2003 No. 420

HOUSING

The Housing Grants (Application Forms) (Scotland) Regulations 2003

Made 7th September 2003

Laid before the Scottish Parliament 10th September 2003

Coming into force 1st October 2003

The Scottish Ministers, in exercise of the powers conferred by sections 237 and 330 of the Housing (Scotland) Act 1987(a) and of all other powers enabling them in that behalf, hereby make the following Regulations:

Citation, commencement, interpretation and revocation

- **1.**—(1) These Regulations may be cited as the Housing Grants (Application Forms) (Scotland) Regulations 2003 and shall come into force on 1st October 2003.
 - (2) In these Regulations-
 - "the Act" means the Housing (Scotland) Act 1987; and
 - "specifications" includes plans.
- (3) Forms 2 and 3 as set out in the list of forms in the Schedule to the Housing (Forms) (Scotland) Regulations 1980(**b**) are revoked.

Application Forms

- **2.** The form of the application set out in Schedule 1 is prescribed as the form of the application for improvement grant to be used for the purpose of section 237 of the Act which is not an application in relation to the works described in section 236(2)(a)(ii) of the Act.
- **3.** The form of the application set out in Schedule 2 is prescribed as the form of the application for improvement grant to be used for the purpose of section 237 of the Act which is an application in relation to the works described in section 236(2)(a)(ii) of the Act.

⁽a) 1987 c.26. Section 237 was amended by the Housing (Scotland) Act 2001 (asp 10), section 97. See section 338 of the Housing (Scotland) Act 1987 (c.26) for the definition of "prescribed". The functions of the Secretary of State were transferred to Scottish Ministers by virtue of section 53 of the Scotland Act 1998 (c.46).

⁽b) S.I. 1980/1647, amended by S.I. 1996/632.

4. The form of the application set out in Schedule 3 is prescribed as the form of the application for repairs grant to be used for the purpose of section 248 of the $Act(\mathbf{a})$.

The form of the application set out in Schedule 4 is prescribed as the form of the application for grant for a means of escape from fire in a house in multiple occupation to be used for the purposes of section 249 of the Act(**b**).

MARGARET CURRAN A member of the Scottish Executive

St Andrew's House, Edinburgh 9th September 2003

⁽a) Section 248 was relevantly amended by the Housing (Scotland) Act 1988 (c.43), Schedule 7, paragraph 14, and Schedule 8, paragraph 6, and by the Housing (Scotland) Act 2001 (asp 10), section 103.

⁽b) Section 249 was relevantly amended by the Housing (Scotland) Act 1988 (c.43), Schedule 7, paragraph 15, and Schedule 8, paragraph 7, and by the Housing (Scotland) Act 2001 (asp 10), section 104.

SCHEDULE 1

APPLICATION FOR IMPROVEMENT GRANT not relating to works for a disabled occupant.

Please read these notes before completing this form. These notes are not a complete or authoritative statement of the law.

In this form and these notes "house" includes flats, and other buildings being converted to houses or flats.

This form must be completed and returned to the local authority for the area where the house is situated. The local authority will tell you what documents you need to provide to show that the information you give is correct. They may also need to inspect the house to check that they can give grant for the works you plan to do.

YOU SHOULD NOT START THE WORK ON THE HOUSE BEFORE THE LOCAL AUTHORITY HAS APPROVED YOUR GRANT APPLICATION IN WRITING.

IF YOU START WORK BEFORE YOUR APPLICATION IS APPROVED, THE LOCAL AUTHORITY MAY NOT BE ABLE TO GIVE YOU A GRANT.

If you are not the owner of the house, the owner must agree to the application being made. If grant is given, the following conditions apply to the house for 5 years after the work is completed. The owner must agree to abide by these conditions:

- the house must be used as a private dwelling-house (although part may be used for business purposes);
- if the owner or a member of their family occupies the house, it must be their main home; and
- the house must be kept in good repair, as far as possible.

The conditions will be registered on the title of the house. If there are any loans secured on the house the lender should be informed of this application.

The amount of grant that may be paid usually depends on the income of the applicant and their partner over the past year. ("Partner" means someone you are married to, or someone who normally lives with you as if you are married.) If you are a joint owner, joint tenant or joint liferenter, the income of all the joint owners, joint tenants and joint liferenters, and of their partners, is also taken into account. You will need to collect information from all these people to fill in Part D of this form, and ask them to sign to confirm that the information about them is correct. You must tell them what the information is for, and which local authority you are sending this application to.

If the application relates to a house which is not your main home or the main home of a member of your family, or if the applicant is a company or organisation, the amount of grant depends on the cost of works compared to the increase in value of the house due to those works, and certain other criteria.

Leaflets are available to tell you more about the grants system and how the amount of grant is calculated.

PART A - GENERAL

	Postcode
(
Your details (the applicant).	
Name	
Address (if different from A1)	
	Destands
Telephone (day)	Postcode Telephone (evening)
Lielenhone may	
Telephone (mobile) Vho owns the house where work	Email
Telephone (mobile) Who owns the house where work	Email is to be done?
Telephone (mobile) Who owns the house where work If there are joint owners, please co	Email is to be done?
Telephone (mobile) Who owns the house where work If there are joint owners, please co Owner's name Owner's address	Email is to be done? ontinue on a separate sheet if necessary
Telephone (mobile) Who owns the house where work If there are joint owners, please co	Email is to be done?
Telephone (mobile) Who owns the house where work If there are joint owners, please concepts of the please concepts and the please to deal with the pl	Email is to be done? ontinue on a separate sheet if necessary
Telephone (mobile) Who owns the house where work of there are joint owners, please concepts of the property o	Email is to be done? ontinue on a separate sheet if necessary Telephone
Telephone (mobile) Who owns the house where work If there are joint owners, please concentration of the please co	Email is to be done? ontinue on a separate sheet if necessary Telephone
Telephone (mobile) Who owns the house where work If there are joint owners, please concepts of the please concepts and the please to deal with the pl	is to be done? continue on a separate sheet if necessary Telephone with the application for you, please give

PART B - ABOUT THE HOUSE

B1	What sort of prope	erty is it	? Please tick one	box		
	House: detached		semi-detached		terraced	
	Flat: tenement		high-rise		4-in-a-block	
	Other - please des	cribe				
B2	Please give a brie	f descr	iption of the plann	ed wor	ks.	
ВЗ	How much will the	se wor	ks cost?			
	Cost of work			£		
	VAT on work			£		
	Professional fees	;		£		
	VAT on fees			£		
	Total			£		
В4	including profession	onal fee ow, ha	es. The local authore ve any other gran years? <i>Please tio</i>	ority wi nts bee	Il tell you what en applied for <i>box</i>	imates of the costs is required. to do work on this
	NO L	res	□ Please g	live dei	ails below	
	Type of grant					
	Amount			£		
	Date approved					
B5	What is the Counc	il Tax '	√aluation Band of	the ho	use? \square	
B6	Was the house bu Please tick one bo		onverted to a dwe	llingho	use, within the	e last 10 years?
	Yes No I					

PART C - YOU AND THE HOUSE

For each question, please tick one box and follow the instructions alongside. If there are no instructions, go on to the next question. What is your connection with the house? C1 (Agricultural and crofting tenants are treated as owners for the purposes of grant. If this applies to you, please answer as if you were the owner.) The applicant is not an individual \square Please go to Part E I am an owner who currently occupies the house \square Please go to Part D I am an owner, but do not currently live in the house \square Please go to question C2a I am a liferenter \square Please go to question C3 I am a tenant \square Please go to guestion C4a **Owners** C2a Does a member of your family currently live in the house? Yes Please go to Part D № П C2b Do you or a member of your family intend to live in the house when the work is completed? Yes Please go to Part D No Please go to Part E Liferenters C3 Is anyone else a joint liferenter with you? No Please go to Part D Yes Please enter the names of all joint liferenters below, then go to Part D Joint liferenters:

Tenants

C4a	Is anyone else a joint tenant with you?
	No ☐ Yes ☐ Please enter the names of all joint tenants below
	Joint tenants:
C4b	Does your lease say that you are responsible for doing the works to which this application relates? Yes \square No \square Please see the note below
C4c	Have you had that lease for two years or more?
	Yes ☐ Please go to Part D No ☐ Please see the note below
for a	If you have answered "No" to question C4b or C4c, you may not be eligible grant. Please contact the local authority to check the position before leting this application.

