

# Application For Minor Works Grants

**This form is available in large print, for further assistance please telephone 01386 565228**

**Before completing this form please read the following conditions, a full copy of the Housing Grant policy is available on request or on our website [www.wychavon.gov.uk](http://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, and intend to remain in the property for five years.
- 2) The dwelling to which the application relates must fall within Council Tax bands A, B, C or D.
- 3) 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.
- 4) The dwelling to which the application relates must have been constructed or sited for at least ten years.
- 5) The applicant must submit a minimum of two acceptable quotations from suitable competent contractors.
- 6) Contractors must submit to the Council, before works commence, a copy of their current public liability insurance.
- 7) Grant payment shall only be made upon receipt of contractors invoice following satisfactory completion of works.
- 8) 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.
- 9) Where grant conditions are not met or where false or fraudulent information is supplied the Council may recover the whole grant from the applicant and or contractor.
- 10) Eligible persons include owners, occupiers in receipt of means tested benefit.
- 11) Additional discretionary assistance is available to owner-occupiers aged 70 years or more not in receipt of means tested benefit, the grant is limited to 25% of eligible works.
- 12) 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.
- 13) Eligible works include essential repairs, essential minor improvements, home safety and security measures.
- 14) 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.
- 15) 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 six months from date of approval.
- 16) Assistance is not available for works already started or completed, or for repairs covered by household insurance.
- 17) Grant aid will be limited to a maximum of £2500 during any five-year period.
- 18) A top up loan may be available upto an additional £5000 during any ten-year period.

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 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"/>	<div style="border: 1px solid black; height: 20px;"></div>
Council Tax Benefit (does not include single person reduction or disabled person discount)	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>
Housing Benefit	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>
Pension Guarantee Credit (not pension saving credit)	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>
Jobseekers Allowance (income based only)	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>
Working Tax Credit (not child tax credit)	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>

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 £2500 maximum grant will you fund the extra costs by:

Applying for a Council top up loan (Please enclose separate application)	<input type="checkbox"/>	High street loan	<input type="checkbox"/>
Through existing savings	<input type="checkbox"/>	Help from family or friend	<input type="checkbox"/>
Equity release	<input type="checkbox"/>	Other	<input type="checkbox"/>

I have read and understood the grant conditions and intend to remain resident in this property for the next five years.

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

Signed .....

Date .....

**Please return this form together with the relevant paperwork to Housing Grants Officer**  
Wychavon District Council,  
Civic Centre,  
Queen Elizabeth Drive,  
Pershore, Worcs.  
WR10 IPT

**Useful Contact Numbers**

- Housing Grant Officer - 01386 565228
- Care and Repair - 01386 565289
- Planning Department - 01386 565565
- Conservation and Heritage - 01386 565327
- Building Regulation - 01386 565384
- Energy Efficiency Advice Centre - 0800 5120 012
- CORGI (to locate gas engineers) - 0870 4012 3000
- NICEIC (to locate electrical engineers) - 020 7564 2333
- OFTEC (to locate oil engineers) - 0845 6585080