lacks both effective heating and insulation**.

***Building Components**

Building components are the structural parts of a dwelling e.g. wall structure, roof structure, roof covering, chimneys etc.

Key building components are those which, if in a poor condition, could have an immediate impact on the integrity of the building and cause further deterioration in other components.

Key building components include:

- External walls
- Roof structure & covering
- Windows/doors
- Chimneys
- Central heating boilers
- Gas fires
- Storage heaters
- Plumbing
- Electrics

If any of these components are old and need replacing or require immediate major repair, then the dwelling is not in a reasonable state of repair.

A component is defined as 'old' if it is older than its standard lifetime.

****Efficient Heating & Insulation**

Efficient heating & insulation is defined as:

- Gas central heating + cavity wall insulation (if there is a cavity) + 50mm loft insulation (if there is a loft)
- Oil programmable central heating + cavity wall insulation (if there is a cavity) or at least 50mm loft insulation (if there is a loft)
- Electric storage heaters + at least 200mm of loft insulation (if there is a loft) and cavity wall insulation (if there is a cavity)
- Warm air systems
- Underfloor systems
- Programmable LPG/Solid fuel central heating + at least 200mm of loft insulation (if there is a loft) and cavity wall insulation (if there is a cavity)

The primary heating system must have a distribution system sufficient to provide heat to two or more rooms in the home.

No housing grant shall be approved in respect of a dwelling which will not meet the decent homes standard upon completion of the works. The applicable standard for the purpose of this policy shall be the Department for Communities and Local Government document entitled "A Decent Home: Definition and Guidance for Implementation June 2006 – Update", or any document from the Government which updates this guidance.

Appendix 2

Priority System

The priority system will apply to the processing of formal enquiries in times of high demand for housing renewal assistance where resources are insufficient to meet demand. The system will apply as follows:

- Priority 1 Home fails the decent homes standard, where there are one or more Category 1 hazards (under the Housing Health and Safety Rating System) and where there is an imminent risk of injury or illness to the household e.g. electric shock, unsafe / dangerous appliances, unsafe structures or parts, no hot water, no heating.
- Priority 2 Home fails the decent homes standard, has one or more Category 1 hazards, but does not present an imminent risk of illness or injury to the household.
- Priority 3 Home fails the decent homes standard but here are no Category 1 hazards present.

Appendix 3

TERMS AND CONDITIONS APPLICABLE TO THE APPROVAL AND PAYMENT OF A HOME REPAIR ASSISTANCE GRANT

PROPERTY ADDRESS: «FULLADDR»

The approval of any application for a home repair assistance grant is subject to the acceptance of these terms and conditions.

Approval shall be refused if the Council is satisfied that the applicant is unable to meet the terms and conditions.

The terms and conditions should be signed by the grant applicant. The grant applicant is defined as the person who signs the Home Repair Assistance Grant application as the owner of the property (or the tenant where the tenant has the repairing obligation).

The grant condition period starts on the certified date of completion and ends when the property is sold or ownership is transferred for the first time following completion of the works.

The applicant must read the following grant conditions/statements and tick each box to show that they have been read and understood.

	Tick
1. MAXIMUM AMOUNT OF GRANT	
I understand that the maximum level of grant allowed is £2,500 inclusive of any VAT, fees and ancilliary costs.	
I understand that if the total cost of the repair works including VAT, fees and ancilliary costs exceeds £2,500, I will be responsible for ensuring I have the funds in place to meet any additional cost before the grant is approved.	
2. OCCUPATION CONDITIONS	
I understand that I must continue to live in the property as my principle home following completion of the work. I understand that if I breach this condition, the Council may demand repayment of the grant depending on the circumstances.	
3. INSURANCE CONDITIONS	
I understand that I must maintain adequate buildings and contents insurance for as long as I own the property.	

4. REPAIR CONDITION	
I understand that I must keep the property in good order following completion of the works.	
5. CONTRACTORS	Tick
I understand that I can only use a contractor that has been vetted and approved by the Council and who has provided an estimate for the work using a schedule of works drawn up by the Council (unless the Council has agreed to a different contractor being used).	
I understand that if I or a relative of mine wishes to carry out the adaptation work, the grant will only be approved for the cost of materials. I will be responsible for any labour costs unless sub-contractors have been used for some elements of the work.	
I understand that where my preferred contractor has quoted a price in excess of the reasonable price set by the Council, the amount of grant shall be limited to the price set by the Council and I will be responsible for paying any excess cost to the contractor.	
6. COMMENCEMENT OF WORK	
I understand that I cannot start any of the works until the grant has been approved. Any works completed before approval may not be covered by the grant.	
7. COMPLETION OF WORK	
I understand that the work must be completed within 12 months of the grant being approved (unless extended by the Council) and that failure to do so may result in the Council demanding repayment of any grant monies already paid.	
8. PAYMENT OF GRANT	
I understand the grant will be paid to the approved contractor on satisfactory completion and submission of an acceptable invoice and any relevant certificates.	
I understand that the works must be completed within 12 months of the grant approval date (unless the Council has agreed to extend this deadline).	
I understand that the work must be carried out by one of the contractors who submitted an estimate (unless the Council has agreed to a different contractor being used).	
I understand that the works must be carried out in accordance with the schedule of work provided by the Council.	

9. RECALCULATING OR WITHOLDING PAYMENT OF GRANT	Tick
<p>I understand that the Council is entitled to recalculate, refuse or withhold payment of the grant in the following circumstances:</p> <ul style="list-style-type: none"> - the grant approval was based upon inaccurate/incomplete information - the works were started before the grant was approved - the applicant ceases to be eligible after the grant has been approved but before the work has been completed - the works are not satisfactorily completed within the period set by the Council (works must be completed within 12 months of approval) - the final cost of the works is less than estimated - additional eligible works are identified following approval which are necessary to be undertaken to achieve the decent homes standard. - the works were not carried out by one of the contractors who submitted an estimate (unless authorisation was given by the Council) - additional works were carried out that were not authorised by the Council - the occupant ceases to occupy or ceases to intend to occupy the property - the applicant dies 	
10. REPAYMENT OF GRANT	
I understand that the grant must be paid back in full if the property is disposed of by sale or transfer of ownership (unless the Council decides to waive this condition).	
I understand that a local charge will be placed on the property to alert the Council of any sale or transfer.	
I understand that I must notify the Council if I intend to dispose of the property.	
11. DISPUTES	Tick
I understand that as the applicant, I am the employer of the contractor. The Council will act as my agent and will assist me to resolve any disputes with the contractor but is not liable for any defects or ongoing maintenance relating to the work.	

I understand that I must inform the Council that a dispute exists and that any further payments to the contractor will be withheld until the dispute is resolved	
I understand that if the dispute cannot be resolved, any further action including court action must be taken by me directly against the contractor	
I understand that if the Council is satisfied that there is no reasonable justification to withhold payment, monies will be released to the contractor without my consent	

DECLARATION

I confirm that I have carefully read, understood and accepted the terms and conditions associated with the approval and payment of a disabled facilities grant.

Signature (grant applicant) _____

Print Name _____

Date _____

Please contact «OFFICERDESC» (Telephone«OFFICERTEL») when you have signed this form to arrange collection. If you have any queries, please discuss them with «OFFICERDESC».

PLEASE SIGN BOTH COPIES OF THIS DOCUMENT

KEEP ONE COPY FOR YOUR RECORDS

RETURN ONE COPY TO THE COUNCIL