PART D - INCOME

Fill in this Part if you or a member of your family live in the house, or intend to live there when the work is completed.

Fill in Part D for yourself and your partner, if you have one. If there are other joint owners, joint tenants or joint liferenters (other than your partner), you must also provide details of their income and their partners' income in Part D(Additional) and ask them to sign the form at Part F to confirm the information about them is correct. If you need more copies of Part D(Additional), please contact the local authority.

D - YOU AND YOUR PARTNER

D1	Do you have a partner Please tick one box and follow the in		•	lives <i>le</i>	with	you?
	Yes What is your partner's name	e?				
	Please include your partner's incom Part	e and circur	nstance	es in co	mpletino	g this
	No Please include only your own	n income in	comple	ting this	Part	
D2	Do you receive any of the following Please answer "Yes" or "No" in each					
		You		You	ır nartne	-r

	You	Your partner
Income support		
Income-based Jobseekers' Allowance		
Guarantee element of Pension Credit		

Note: If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please fill in Part D(Additional) for any joint owners, joint tenants or joint liferenters, and then go to Part F.

The following questions ask about your income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct.

D3 How much did you receive in earnings from employment and/or self-employment over the past year?

Enter the gross amount, minus income tax and NI contributions

	You	Your partner
Employment	£	£
Self-employment	£	£

D4 How much did you pay over the past year in contributions to occupational pensions (deducted from your pay) or personal pensions, including stakeholder pensions and retirement annuities?

	You	Your partner
Occupational	£	£
Personal	£	£

D5 How much income did you receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year? Include all interest paid to any accounts, net of tax, even if it was re-invested

	You	Your partner
Income from savings and investments	£	£

D6 How much did you receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)?

Do not include Pension Credit, or any war pensions or war widows' pensions

	You	Your partner
Income from pensions	£	£

D7 If you let any property to someone else, including letting rooms in your own home, what was the **net** taxable income from the letting over the past year? Enter the amount after subtracting expenses which are deductible for income tax purposes

	You	Your partner
Income from rents	£	£

D8 If you receive maintenance from anyone for your own support or to support a child you are responsible for, what was the total amount received over the past year? Do not include benefit payments or any payments from a local authority for looking after a child placed with you for fostering or adoption

	You	Your partner
Maintenance payments	£	£

			You		Your partner
	Housing B	enefit	£		£
D10	own home? Include pay products yo	did you pay in rent or in the control of the contro	ment policy o to stay in you	r other investmen ır home. Do not ir	t or insurance
			You		Your partner
	Mortgage/	rent	£		£
	Mortgage/	rent	You		Your partner £
D12a	between 1	or your partner respon 6 and 21 and in full-tin one box and follow the Please go to question Please complete the	ne education e instructions on D13a	, for any part of th s <i>alongside</i>	
		t the name and data of	birth of each	n child or young p	
D12b	below, and	t the name and date of I tick if they receive Distinue on a separate sh	sabled Living	•	· ·
D12b	below, and blind. Conf	tick if they receive Di	sabled Living	•	DLA/blind
D12b	below, and blind. Conf	tick if they receive Di- tinue on a separate sh	sabled Living	ary.	

D12c	If the situation	changed	during th	ne past	year	for	any	of the	children	listed	in
	question D12b,	please gi	ve detail	s of the	chan	iges	in th	ne tabl	e below,	showin	ıg
	the child or your	ng person	's name	and the	releva	ant c	dates				

Name	U16/16-21 student	DLA/blind
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03

D13a Are you or your partner registered blind, or receive any of the benefits listed below? *Please answer "Yes" or "No" in each box*

	You	Your partner
Registered Blind		
Disability Living Allowance		
Disability element of Working Tax Credit		
Disabled Person's Tax Credit		
Severe Disablement Allowance		
Incapacity Benefit		
Mobility Supplement		
Attendance Allowance		
Other similar benefit: please specify		

D13b If you or your partner received any of these benefits for only part of the year, please say which benefits, and the dates when you started and/or stopped receiving them. You do not need to say if you stopped receiving a benefit because you passed the maximum age limit or went into hospital. In this case, you will be treated as if you still receive it.

Benefit	Date started	Date stopped

If there are other joint owners/joint tenants/joint liferenters (other than your partner), you must fill in a copy of Part D(Additional) for each of them and attach it to the form here.

You should ask each person whose details are included on the form to sign at Part F to confirm the information about them is correct.

When you have completed Part D, please go to Part F.

PART D(ADDITIONAL) - INCOME OF OTHER RELEVANT PERSONS

You must provide details of the income and circumstances of every person who is a joint owner/joint tenant/joint liferenter, and their partners. Fill in one copy of this Part for each such person with their partner, if they have one, and ask them to sign the form at Part F to confirm the information about them is correct.

D(A)1a	Please give the name of the person whe joint liferenter whose details are given it	•	er/joint tenant/
D(A)1	Do they have a partner wh Please tick one box and follow the instru	•	lives with them? le
	Yes \square What is their partner's name?		
	Please include the income and circumst completing this Part	tances of the pe	rson's partner in
	No Please include only the i joint owner/joint tenant/joint liferenter in		
D(A)2	Does the person (or their partner) receipelease answer "Yes" or "No" in each both		llowing benefits?
		Person	Partner
	Income support		
	Income-based Jobseekers' Allowance		
	Guarantee element of Pension Credit		

Note: If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please make sure you have filled in a copy of Part D(Additional) for each joint owner, joint tenant or joint liferenter, and then go to Part F.

The following questions ask about the person's income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct.

D(A)3 How much did this person (and their partner) receive in earnings from employment and/or self-employment over the past year?

Enter the gross amount, minus income tax and NI contributions

	Person	Partner
Employment	£	£
Self-employment	£	£

D(A)4 How much did this person (and their partner) pay over the past year in contributions to occupational pensions (deducted from their pay) or personal pensions, including stakeholder pensions and retirement annuities?

	Person	Partner
Occupational	£	£
Personal	£	£

D(A)5 How much income did this person (and their partner) receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year? *Include all interest paid to any accounts, net of tax, even if it was re-invested*

	Person	Partner
Income from savings and investments	£	£

D(A)6 How much did this person (and their partner) receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)? Do not include Pension Credit, or any war pensions or war widows'pensions

	Person	Partner
Income from pensions	£	£

D(A)7 If this person (or their partner) let any property to someone else, including letting rooms in their own home, what was the **net** taxable income from the letting over the past year? Enter the amount after subtracting expenses which are deductible for income tax purposes

	Person	Partner
Income from rents	£	£

D(A)8 If this person (or their partner) receives maintenance from anyone for their own support or to support a child they are responsible for, what was the total amount received over the past year?

Continued on next page

Continued from previous page

Do	not	include	benefit	payments	or	any	payments	from	а	local	authority	for
look	king	after a c	hild plac	ed with the	m	for fo	stering or a	adopti	on			

	Person	Partner
Maintenance payments	£	£

D(A)9 If this person (or their partner) receives Housing Benefit, what was the total amount received over the past year?

