

## London Borough of Islington

### RENOVATION GRANTS FOR OWNER-OCCUPIERS 2011/12

Renovation grants are available to owner-occupiers for major repairs, who are on income related benefits. These include;

- A severe roof leak, serious dampness, repairs, drainage or where there is a threat to your safety.
- Repair or renewal of a heating / hot water appliance.
- Repairs or adaptations to enable someone to be discharged from hospital
- To obtain a specialist report stating what works are needed to remedy a complex defect e.g. electrical report or structural survey.

If you and your partner are on Income Support, Guaranteed Pension Tax Credit or in receipt of Housing and or Council tax benefit the grant will pay for major repairs of up to a maximum £30,000.

If you are not on the passport benefits, the Council under special circumstances will consider carrying out a means test; therefore you may have to contribute some money towards the cost of works.

You will be eligible for a grant if:

- all owners are on income related benefits
- you have owned the and lived in your home for at least five years
- the property was built or converted more than 10 years ago
- you are over 18 years old

#### Conditions of grant

- The grant will be registered as a charge on the property (unless under £1,000). Grants up to £10,000 will have a 5 year grant condition, over and up to £30,000 a 15 year grant condition. The grant will be repaid in full if, within 5 or 15 years of the grant being certified complete, the property is sold or no longer occupied as the main residence of the applicant or a member of his or her family.
- All registered owners are required to sign an owner's certificate to this effect with photographic proof being provided. Passport / photo driving licence.
- Works must be completed within 3 months of approval or the grant may be withdrawn.
- An applicant should take reasonable steps to pursue any relevant insurance or legal claim, so far as is appropriate. If after a grant has been approved, an applicant is successful in (a) insurance claim or legal claim against another person in respect of damage to the premises to which the grant relates, or (b) a legal claim for damages in which the costs of the works to the premises is part of the claim, the applicant should notify the Council and repay the grant out of the proceeds of such a claim.

## The procedure for applying for a grant

1. You will need to complete the initial enquiry form below and return it to 'Grant support services', who will assess the information and advise as to whether you are likely to be eligible for a grant, if so:
2. An officer will visit you to verify works needed, check your eligibility documentation and draft a schedule of works.
3. A grant application form and a copy of the schedule of works needed will then be sent.
4. You can organise the works yourself, but we advise using an approved contractor /surveyor. A guidance sheet is available on request.
5. You will need to obtain two itemised estimates for the works and send them with the completed application form to 'Grant support services'. Architects, surveyors, engineers and advisors reasonable fees for can be included, you must provide an estimate and an invoice for to claim their fees.
6. The Council will approve (or refuse) the grant, within five weeks, and inform you how much grant has been approved.
7. If you change your builder, you must inform 'Grant Support Services'.
8. Any changes to the works must be notified to 'Grant support services' in writing. Agreed and signed by all owner(s).
9. Once works are complete the contractors final invoice with all completion certificates and guarantees must be sent to the Council within two weeks to request grant payment.
10. A Council officer will visit to check the works. If they are satisfactory, the final payment should be made within four weeks of the claim. However, it is important that you, as the owner of the property, are satisfied with the work. If not, you must discuss your concerns with your builder or agent.

## Sustainability

The Council supports the use of all sustainability technologies. We encourage contractors to dispose of waste at approved registered sites and to use green transport (hybrid and electric vehicles) and their workers to use public transport where possible. The Council encourages the use of sustainable materials and Green electricity.

## Assistance

If you are over 60 or disabled and you would like some help in this process, Origin Improvement Agency can organise the grant and tender the works for you.

Origin Housing Improvement Agency  
8 Norah Levington Court,  
Randolph Street,  
London NW1 0TS  
020 7284 5473  
Email: [care.repair@originhousing.org.uk](mailto:care.repair@originhousing.org.uk)

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**Please Note:**

1. All grants are subject to the availability of funding. Do not start work or assume you have funding until you have written approval from the Council.
2. If you are not eligible for a grant under this grants policy and you feel you should be, you can apply for consideration of exceptional need for a grant.
3. Grants are also available for Disabled adaptations and Heating, insulation and security. Please contact Grant Support Services for further information.

