

## London Borough of Islington

### EMPTY PROPERTY (OWNER OCCUPATION) GRANT 2011/12

These grants are available to potential owners who would like to buy an empty property to renovate and use as their primary home.

#### **This grant is intended for those**

- Who own no other property.
- Who live with family/friends, in social housing, or in the private rented sector.

A maximum of **£25,000** subject to a reasonable cost assessment.

However key workers and people who work in Islington earning a maximum of £30,000 (single income) or £60,000 (joint income) will be eligible to apply for a grant of up to a maximum of **£50,000**.

*Note:* Grant funding will have a 5 year grant condition, so that if you sell the property, or transfer the deeds within this time, the grant will have to be re-paid. In addition, if you allow the property to fall vacant unreasonably\*, the grant will have to be repaid.

\*Reasonableness will be judged by having reference to The Housing (Empty Dwelling Management Orders) Prescribed Exceptions and Requirements (England) Order 2006.

#### **Eligibility guidance**

The property purchase value must not exceed £500,000.

The property has been empty for one year or more. Proof must be provided from Council tax or the empty property officer (Utility bills showing unused energy may be accepted as proof).

The applicant must be the owner of the property and responsible for all structural repairs.

The property does not meet the Decent Homes Standard.

If necessary, the applicant must have planning permission for proposed works or an established use certificate.

Grant Support Services  
Islington Council  
222 Upper Street  
London N1 1XR  
Email: [grants.residential@islington.gov.uk](mailto:grants.residential@islington.gov.uk)  
Tel: 020 7527 3104

Planning Enquiries  
Islington Council  
222 Upper Street  
London N1 1XR  
Tel: 020 7527 2774  
Email: [planningenquiries@islington.gov.uk](mailto:planningenquiries@islington.gov.uk)

The Energy Advice Team  
Islington Council  
222 Upper Street  
London N1 1XR  
Email: [energy.advice@islington.gov.uk](mailto:energy.advice@islington.gov.uk)  
Tel: 0800 512 012

Building Control Services  
Islington Council  
222 Upper Street  
London N1 1XR  
Tel: 020 7527 5999  
Email: [building.control@islington.gov.uk](mailto:building.control@islington.gov.uk)

## **What conditions apply to the grant?**

- The decent homes standard and additional energy efficiency measures must be met on completion of the works.
- Owners will need to produce invoices for the amount claimed for repairs to the property, and all completion certificates before the grant can be paid.
- The builder who estimated for the works on application must carry out the works. If you change the builder, you must notify Grant support services.
- No interim payments will be made.
- The Council may insist that applicants employ an architect or surveyor to supervise the project. A list of architects/surveyors can be obtained from Grant support services.
- The grant will be re-payable to the Council if the property is sold or the deeds transferred within 5 years. You must reside in the property throughout the 5 year conditions.
- Dwellings on main roads must have secondary glazing fitted to front windows upon completion, if double glazing not fitted.
- On completion of the works an inspection will be carried out to ensure all works have been satisfactorily completed. Although the Council officer will check the works for grant purposes, it is important that you, as the owner of the property, are satisfied. If not you must discuss your concerns with your builder or agent.
- You must start works within 3 months, and complete within six months of grant approval. To claim the grant you will need to provide a copy of the builder's final invoice/s and all approval certificates, e.g. Building control, gas, electrical, roof/damp-proof guarantees within 2 weeks of completion. Payment will not be processed until all documents have been supplied.

## **Sustainability**

- The Council supports the use of all sustainable technologies and insist on solid wall insulation and dual flush WC's and aerated taps when an empty property grant is awarded. We encourage contractors to dispose of waste at approved registered sites and to use green transport options (hybrid and electric vehicles) with workers using public transport where possible. The Council encourages the use of sustainable materials and "Green" electricity.

## **Exceptional Cases**

If you are not eligible for a grant under this grants policy and you feel you should be you can apply to be considered as having an exceptional need.

## **What is the Procedure?**

Contact Grant Support Services (020 7527 3104) to ensure your property qualifies for a grant. You should fill out the 'empty property (owner occupation) grant initial enquiry form'. If you qualify, a Grant officer will contact you and arrange an inspection. If it is approved for inclusion in the scheme, a full application form will be sent to you.

Once you provide a complete application form with all necessary paperwork, the Council will approve (or refuse) your application and confirm the amount of grant you will receive within four weeks of receipt..

## **INFORMATION REQUIRED FOR A COMPLETE APPLICATION**

**If you do not submit all of the following information relevant to your application, it cannot be processed or approved.**

- i) A fully completed, signed and dated application completed by the owner(s) of the property.
- ii) A Certificate of Future Occupation, fully completed, signed and dated by all owners for each unit of accommodation provided. (photographic proof of identity must be provided). Passport / photo driving licence.
- iii) Two itemised estimates from different builders for the cost of carrying out the renovation works. (Non itemised estimates are not acceptable).
- iv) A copy of a scaled drawing showing the existing and proposed layout of the property, where necessary.
- v) A statement of any fees incurred by the employment of an Architect/Surveyor and fees incurred under building regulations or planning legislation.
- vi) If VAT is being claimed, the estimates must show clearly the amount of VAT with the VAT registration number must be shown, otherwise, no VAT will be allowed.
- vii) Proof of property ownership from the land registry dated within the last 6 months.
- viii) Proof of property being empty for at least 1 year.
- ix) Planning permission or established use certificate for the proposed use of the property.
- x) If you have a mortgage you may need your mortgager's consent to carry out the works.
- xi) You must inform the Grant support team once works commence on site.

**YOU SHOULD NOT START ANY WORKS OR ASSUME YOU HAVE FUNDING  
UNTIL YOU ARE GIVEN WRITTEN GRANT APPROVAL BY THE COUNCIL.**

\*\*All grants are subject to the availability of funding\*\*.

Other grants are available for registered disabled people and vulnerable households please contact Grant support services for further information.