	Person	Partner	
Housing Benefit	£	£	

D(A)10 How much did this person (and their partner) pay in rent or mortgage payments over the past year, for their own home?
Include payments for any endowment policy or other investment or insurance products they are required to pay to stay in their home. Do not include other amounts for services, bills, additional insurance or council tax

	Person	Partner	
Mortgage/rent	£	£	

D(A)11 How much did this person (and their partner) pay in rent or mortgage payments, as above, for any other house where a member of their family lives? *Only include payments which this person (or their partner) is contractually required to make*

	Person	Partner
Mortgage/rent	£	£

D(A)12a Was this person (or their partner) responsible for any child under 16, or any young person between 16 and 21 and in full-time education, for any part of the past year?

Please tick one box and follow the instructions alongside

No	Please go to question D(A)13a
Yes	Please complete the details below

D(A)12b Please list the name and date of birth of each child or young person in the table below, and tick if they receive Disabled Living Allowance (DLA) or are registered blind. Continue on a separate sheet if necessary.

Child/young person's name	Date of birth	DLA/blind

D(A)12c	If the situation changed for any of these children during the year, please give
	details of the changes in the table below, showing the child or young person's
	name and the relevant dates.

Name	U16/16-21 student	DLA/blind
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03

D(A)13a Is this person (or their partner) registered blind, or do they receive any of the benefits listed below? *Please answer "Yes" or "No" in each box*

	Person	Partner
Registered Blind		
Disability Living Allowance		
Disabled Person's Tax Credit		
Incapacity Benefit		
Attendance Allowance		
Mobility Supplement		
Other similar benefit: please specify		

D(A)13b If this person (or their partner) received any of these benefits for only part of the year, please say which benefits, and the dates when they started and/or stopped receiving them. You do not need to say if they stopped receiving a benefit because they passed the maximum age limit or went into hospital. In this case, they will be treated as if they still receive it.

Benefit	Date started	Date stopped

Please attach this Part D(Additional) inside the main form at the end of Part D.

When you have completed Part D for all joint owners/joint tenants/ joint liferenters, please go to Part F.

PART E - ADDITIONAL CRITERIA

Only complete this Part if neither you nor any member of your family live in the house, or if the application is from a company or other organisation. The local authority will need to obtain a valuation of the house to calculate the amount of grant they may be able to pay.

E1	Does this application relate to a house which has been vacant for 2 y more? Please tick one box		
	Yes 🗆	No 🗆	
E2	Are the works to be undertaken under a single contract which covers a similar programme of works on three or more houses? Please tick one box		
	Yes	No 🗆	
Will the works make it easier for disabled people to enter and mother the house and operate fittings, services and controls, to a level by required by the Building Standards (Scotland) Regulations 1990 Please tick one box		nd operate fittings, services and controls, to a level beyond that the Building Standards (Scotland) Regulations 1990?	
	Yes	No 🗆	
If the	applicant is	a company or organisation is it:	
E4a A Registered Social Landlord? Please tick one box		d Social Landlord? Please tick one box	
	Yes	No 🗆	
E4b A charity or not-for-profit organisation which includes among its pow objects the provision, construction, improvement, repair or managen houses for letting, for sale or for shared ownership? Please tick one box		provision, construction, improvement, repair or management of etting, for sale or for shared ownership?	
	Yes	No 🗆	

PART F - DECLARATIONS

The following declaration should be signed by your partner (if any), every joint owner/joint tenant/joint liferenter, and their partners.

You (the applicant) should sign the declaration at the bottom of the page.

I declare that the information given in this form as it relates to me is correct to the best of my knowledge.		
Signed	Date	
Print name		
Signed	Date	
Print name		
Signed	Date	
Print name		
This is my application for a grant towards the cost of works described in this		
I declare that	t all the information given in this form is correct to the best of	

my knowledge, and I confirm that I have advised each person providing information of the identity of the legal authority this information is being

information of the identity of the local authority this information is being given to and what the information will be used for

given to, and what the information will be used for.

Signed Date

Print name

Anyone who knowingly or recklessly gives false information in an application for grant is committing an offence which could lead to prosecution.

Schedule 2

APPLICATION FOR IMPROVEMENT GRANT RELATING TO WORKS FOR A DISABLED OCCUPANT

Please read these notes before completing this form. These notes are not a complete or authoritative statement of the law.

This is an application form for an improvement grant where the works are required to make the house suitable for a disabled occupant.

In this form and these notes "house" includes flats.

This form must be completed and returned to the local authority for the area where the house is situated. The local authority will tell you what documents you need to provide to show that the information you give is correct. They may also need to inspect the house to check that they can give grant for the works you plan to do.

YOU SHOULD NOT START THE WORK ON THE HOUSE BEFORE THE LOCAL AUTHORITY HAS APPROVED YOUR GRANT APPLICATION IN WRITING.

IF YOU START WORK BEFORE YOUR APPLICATION IS APPROVED, THE LOCAL AUTHORITY MAY NOT BE ABLE TO GIVE YOU A GRANT.

If you are not the owner of the house, the owner must agree to the application being made. If grant is given, the following conditions apply to the house for 5 years after the work is completed. The owner must agree to abide by these conditions:

- the house must be used as a private dwelling-house (although part may be used for business purposes);
- if the owner or a member of their family occupies the house, it must be their main home; and
- the house must be kept in good repair, as far as possible.

The conditions will be registered on the title of the house. If there are any loans secured on the house the lender should be informed of this application.

The amount of grant that may be paid usually depends on the income of the applicant (the disabled person) and their partner over the past year. ("Partner" means someone you are married to, or someone who normally lives with you as if you are married.) If the disabled person is under 16 years old, the application should be made by their parent, or other person responsible for them.

Leaflets are available to tell you more about the grants system and how the amount of grant is calculated.

PART A - GENERAL

A1	Address of the house where work is to be done. Please include the flat number, if applicable			
			Destanda	
			Postcode	
A2	Your details (the applicant).			
	Name			
	Address (if different from A	1)		
			Postcode	
	Telephone (day)		Telephone (evening)	
	Telephone (mobile)		Email	
.3		Who owns the house where work is to be done? If there are joint owners, please continue on a separate sheet if necessary		
	Owner's name			
	Owner's address			
	Postcode		Telephone	
\ 4	If you want someone else to deal with the application for you, please give their details.			
	Name			
	Address			
			Postcode	
	Telephone (day)		Telephone (evening)	
	Telephone (mobile)		Email	

PART B - ABOUT THE HOUSE

B1	What sort of property is it? Please tick one box				
	House: detached	ned 🔲	terraced 4-in-a-block		
	Other - please describe				
B2	Please give a brief description of the	planned work	S.		
ВЗ	How much will these works cost?				
	Cost of work	£			
	VAT on work	£			
	Professional fees	£			
	VAT on fees	£			
	Total	£			
PART	costs, including professional fees. required. C - YOU AND THE HOUSE				
C1	What is your connection with the hou (<i>Agricultural and crofting tenants argrant</i> . If this applies to you, please answer at a) Owner b) Tenant D	e treated as	owners for the purpo	eses of	
	d) Other - please describe				
C2	Are the works required to meet the needs of a disabled person who is under 16 years old?				
	Please tick one box				
	No ☐ Yes ☐ Please give the disabled person's name and date of birth				
	Name	alsabled pels	Date of birth		
	IVAITIE		Date of biftin		

PART D - INCOME

D1	Do you have a partner who normally lives with you?
	Please tick one box and follow the instructions alongside

	Yes What is your partner's name?	_
Please Part	include your partner's income and circumstances in completing this	
No 🗆	Please include only your own income in completing this Part	
_		

D2 Do you receive any of the following benefits? Please answer "Yes" or "No" in each box

	You	Your partner
Income support		
Income-based Jobseekers' Allowance		
Guarantee element of Pension Credit		

Note: If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please go to the end of the form and sign the declaration.

The following questions ask about your income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct.