**Freeholders and Leaseholders**

Renovation grants are available to leaseholders (as well as freehold owner-occupiers) for internal works, or those for which the leaseholder has responsibility for repair. The lease (sometimes also called a tenancy agreement) must have at least ten years to run.

If you are a Council leaseholder you may have the right to a loan for charges made by the Council for major works. Home Ownership Services will be able to give you advice on these or other payment options available.

Home Ownership Services  
5 Highbury Crescent,  
London N7 7LP  
020 7527 7715/7720,

**Useful Contacts:**

Grant Support Services Islington Council 222 Upper Street London N1 1XR Email: <a href="mailto:grants.residential@islington.gov.uk">grants.residential@islington.gov.uk</a> Tel: 020 7527 3104	The Energy Advice Team Islington Council 222 Upper Street London N1 1XR Email: <a href="mailto:energy.advice@islington.gov.uk">energy.advice@islington.gov.uk</a> Tel: 0800 512 012
Planning Enquiries Islington Council 222 Upper Street London N1 1XR Tel: 020 7527 2774 Email: <a href="mailto:planningenquiries@islington.gov.uk">planningenquiries@islington.gov.uk</a>	Building Control Services Islington Council 222 Upper Street London N1 1XR Tel: 020 7527 5999 Email: <a href="mailto:building.control@islington.gov.uk">building.control@islington.gov.uk</a>

London Borough of Islington

RENOVATION GRANT ENQUIRY FORM 2011-12

This form is for an initial enquiry to assess if you're eligible for a grant; it is not a formal application for a grant.

1. Name: \_\_\_\_\_  
Address (where grant is needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: (Home) \_\_\_\_\_ (Daytime) \_\_\_\_\_  
Name and Address (for correspondence, if different from above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

2. Which of the following apply to you? (Please Tick.)

Are you disabled?

Does your Household include children aged 16 or under

Does your Household **only** have people aged between 17 and 59 years?

Does your Household include someone who is aged 60 or over?

If yes please give details

Male  Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Female  Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

3. Have you owned and lived at this property for five years or more?

(If less than five years – you are not eligible) Yes  No

List All Registered Owners:

\_\_\_\_\_  
\_\_\_\_\_

What type of owner/s are you?

Freeholder  Council/Other leaseholder   
Private Leaseholder

Do You Own Any Other Properties in The UK or Abroad?

Yes

No

**Are there any non dependants living at the property:**

Yes  No

If yes relationship to owner/s. \_\_\_\_\_

**Do you or your partner receive any of the following state benefits?**

*(Please Tick.)*

- |   |                          |
|---|--------------------------|
| a) Income Support   | <input type="checkbox"/> |
| b) ESA Income Based   | <input type="checkbox"/> |
| c) Job Seekers Allowance (Income Based)                               | <input type="checkbox"/> |
| d) Council Tax Benefit  | <input type="checkbox"/> |
| e) Working Family / Child Tax Credit (Joint Income less than £15,860) | <input type="checkbox"/> |
| f) Guaranteed Pension Credit  | <input type="checkbox"/> |

**4. Have you received a Council grant for works to this property before?**

Yes  No

**5. What works are needed to your property:** \_\_\_\_\_

\_\_\_\_\_

**6. Estimated cost of works (if known):** \_\_\_\_\_

**7. How did you hear about our Service?** \_\_\_\_\_

\_\_\_\_\_

**8. If you are over 60 or disabled, would you like assistance from Origin improvement agency to help organise the building works. (see enclosed leaflet)**

Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## **Data Protection Act 1998**

Please note that the information on this form will be stored on computer; it will not be shared with other organisations, unless authorised under the Data Protection Act 1998.

Islington Council will process information provided by you for the purpose of processing your Grant.

The information you provide will/may be disclosed to: other departments within Islington Council; the Police; other Local Authorities and other Government Agencies only when and where necessary for the purpose(s) of Prevention and/or detection of crime and to check for any anomalies and/or inconsistencies.

## **Retention Procedure**

Our department will retain your personal data for a maximum of **ten years** once our business with you has concluded. Your personal data will then be securely destroyed.

Please return the completed form to:

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

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