London Borough of Islington

Renovation Grants for Owner - Occupiers
2013-2014

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

- A severe roof leak, serious dampness, major drainage or where there dangerous hazard in your home.
- Adaptations and repairs or to enable someone to be discharged from hospital

If you and your partner are on income support, guaranteed pension tax credit or in receipt of housing benefit the grant will pay reasonable cost for major repairs up to a maximum of £30,000 (You will only be eligible for reasonable costs of major repairs identified by a grant officer).

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. Grants up to £10,000 will have a 5 year grant condition, with a 20 year grant condition if the cost exceeds £10,000. The grant will need to be repaid in full if the conditions are breached, the property sold or no longer occupied as the main residence of the applicant.

- All registered owners are required to sign an owner’s certificate agreeing to the grant conditions with photographic proof of the owner/s 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- Works must be completed within 3 months of approval or the grant may be withdrawn.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.

Procedure for applying

- 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:

- An officer will visit you to verify works needed, check your eligibility documentation and draft a schedule of work.

- A grant application form and a copy of the schedule of works will be sent following his visit. You will need to obtain two itemised estimates for the works to send with the completed application form to ‘grant support services’. Architect/surveyor and building control fees can be included. An estimate and invoice is required for their fees.
• The council will approve (or refuse) the grant and inform you how much grant has been approved within five weeks.

• If you change your builder, you must inform grant support services’.

• Any changes to the works must be notified to the grant support services in writing. This must be agreed with the council and all owners.

• Once works are complete the contractor’s final invoice with all completion certificates and guarantees must be sent to the Council within two weeks before grant payment can be made.

• 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. It is important that the owner of the property is 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 and insist on dual flush W.Cs and aerated taps when a grant is awarded.

• We encourage contractors to dispose of waste at approved registered sites and to use green transport options (for example hybrid and electric vehicles) with their workers using public transport where possible. The council supports 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

Please Note:

• 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.

• If you are not on any passport benefits, the council under special circumstances, may consider carrying out a means test; this test will assess if you will need to contribute any money towards the cost of works. The council may also consider any other exceptional circumstances.

• Pipework and Electrics may be surface mounted.

• Only disturbed surfaces to be re decorated to best match with existing decorations

• Grants are also available for disabled adaptations, heating, insulation and security. Please contact grant support services 020 7527 3104 for further information.
Freeholders and Leaseholders

Renovation grants are available to freehold owner-occupiers and for internal works for leaseholders, or for those repairs which the leaseholder has responsibility for repair (This may be part funding for joint responsibility).

The lease (sometimes 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:

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<tr>
<th>Grant Support Services</th>
<th>The Energy Advice Team</th>
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<tbody>
<tr>
<td>Islington Council</td>
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<tr>
<td>222 Upper Street</td>
<td>222 Upper Street</td>
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<tr>
<td>London N1 1XR</td>
<td>London N1 1XR</td>
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<tr>
<td>Email: <a href="mailto:grants.residential@islington.gov.uk">grants.residential@islington.gov.uk</a></td>
<td>Email: <a href="mailto:energy.advice@islington.gov.uk">energy.advice@islington.gov.uk</a></td>
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<tr>
<td>Tel: 020 7527 3104</td>
<td>Tel: 0800 512 012</td>
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<tr>
<th>Planning Enquiries</th>
<th>Building Control Services</th>
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<tr>
<td>Tel: 020 7527 2774</td>
<td>Tel: 020 7527 5999</td>
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<tr>
<td>Email: <a href="mailto:planningenquiries@islington.gov.uk">planningenquiries@islington.gov.uk</a></td>
<td>Email: <a href="mailto:building.control@islington.gov.uk">building.control@islington.gov.uk</a></td>
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London Borough of Islington
RENOVATION GRANT ENQUIRY FORM 2013-14

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 ☐
b) ESA Income Based ☐
c) Job Seekers Allowance (Income Based) ☐
d) Council Tax Benefit ☐
e) Working Family / Child Tax Credit (Joint Income less than £15,860) ☐
f) Guaranteed Pension Credit ☐

4. Have you received a Council grant for works to this property before?
Yes ☐ No ☐

5. What work is required 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 home 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

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**GRANTS WILL NOT BE APPROVED IF YOU START WORKS WITHOUT PRIOR APPROVAL.**  
**DO NOT ASSUME YOU HAVE FUNDING UNTIL YOU ARE GIVEN WRITTEN GRANT APPROVAL BY THE COUNCIL.**

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

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Other grants are available for registered disabled people and vulnerable households. You can contact grant support services 0207 527 3104 for further information.