D3 How much did you receive in earnings from employment and/or selfemployment over the past year? Enter the gross amount, minus income tax and NI contributions

	You	Your partner
Employment	£	£
Self-employment	£	£

D4 How much did you pay over the past year in contributions to occupational pensions (deducted from your pay) or personal pensions, including stakeholder pensions and retirement annuities?

	You	Your partner
Occupational	£	£
Personal	£	£

D5 How much income did you receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year? Include all interest paid to any accounts, net of tax, even if it was re-invested

				,	You	Your partner
Income	from	savings	and	£		£
investme	ทเร					

D6 How much did you receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)?

Do not include Pension Credit, or any war pensions or war widows' pensions

	You	Your partner
Income from pensions	£	£

D7 If you let any property to someone else, including letting rooms in your own home, what was the **net** taxable income from the letting over the past year? Enter the amount after subtracting expenses which are deductible for income tax purposes

	You	Your partner
Income from rents	£	£

D8 If you receive maintenance from anyone for your own support or to support a child you are responsible for, what was the total amount received over the past year? Do not include benefit payments or any payments from a local authority for looking after a child placed with you for fostering or adoption

	You	Your partner
Maintenance payments	£	£

D9 If you receive Housing Benefit, what was the total amount received over the past year?

	You	Your partner
Housing Benefit		

D10 How much did you pay in rent or mortgage payments over the past year, for your own home?

Include payments for any endowment policy or other investment or insurance products you are required to pay to stay in your home. Do not include other amounts for services, bills, additional insurance or council tax

	You	Your partner
Mortgage/rent		

D11	house	How much did you pay in rent or mortgage payments, as above, for any other house where a member of your family lives? Only include payments which you are contractually required to make			
				You	Your partner
	Mort	gage/re	ent		
D12a	perso	n betw	een 16 and 21 and in	sible for any child under full-time education, for now the instructions along	any part of the past
	No		Please go to question	n D13a	
	Yes		Please complete the	details below	
D12b	Please list the name and date of birth of each child or young person in the table below, and tick if they receive Disabled Living Allowance (DLA) or are registered blind. Continue on a separate sheet if necessary.			wance (DLA) or are	
	Child	/young	person's name	Date of birth	DLA/blind
	L				

the child or young person's name and the relevant dates.

Name

U16/16-21 student

DLA/blind

Eq: Mary Smith

2 Nov 02 - 27 Jun 03

2 Nov 02 - 27 Jun 03

question D12b, please give details of the changes in the table below, showing

D12c If the situation changed during the past year for any of the children listed in

Name	U16/16-21 student	DLA/blind
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03

D13a	Are you or your partner registered blind, or receive any of the benefits listed below?
	Please answer "Yes" or "No" in each box

	You	Your partner
Registered Blind		
Disability Living Allowance		
Disability element of Working Tax Credit		
Disabled Person's Tax Credit		
Severe Disablement Allowance		
Incapacity Benefit		
Mobility Supplement		
Attendance Allowance		
Other similar benefit: please specify		

D13b If you or your partner received any of these benefits for only part of the year, please say which benefits, and the dates when you started and/or stopped receiving them. You do not need to say if you stopped receiving a benefit because you passed the maximum age limit or went into hospital. In this case, you will be treated as if you still receive it.

Benefit	Date started	Date stopped

This application relates to works required to make the house suitable to meet the needs of a disabled person. Have you or your partner received or applie to receive any compensation or insurance payment as a result of this disability, during the last three years?					applied			
Yes		The loca	I authority	will need	to ask you	ı more al	bout this	
No								

DECLARATION

This is my application for an improvement described in this form.	grant towards the cost of works
I declare that all the information given in this knowledge, and I confirm that I have advised the identity of the local authority this information will be used for.	each person providing information of
Signed	Date
Print name	

Anyone who knowingly or recklessly gives false information in an Application for grant is committing an offence which could lead to prosecution.

APPLICATION FOR REPAIRS GRANT

Please read these notes before completing this form. These notes are not a complete or authoritative statement of the law.

In this form and these notes "house" includes flats and business premises eligible for grant.

This form must be completed and returned to the local authority for the area where the house is situated. The local authority will tell you what documents you need to provide to show that the information you give is correct. They may also need to inspect the house to check that they can give grant for the works you plan to do.

YOU SHOULD NOT START THE WORK ON THE HOUSE BEFORE THE LOCAL AUTHORITY HAS APPROVED YOUR GRANT APPLICATION IN WRITING. IF YOU START WORK BEFORE YOUR APPLICATION IS APPROVED, THE LOCAL AUTHORITY MAY NOT BE ABLE TO GIVE YOU A GRANT.

If you are not the owner of the house, the owner must agree to the application being made. If grant is given, the following conditions apply to the house for 5 years after the work is completed. The owner must agree to abide by these conditions:

- the house must be used as a private dwelling-house (although part may be used for business purposes);
- if the owner or a member of their family occupies the house, it must be their main home; and
- the house must be kept in good repair, as far as possible.

The conditions will be registered on the title of the house. If there are any loans secured on the house the lender should be informed of this application.

The conditions above do not apply to business premises.

The amount of grant that may be paid usually depends on the income of the applicant and their partner over the past year. ("Partner" means someone you are married to, or someone who normally lives with you as if you are married.) If you are a joint owner, joint tenant or joint liferenter, the income of all the joint owners, joint tenants and joint liferenters, and of their partners, is also taken into account. You will need to collect information from all these people to fill in Part D of this form, and ask them to sign to confirm that the information about them is correct. You must tell them what the information is for, and which local authority you are sending this application to.

If the application relates to a house which is not your main home or the main home of a member of your family, or if the applicant is a company or organisation, the amount of grant depends on the cost of works compared to the increase in value of the house due to those works, and certain other criteria. Leaflets are available to tell you more about the grants system and how the amount of grant is calculated.

PART A - GENERAL

Address of the house where work is to be done. Please include the flat number, if applicable			
	Postcode		
Your details (the applicant)			
Name			
Address (if different from A	A1)		
	Postcode		
	Posicode		
Telephone (day)	Telephone (evening)		
Telephone (mobile) Who owns the house wher	Email		
Telephone (mobile) Who owns the house wher If there are joint owners, pl	Email re work is to be done?		
Telephone (mobile) Who owns the house wher If there are joint owners, place. Owner's name	Email re work is to be done? lease continue on a separate sheet if necessary		
Telephone (mobile) Who owns the house wher If there are joint owners, place of the Owner's name Owner's address Postcode	Email re work is to be done? lease continue on a separate sheet if necessary Telephone		
Telephone (mobile) Who owns the house wher If there are joint owners, please of the Owner's name owner's address Postcode If you want someone else	Email re work is to be done? lease continue on a separate sheet if necessary Telephone		
Telephone (mobile) Who owns the house wher If there are joint owners, place of the Owner's name Owner's address Postcode If you want someone else details.	Email re work is to be done? lease continue on a separate sheet if necessary Telephone		
Telephone (mobile) Who owns the house wher If there are joint owners, play Owner's name Owner's address Postcode If you want someone else details. Name	Email Te work is to be done? Ilease continue on a separate sheet if necessary Telephone to deal with the application for you, please give to		
Telephone (mobile) Who owns the house wher If there are joint owners, play Owner's name Owner's address Postcode If you want someone else details. Name	Email re work is to be done? lease continue on a separate sheet if necessary Telephone		

PART B - ABOUT THE HOUSE

B1	What sort of property is it? Please tick one box						
	House: detached	ned		terraced 4-in-a-block			
	Other - please describe						
B2	Please give a brief description of the	planne	ed works.				
ВЗ	How much will these works cost?						
	Cost of work	£					
	VAT on work	£					
	Professional fees	£					
	VAT on fees	£					
	Total	£					
	You will need to provide full specifications for the work and estimates of the costs, including professional fees. The local authority will tell you what is required.						
B4	As far as you know, have any other of house, within the past 10 years? Please	_	• •	d for to do work	on this		
	No	details	below				
	Type of grant						
	Amount	£					
	Date approved						
B5	If the property is a house or flat, what	t is its	Council Tax \	√aluation Band?	? 🔲		
B6	If the property is a house or flat, was within the last 10 years? Please tick of			ed to a dwelling-	-house,		
	Yes No No						

PART C - YOU AND THE HOUSE

For each question, please tick one box and follow the instructions alongside. If there are no instructions, go on to the next question.

