

Application for Home Repair Assistance



This form is available in large print, for further assistance please telephone 01386 565335

Before completing this form please read the following conditions, a full copy of the Housing Assistance Policy is available on request or on our website www.wychavon.gov.uk.

- 1) The applicant must be aged 18 years or over and have lived in the property for at least twelve months.
- 2) The applicant is responsible for applying for statutory consents such as Planning Permission, professional fees, Building Regulations, Party Wall Act, before works commence. The applicant is responsible for paying any such fees should the works not go ahead.
- 3) The dwelling to which the application relates must have been constructed or sited for at least ten years.
- 4) The applicant must submit a minimum of two acceptable quotations from suitable competent contractors.
- 5) Contractors must submit to the Council, before works commence, a copy of their current public liability insurance.
- 6) Payment shall only be made upon receipt of contractors invoice following satisfactory completion of works.
- 7) The applicant shall agree with the contractor payment terms of any contribution towards the cost of the works. The Council shall have no liability for any works undertaken outside the contract.
- 8) Where conditions are not met or where false or fraudulent information is supplied the Council may recover the whole assistance amount from the applicant and or contractor.
- 9) Eligible persons include owners, occupiers in receipt of means tested benefit.
- 10) Assistance is available to private tenants who have a repairing responsibility within the terms of their occupation, for the reasonable sum relating to their responsibility.
- 11) Property in need of essential repairs as determined by the Housing Act 2004 as a 'Category 1 Hazard' or significant 'Category 2' hazard, in order to make the property healthy, safe, wind and weather proof. Assistance may be prioritised based upon the hazard score or circumstances of the applicant.
- 12) Applications for energy efficiency measures and boiler replacement shall only be accepted where due to individual circumstances other grant aid, such as Warm Front, is not available.
- 13) All works must be undertaken in accordance with current health and safety requirements, in accordance with manufacturer's recommendations and to the satisfaction of the Council within twelve months from date of approval, or period otherwise agreed in writing.
- 14) Assistance is not available for works already started or completed, or for repairs covered by household insurance.
- 15) Only one application for assistance will be considered to a maximum of £5000 within any 5 year period.
- 16) Assistance will be repayable in full if the property is disposed of and will be secured as a local land charge against the property.

Name of Applicant

Address and Postcode

Telephone

Date of birth Age

National Insurance Number

Are you employing an agent or surveyor in respect of these works? YES/NO

Agents Details

Are you an: Owner-Occupier / Occupier / Private Tenant

Please enclose a copy of your: proof of ownership / site licence / tenancy agreement

Is your dwelling registered for Council Tax? YES/NO

Under which (non-discounted) Council Tax Band is the dwelling registered?

Is your property a listed building or within a conservation area? YES/NO

What year was your home built or dwelling sited?

Is your home detached / semi-detached / terrace / bungalow / flat / park home / houseboat

Please briefly describe your home

Have you applied for or have you received any grant aid/assistance before ? YES/NO Details

Are you or your partner, who must reside in the same dwelling, in receipt of a recognised means tested benefit, please supply a copy of your current award. YES/NO

	Please tick	Reference number
Income Support	<input type="checkbox"/>	<input type="text"/>
Council Tax Benefit (does not include single person reduction or disabled person discount)	<input type="checkbox"/>	<input type="text"/>
Housing Benefit	<input type="checkbox"/>	<input type="text"/>
Pension Guarantee Credit (not pension saving credit)	<input type="checkbox"/>	<input type="text"/>
Jobseekers Allowance (income based only)	<input type="checkbox"/>	<input type="text"/>
Working Tax Credit (not child tax credit)	<input type="checkbox"/>	<input type="text"/>
ESA - Employment Support Allowance (income related)	<input type="checkbox"/>	<input type="text"/>

Will the works incur fees for agents, planning permission or building regulations?

Please briefly describe the works and estimate the costs including VAT

If the cost of the works exceeds the £5000 maximum assistance will you fund the extra costs by:

High street loan
(Please enclose separate application)

Help from family or friend

Through existing savings

Other

Equity release

I have read and understood the conditions.

I declare the information given is correct and authorise the Council to check the information given against existing benefit records held by Department of Social Security and by Wychavon District Council.

Signed:

Date:

For full terms and conditions of Home Repair Assistance, please refer to Wychavon Housing Assistance Policy www.wychavon.gov.uk

Please return this form together with the relevant paperwork to:

**Housing Services
Wychavon District Council,
Civic Centre,
Queen Elizabeth Drive,
Pershore, Worcs.
WR10 1PT**

Useful Contact Numbers

- Housing Administrator - 01386 565335
- Care and Repair - 01684 579456
- Planning Department - 01386 565565
- Conservation and Heritage - 01386 565327
- Building Regulation - 01684 862223
- Act On Energy – 0800 988 2881
- Energy Saving Trust (EST) – 0800 512 012
- Gas Safe Register (to locate gas engineers) - 0800 408 5500
- NICEIC (to locate electrical engineers) – 0870 013 0382
- OFTEC (to locate oil engineers) - 0845 6585080