	, 0				
C1	What is your connection with the house? (Agricultural and crofting tenants are treated as owners for the purposes of				
	grant. If this applies to you, please answer as if you were the owner.)				
	 The applicant is not an individual ☐ Please go to Part E 				
	• The application relates to business premises ☐ Please go to Part E				
	• I am an owner who currently occupies the house \square Please go to Part D				
	• I am an owner, but do not currently live in the house \square Please go to question C2a				
	I am a liferenter ☐ Please go to question C3				
	I am a tenant ☐ Please go to question C4				
Owne					
C2a	Does a member of your family currently live in the house?				
	Yes ☐ Please go to Part D No ☐				
C2b	Do you or a member of your family intend to live in the house when the work is completed?				
	Yes ☐ Please go to Part D No ☐ Please go to Part E				
Lifere	enters				
СЗ	Is anyone else a joint liferenter with you?				
	No \square Please go to Part D Yes \square Please enter the names of all joint liferenters below, then go to Part D				
	Joint liferenters:				
Tena	nts				
C4	Is anyone else a joint tenant with you?				
	No ☐ Yes ☐ Please enter the names of all joint tenants below				
	Joint tenants:				

PART D - INCOME

Fill in this Part if you or a member of your family live in the house, or intend to live there when the work is completed.

Fill in Part D for yourself and your partner, if you have one. If there are other joint owners, joint tenants or joint liferenters (other than your partner), you must also provide details of their income and their partners' income in Part D(Additional) and ask them to sign the form at Part F to confirm the information about them is correct. If you need more copies of Part D(Additional), please contact the local authority.

D-YOU AND YOUR PARTNER

D1	Do you have a partner who Please tick one box and follow the instruction	•	s with you?
	Yes What is your partner's name?		
	Please include your partner's income and ci	rcumstances in o	completing this Part
	No Please include only your own income	e in completing the	nis Part
D2	Do you receive any of Please answer "Yes" or "No" in each box	the following	ng benefits?
		You	Your partner
	Income support		•
	Income-based Jobseekers' Allowance		
	Guarantee element of Pension Credit		

Note: If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please fill in Part D(Additional) for any joint owners, joint tenants or joint liferenters, and then go to Part F.

The following questions ask about your income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct.

D3 How much did you receive in earnings from employment and/or self-employment over the past year?

Enter the gross amount, minus income tax and NI contributions

	You	Your partner
Employment	£	£
Self-employment	£	£

D4 How much did you pay over the past year in contributions to occupational pensions (deducted from your pay) or personal pensions, including stakeholder pensions and retirement annuities?

	You	Your partner
Occupational	£	£
Personal	£	£

D5 How much income did you receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year?

Include all interest paid to any accounts, net of tax, even if it was re-invested

	You	Your partner
Income from savings and investments	£	£

D6 How much did you receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)?

Do not include Pension Credit, or any war pensions or war widows' pensions

,	You	Your partner
Income from pensions	£	£

D7 If you let any property to someone else, including letting rooms in your own home, what was the **net** taxable income from the letting over the past year? Enter the amount after subtracting expenses which are deductible for income tax purposes

	You	Your partner
Income from rents	£	£

D8 If you receive maintenance from anyone for your own support or to support a child you are responsible for, what was the total amount received over the past year? Do not include benefit payments or any payments from a local authority for looking after a child placed with you for fostering or adoption

	You	Your partner
Maintenance payments	£	£

		You	Your partner
	Housing Benefit	£	£
10	How much did you pay in rent or for your own home? Include payments for any endow products you are required to pay	ment policy or other in the stay in your home	investment or insurance . Do not include other
	amounts for services, bills, addit	1	
		You	Your partner
	Mortgage/rent	£	£
	How much did you pay in rent or house where a member of your f Only include payments which yo	amily lives?	•
	Only include payments which yo	· · · · · · · · · · · · · · · · · · ·	•
		You	Your partner
12a	Mortgage/rent Were you or your partner response.	You £	Your partner £
12a	Mortgage/rent Were you or your partner responsers between 16 and 21 and year? Please tick one box and for the second process of the	You £ consible for any child in full-time education of the instructions of the properties of the prop	Your partner £ under 16, or any young for any part of the past
)12a	Mortgage/rent Were you or your partner responsers between 16 and 21 and year? Please tick one box and form	You £ consible for any child in full-time education of the instructions of the properties of the prop	Your partner £ under 16, or any young for any part of the past
	Mortgage/rent Were you or your partner responsers between 16 and 21 and year? Please tick one box and for the second process of the	You £ consible for any child in full-time education of the instructions of the instructions of the instruction of the instruct	Your partner £ under 16, or any young n, for any part of the past alongside d or young person in the Allowance (DLA) or are
	Mortgage/rent Were you or your partner responsers between 16 and 21 and year? Please tick one box and for the property of the please go to question and please list the name and date table below, and tick if they recommend.	You £ consible for any child in full-time education of the instructions of the instructions of the instruction of the instruct	Your partner £ under 16, or any young n, for any part of the past alongside d or young person in the Allowance (DLA) or are
	Mortgage/rent Were you or your partner responsers between 16 and 21 and year? Please tick one box and for the property of the please go to question and year? Please list the name and date table below, and tick if they recovered blind. Continue on a second partner of the property of th	You £ consible for any child in full-time education of the instructions of the instructions of the below the instruction of the below the be	Your partner £ under 16, or any young for any part of the past alongside d or young person in the Allowance (DLA) or are essary.
	Mortgage/rent Were you or your partner responsers between 16 and 21 and year? Please tick one box and for the property of the please go to question and year? Please list the name and date table below, and tick if they recovered blind. Continue on a second partner of the property of th	You £ consible for any child in full-time education of the instructions of the instructions of the below the instruction of the below the be	Your partner £ under 16, or any young for any part of the past alongside d or young person in the Allowance (DLA) or are essary.

D12c If the situation changed during the past year for any of the children listed in question D12b, please give details of the changes in the table below, showing the child or young person's name and the relevant dates.

are tring or young percent harrie and the relevant dates.						
Name	U16/16-21 student	21 student DLA/blind				
Eg: Mary Smith 2 Nov 02 - 27 Jun 03		2 Nov 02 - 27 Jun 03				

D13a Are you or your partner registered blind, or receive any of the benefits listed below?

Please answer "Yes" or "No" in each box

	You	Your partner
Registered Blind		
Disability Living Allowance		
Disability element of Working Tax Credit		
Disabled Person's Tax Credit		
Severe Disablement Allowance		
Incapacity Benefit		
Mobility Supplement		
Attendance Allowance		
Other similar benefit: please specify		

D13b If you or your partner received any of these benefits for only part of the year, please say which benefits, and the dates when you started and/or stopped receiving them. You do not need to say if you stopped receiving a benefit because you passed the maximum age limit or went into hospital. In this case, you will be treated as if you still receive it.

Benefit	Date started	Date stopped

D14a	Are ye in sor Pleas	ne wa	ay?		ant to repa	air the	house	bed	cause	e it ha	s been	damage	ed
	Yes No		Pleas	e go to	question	D14b							
D14b		e an	y con	npensa	rtner, in tl tion or ins								
	Yes No		The	local	authority	will	need	to	ask	you	more	about	this

If there are other joint owners/joint tenants/joint liferenters (other than your partner), you must fill in a copy of Part D(Additional) for each of them and attach it to the form here.

You should ask each person whose details are included on the form to sign at Part F to confirm the information about them is correct.

When you have completed Part D, please go to Part F.

PART D(ADDITIONAL) - INCOME OF OTHER RELEVANT PERSONS

You must provide details of the income and circumstances of every person who is a joint owner/joint tenant/joint liferenter, and their partners. Fill in one copy of this Part for each such person with their partner, if they have one, and ask them to sign the form at Part F to confirm the information about them is correct.

D(A)1a	Please give the name of the person who is a joint owner/joint tenant/ joint liferenter whose details are given in this Part.						
D(A)1	Do they have a partner who Please tick one box and follow the instruc		es with them?				
	Yes \square What is their partner's name?						
	Please include the income and circumstacompleting this Part No Please include only the income a owner/joint tenant/joint liferenter in comp	and circumstances	·				
D(A)2	Does the person (or their partner) receive Please answer "Yes" or "No" in each book	•	wing benefits?				
		Person	Partner				
	Income support						
	Income-based Jobseekers' Allowance						
	Guarantee element of Pension Credit						

Note: If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please make sure you have filled in a copy of Part D(Additional) for each joint owner, joint tenant or joint liferenter, and then go to Part F.

The following questions ask about the person's income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct.

D(A)3 How much did this person (and their partner) receive in earnings from employment and/or self-employment over the past year?

Enter the gross amount, minus income tax and NI contributions

	Person	Partner
Employment	£	£
Self-employment	£	£

D(A)4 How much did this person (and their partner) pay over the past year in contributions to occupational pensions (deducted from their pay) or personal pensions, including stakeholder pensions and retirement annuities?

	Person	Partner
Occupational	£	£
Personal	£	£

D(A)5 How much income did this person (and their partner) receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year?

Include all interest paid to any accounts, net of tax, even if it was re-invested

					Person	Partner
Income	from	savings	and	£		£
investments						

D(A)6 How much did this person (and their partner) receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)?

Do not include Pension Credit, or any war pensions or war widows' pensions

	Person	Partner
Income from pensions	£	£

D(A)7 If this person (or their partner) let any property to someone else, including letting rooms in their own home, what was the **net** taxable income from the letting over the past year?

Enter the amount after subtracting expenses which are deductible for income tax purposes

	Person	Partner
Income from rents	£	£

D(A)8 If this person (or their partner) receives maintenance from anyone for their own support or to support a child they are responsible for, what was the total amount received over the past year?

Do not include benefit payments or any payments from a local authority for looking after a child placed with them for fostering or adoption

	Person	Partner
Maintenance payments	£	£

D(A)9 If this person (or their partner) receives Housing Benefit, what was the total amount received over the past year?

	Person	Partner
Housing Benefit	£	£

D(A)10 How much did this person (and their partner) pay in rent or mortgage payments over the past year, for their own home?

Include payments for any endowment policy or other investment or insurance products they are required to pay to stay in their home. Do not include other amounts for services, bills, additional insurance or council tax

	Person	Partner
Mortgage/rent	£	£

D(A)11 How much did this person (and their partner) pay in rent or mortgage payments, as above, for any other house where a member of their family lives? Only include payments which this person (or their partner) is contractually required to make

	Person	Partner
Mortgage/rent	£	£

D(A)12a	any young pers part of the pas <i>Please tick one</i> No Plea	on (or their partner) responsible for any child under 16, or son between 16 and 21 and in full-time education, for any t year? The box and follow the instructions alongside The asse go to question D(A)13a The asse complete the details below		
D(A)12b	the table below	name and date of birth of each u, and tick if they receive Disable gistered blind. Continue on a s	led Living Allowance	
	Child/young person's name	Date of birth	DLA/blind	

D(A)12c If the situation changed for any of these children during the year, please give details of the changes in the table below, showing the child or young person's name and the relevant dates.

Name	U16/16-21 student	DLA/blind
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03

D(A)13a	Is this person (or their partner) registered blind, or do they receive any
	of the benefits listed below? Please answer "Yes" or "No" in each box

	Person	Partner
Registered Blind		
Disability Living Allowance		
Disabled Person's Tax Credit		
Incapacity Benefit		
Attendance Allowance		
Mobility Supplement		
Other similar benefit: please specify		

D(A)13b	If this person (or their partner) received any of these benefits for only
` '	part of the year, please say which benefits, and the dates when they
	started and/or stopped receiving them. You do not need to say if they
	stopped receiving a benefit because they passed the maximum age
	limit or went into hospital. In this case, they will be treated as if they still
	receive it.

Benefit	Date started	Date stopped

D(A)14a		s application for grant beir een damaged in some wa	•	
	Yes	☐ Please go to question	on D(A)14b	
	No			

Has this person (or their partner), in the past three years, received or applied to receive any compensation or insurance payment as a result of this damage? <i>Please tick one box</i>		
Yes	☐ The local authority will need to ask you more about this	
No		
	applied of this Yes	

Please attach this Part D(Additional) inside the main form at the end of Part D.

When you have completed Part D for all joint owners/joint tenants/joint liferenters, please go to Part F.

PART E - ADDITIONAL CRITERIA

Only complete this Part if neither you nor any member of your family live in the house, or if the application is from a company or other organisation. The local authority will need to obtain a valuation of the house to calculate the amount of grant they may be able to pay.

E1	Does this application relate to a house which has been vacant for 2 years or more? Please tick one box			
	Yes		No	
E2	progra	amme		e undertaken under a single contract which covers a similar as on three or more houses?
	Yes		No	
E3	house requir	e and o	perate	e it easier for disabled people to enter and move around the fittings, services and controls, to a level beyond that Iding Standards (Scotland) Regulations 1990?
	Yes		No	
If the	applic	ant is	a com _l	pany or organisation is it:
E4a		-	d Socia one box	l Landlord?
	Yes		No	
E4b	object house	ts the pes for le	orovisio	profit organisation which includes among its powers and in, construction, improvement, repair or management of or sale or for shared ownership?
	Yes		No	

PART F - DECLARATIONS

The following declaration should be signed by your partner (if any), every joint owner/joint tenant/joint liferenter, and their partners.
You (the applicant) should sign the declaration at the bottom of the page.

	t the information given in this form as it relates to me is correct my knowledge. Date
Print name	
Signed	Date
Print name	
Signed	Date
Print name	

This is my application for a repair grant towards the cost of works described in this form.

I declare that all the information given in this form is correct to the best of my knowledge, and I confirm that I have advised each person providing information of the identity of the local authority this information is being given to, and what the information will be used for.

Signed Date

Print name

Anyone who knowingly or recklessly gives false information in an application for grant is committing an offence which could lead to prosecution.

SCHEDULE 4

APPLICATION FOR GRANT FOR A MEANS OF ESCAPE FROM FIRE IN A HOUSE IN MULTIPLE OCCUPATION

Please read these notes before completing this form. These notes are not a complete or authoritative statement of the law.

In this form and these notes "house" includes flats.

This form must be completed and returned to the local authority for the area where the house is situated. The local authority will tell you what documents you need to provide to show that the information you give is correct. They may also need to inspect the house to check that they can give grant for the works you plan to do.

YOU SHOULD NOT START THE WORK ON THE HOUSE BEFORE THE LOCAL AUTHORITY HAS APPROVED YOUR GRANT APPLICATION IN WRITING.

IF YOU START WORK BEFORE YOUR APPLICATION IS APPROVED, THE LOCAL AUTHORITY MAY NOT BE ABLE TO GIVE YOU A GRANT.

If grant is given, the following conditions apply to the house for 5 years after the work is completed.

- the house must be used as a private dwelling-house (although part may be used for business purposes);
- if the owner or a member of their family occupy the house, it must be their main home; and
- the house must be kept in good repair, as far as possible.

The conditions will be registered on the title of the house. If you are not the owner of the house, you should inform the owner of this application. If there are any loans secured on the house the lender should also be informed.

The amount of grant that may be paid usually depends on the income of the applicant and their partner over the past year. ("Partner" means someone you are married to, or someone who normally lives with you as if you are married.) If you are a joint owner, joint tenant or joint liferenter, the income of all the joint owners, joint tenants and joint liferenters, and of their partners, is also taken into account. You will need to collect information from all these people to fill in Part D of this form, and ask them to sign to confirm that the information about them is correct. You must tell them what the information is for, and which local authority you are sending this application to.

If the application relates to a house which is not your main home or the main home of a member of your family, or if the applicant is a company or organisation, the amount of grant depends on the cost of works compared to the increase in value of the house due to those works, and certain other criteria.

Leaflets are available to tell you more about the grants system and how the amount of grant is calculated.

PART A - GENERAL

	Postcode
our details (the applicant)	
Name	
Address (if different from A	A1)
	Postcode
Telephone (dav)	1
ecessary	Telephone (evening) Email
Telephone (mobile) Who owns the house where there are joint owners, place.	Telephone (evening) Email e work is to be done?
Telephone (mobile) Who owns the house where If there are joint owners, placessary Owner's name	Telephone (evening) Email e work is to be done?
Telephone (mobile) Who owns the house where If there are joint owners, placessary Owner's name	Telephone (evening) Email e work is to be done?
Telephone (mobile) Who owns the house where there are joint owners, placessary Owner's name Owner's address Postcode	Telephone (evening) Email e work is to be done? ease continue on a separate sheet if Telephone
Telephone (mobile) Who owns the house where there are joint owners, pleecessary Owner's name Owner's address Postcode f you want someone else the letails. Name	Telephone (evening) Email e work is to be done? ease continue on a separate sheet if Telephone o deal with the application for you, please of
Telephone (mobile) Who owns the house where there are joint owners, pleecessary Owner's name Owner's address Postcode f you want someone else the letails. Name	Telephone (evening) Email e work is to be done? ease continue on a separate sheet if Telephone

PART B - ABOUT THE HOUSE

what sort of property is it? Please tick one box.			
House: detached	ed 🔲	terraced 4-in-a-block	
Other - please describe			
Please give a brief description of the	olanned works.		
How much will these works cost?			
Cost of work	£		
VAT on work	£		
Professional fees	£		
VAT on fees	£		
Total	£		
	House: detached semi-detacher	Please describe Please give a brief description of the planned works. How much will these works cost? Cost of work VAT on work Professional fees VAT on fees £	House: detached semi-detached terraced Flat: tenement high-rise 4-in-a-block Other - please describe Please give a brief description of the planned works. How much will these works cost? Cost of work VAT on work Professional fees VAT on fees £

You will need to provide full specifications for the work and estimates of the costs, including professional fees. The local authority will tell you what is required.

PART C - YOU AND THE HOUSE

For each question, please tick one box and follow the instructions alongside. If there are no instructions, go on to the next question.

C1	What is your connection with the hou (Agricultural and crofting tenants are grant. If this applies to you, please as	treated as owners for the purposes of
•	The applicant is not an individual \Box	Please go to Part E
•	I am an owner who currently occupies	s the house 🏻 Please go to Part D
•	I am an owner, but do not currently liv	ve in the house \square Please go to question C2a
•	I am a liferenter \square Please go to que	stion C3
•	I am a tenant \square Please go to question	on C4a
Owne	ers	
C2a	Does a member of your family currently Yes Please go to Part D	tly live in the house? Io \square
C2b	completed?	tend to live in the house when the work is Io □Please go to Part E
Lifere	enters	
СЗ	Is anyone else a joint liferenter with y	ou?
	No ☐ Please go to Part D Y	es Please enter the names of all jointliferenters below, then go to Part D
	Joint liferenters:	

Tenants

C4a	Is anyone else a joint tenant with you?		
	No ☐ Yes ☐ Please enter the names of all joint tenants below		
	Joint tenants:		
C4b	Does your lease say that you are responsible for doing the works to which this application relates?		
	Yes ☐ No ☐ Please see the note below		
C4c	Have you had that lease for two years or more?		
	Yes ☐ Please go to Part D No ☐ Please see the note below		
eligibl	If you have answered "No" to question C4b or C4c, you may not be e for a grant. Please contact the local authority to check the position completing this application.		

PART D - INCOME

Fill in this Part if you or a member of your family live in the house, or intend to live there when the work is completed.

Fill in Part D for yourself and your partner, if you have one. If there are other joint owners, joint tenants or joint liferenters (other than your partner), you must also provide details of their income and their partners' income in Part D(Additional) and ask them to sign the form at Part F to confirm the information about them is correct. If you need more copies of Part D(Additional), please contact the local authority.

D-YOU AND YOUR PARTNER

D1	Do you have a partner who normally live Please tick one box and follow the instru	•	de
	Yes \square What is their partner's name?		
Please	e include your partner's income and circu No \square Please include only your own inc		. •
D2	Do you receive any of the following bene Please answer "Yes" or "No" in each bo		
		Vou	Vour portnor

	You	Your partner
Income support		
Income-based Jobseekers' Allowance		
Guarantee element of Pension Credit		

Note: If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please fill in Part D(Additional) for any joint owners, joint tenants or joint liferenters, and then go to Part F.

The following questions ask about your income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct. D3 How much did you receive in earnings from employment and/or self-employment over the past year?

Enter the gross amount, minus income tax and NI contributions

	You	Your partner
Employment	£	£
Self-employment	£	£

D4 How much did you pay over the past year in contributions to occupational pensions (deducted from your pay) or personal pensions, including stakeholder pensions and retirement annuities?

	You	Your partner
Occupational	£	£
Personal	£	£

D5 How much income did you receive from savings and investments, Including annuities, unit trusts, shares, etc. over the past year?

Include all interest paid to any accounts, net of tax, even if it was re-invested

	You	Your partner
Income from savings and investme	£	£

How much did you receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)?

Do not include Pension Credit, or any war pensions or war widows' pensions

	You	Your partner
Income from pensions	£	£

D7 If you let any property to someone else, including letting rooms in your own home, what was the **net** taxable income from the letting over the past year? Enter the amount after subtracting expenses which are deductible for income tax purposes

	You	Your partner
Income from rents	£	£

D8 If you receive maintenance from anyone for your own support or to support a child you are responsible for, what was the total amount received over the past year? Do not include benefit payments or any payments from a local authority for looking after a child placed with you for fostering or adoption

	You	Your partner
Maintenance payments	£	£

		You	Your partner
	Housing Benefit	£	£
D10	How much did you pay in rent of for your own home? Include payments for any endor insurance products you are recinclude other amounts for service.	wment policy or o quired to pay to st	ther investment or ay in your home. Do no
		You	Your partner
	Mortgage/rent	£	£
	other house where a member of Only include payments which ye		
	Only include payments which y		
)12a	Only include payments which your mortgage/rent Were you or your partner responsion between 16 and 2 of the past year? Please tick or more more more more more more more m	You £ nsible for any chil 21 and in full-time ne box and follow	Your partner £ Id under 16, or any electron, for any part
D12a	Only include payments which your more was a second with the se	You £ nsible for any chil 21 and in full-time ne box and follow n D13a	Your partner £ Id under 16, or any electron, for any part
	Mortgage/rent Were you or your partner responsible young person between 16 and 2 of the past year? Please tick or the past year?	You £ nsible for any chil 21 and in full-time ne box and follow 1 D13a details below of birth of each chir receive Disabled	Your partner £ Id under 16, or any e education, for any part the instructions alongsidation of the contraction of the contracti

D12c If the situation changed during the past year for any of the children listed in question D12b, please give details of the changes in the table below, showing the child or young person's name and the relevant dates.

Name	U16/16-21 student	DLA/blind
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03

D13a Are you or your partner registered blind, or receive any of the benefits listed below? *Please answer "Yes" or "No" in each box*

	You	Your partner
Registered Blind		
Disability Living Allowance		
Disability element of Working Tax Credit		
Disabled Person's Tax Credit		
Severe Disablement Allowance		
Incapacity Benefit		
Mobility Supplement		
Attendance Allowance		
Other similar benefit: please specify		

D13b If you or your partner received any of these benefits for only part of the year, please say which benefits, and the dates when you started and/or stopped receiving them. You do not need to say if you stopped receiving a benefit because you passed the maximum age limit or went into hospital. In this case, you will be treated as if you still receive it.

Benefit	Date started	Date stopped

If there are other joint owners/joint tenants/joint liferenters, (other than your partner) you must fill in a copy of Part D(Additional) for each of them and attach it to the form here.

You should ask each person whose details are included on the form to sign at Part F to confirm the information about them is correct.

When you have completed Part D, please go to Part F.

PART D(ADDITIONAL) - INCOME OF OTHER RELEVANT PERSONS

D(A)1a

You must provide details of the income and circumstances of every person who is a joint owner/joint tenant/joint liferenter, and their partners. Fill in one copy of this Part for each such person with their partner, if they have one, and ask them to sign the form at Part F to confirm the information about them is correct.

Please give the name of the person who is a joint owner/joint tenant/

- (, , , , ,	joint liferenter whose details are given in this Part.		
D(A)1k	Do they have a partner who normally Please tick one box and follow the inst		
	Yes \square What is their partner's name	?	
	Please include the income and circumst Completing this Part	ances of the persor	n's partner in
	No D Please include only the income a owner/joint tenant/joint liferenter in comp		of the joint
D(A)2	Does the person (or their partner) receive Please answer "Yes" or "No" in each book	•	ng benefits?
		Person	Partner
	Income support		
	Income-based Jobseekers' Allowance		

Note: If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please make sure you have filled in a copy of Part D(Additional) for each joint owner, joint tenant or joint liferenter, and then go to Part F.

Guarantee element of Pension Credit

The following questions ask about the person's income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to Show that the information is correct.

D(A)3 How much did this person (and their partner) receive in earnings from employment and/or self-employment over the past year?

Enter the gross amount, minus income tax and NI contributions

	Person	Partner
Employment	£	£
Self-employment	£	£

D(A)4 How much did this person (and their partner) pay over the past year in contributions to occupational pensions (deducted from their pay) or personal pensions, including stakeholder pensions and retirement annuities?

	Person	Partner
Occupational	£	£
Personal	£	£

D(A)5 How much income did this person (and their partner) receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year?

Include all interest paid to any accounts, net of tax, even if it was re-invested

		Person	Partner
Income from savings and investments	£		£

D(A)6 How much did this person (and their partner) receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)?

Do not include Pension Credit, or any war pensions or war widows' pensions

	Person	Partner
Income from pensions	£	£

D(A)7 If this person (or their partner) let any property to someone else, Including letting rooms in their own home, what was the **net** taxable income from the letting over the past year?

Enter the amount after subtracting expenses which are deductible for income tax purposes

	Person	Partner
Income from rents	£	£

D(A)8	If this person (or their partner) receives maintenance from anyone for their own support or to support a child they are responsible for, what was the total amount received over the past year? Do not include benefit payments or any payments from a local authority for looking after a child placed with them for fostering or adoption		
	·	Person	Partner
	Maintenance payments	£	£
D(A)9	If this person (or their partner) received over the		efit, what was
		Person	Partner
	Housing Benefit	£	£
D(A)10 How much did this person (and their partner) pay in rent or mortgage payments over the past year, for their own home? Include payments for any endowment policy or other investment or insurance products they are required to pay to stay in their home. Do not include other amounts for services, bills, additional insurance or council tax			
		Person	Partner
	Mortgage/rent	£	£
D(A)11 How much did this person (and their partner) pay in rent or mortgage payments, as above, for any other house where a member of their family lives? Only include payments which this person (or their partner) is contractually required to make			
		Person	Partner
	Mortgage/rent	£	£
D(A)12a Was this person (or their partner) responsible for any child under 16, or any young person between 16 and 21 and in full-time education, for any part of the past year? Please tick one box and follow the instructions alongside No Please go to question D(A)13a			
	<u> </u>		
Yes Please complete the details below D(A)12b Please list the name and date of birth of each child or young person in the table below, and tick if they receive Disabled Living Allowance (DLA) or are registered blind. Continue on a separate sheet if necessary.			
	Child/young person's name	Date of birth	DLA/blind

D(A)12c	If the situation changed for any of these children during the year, please
	give details of the changes in the table below, showing the child or young
	person's name and the relevant dates.

Name	U16/16-21 student	DLA/blind	
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03	

D(A)13a Is this person (or their partner) registered blind, or do they receive any of the benefits listed below? *Please answer "Yes" or "No" in each box*

	Person	Partner
Registered Blind		
Disability Living Allowance		
Disabled Person's Tax Credit		
Incapacity Benefit		
Attendance Allowance		
Mobility Supplement		
Other similar benefit: please specify		
, , ,		

D(A)13b If this person (or their partner) received any of these benefits for only part of the year, please say which benefits, and the dates when they started and/or stopped receiving them. You do not need to say if they stopped receiving a benefit because they passed the maximum age limit or went into hospital. In this case, they will be treated as if they still receive it.

Benefit	Date started	Date stopped

Please attach this Part D(Additional) inside the main form at the end of Part D.

When you have completed Part D for all joint owners/joint tenants/joint liferenters, please go to Part F.

PART E - ADDITIONAL CRITERIA

Only complete this Part if neither you nor any member of your family live in the house, or if the application is from a company or other organisation. The local authority will need to obtain a valuation of the house to calculate the amount of grant they may be able to pay.

E1	Does this application relate to a house which has been vacant for 2 years or more? Please tick one box		
	Yes 🗆	No 🗆	
E2		ss to be undertaken under a single contract which covers a similar of works on three or more houses? one box	
	Yes	No 🗆	
E3	Will the works make it easier for disabled people to enter and move around house and operate fittings, services and controls, to a level beyond that required by the Building Standards (Scotland) Regulations 1990? <i>Please tick one box</i>		
	Yes 🗆	No 🗆	
If the	applicant is	a company or organisation is it:	
E4a	A Registered Please tick of	d Social Landlord? one box	
	Yes	No 🗆	
E4b	objects the p	not-for-profit organisation which includes among its powers and provision, construction, improvement, repair or management of etting, for sale or for shared ownership? One box	
	Yes 🗆	No 🗆	

PART F - DECLARATIONS

The following declaration should be signed by your partner (if any), every joint owner/joint tenant/joint liferenter, and their partners. You (the applicant) should sign the declaration at the bottom of the page.

I declare that the information given in this for best of my knowledge.	orm as it relates to me is correct to the	
Signed	Date	
Print name		
Signed	Date	
Print name		
Signed	Date	
Print name		
This is my application for a grant towards the cost of works described in this form. I declare that all the information given in this form is correct to the best of my knowledge, and I confirm that I have advised each person providing information of the identity of the local authority this information is being given to, and what the information will be used for.		
Signed	Date	
Print name		

Anyone who knowingly or recklessly gives false information in an application for grant is committing an offence which could lead to prosecution.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe the application forms for improvement grant, improvement grant for works for disabled occupants, repairs grant and grant for a means of escape from fire for a house in multiple occupation.

The Schedules to the Regulations set out the form of the applications.

The Regulations revoke the existing application forms for improvement grant and repairs grant set out as Forms 2 and 3 in the list of forms in the Schedule to the Housing (Forms) (Scotland) Regulations 1980.