
STATUTORY INSTRUMENTS

1990 No. 1236

HOUSING, ENGLAND AND WALES

**The Housing Renovation etc. Grants (Prescribed
Forms and Particulars) Regulations 1990**

<i>Made</i>	- - - -	<i>12th June 1990</i>
<i>Laid before Parliament</i>		<i>14th June 1990</i>
<i>Coming into force</i>	- -	<i>1st July 1990</i>

The Secretary of State for the Environment, as respects England, and the Secretary of State for Wales, as respects Wales, in exercise of the powers conferred on them by sections 102(2) and (4), 138(1)(1) and 190(1) of the Local Government and Housing Act 1989(2), and of all other powers enabling them in that behalf, hereby make the following Regulations:—

Citation and commencement

1. These Regulations may be cited as the Housing Renovation etc. Grants (Prescribed Forms and Particulars) Regulations 1990 and shall come into force on 1st July 1990.

Interpretation

2.—(1) In these Regulations “the Act” means the Local Government and Housing Act 1989.

(2) Any reference in these Regulations to a numbered form is a reference to the form bearing that number in the Schedule to these Regulations, or to a form substantially to the like effect.

Forms of Application for Grant

3. The forms of application for a grant prescribed under section 102(4) of the Act shall be as follows—

- (1) the form of application for a renovation grant shall be Form 1;
- (2) the form of application for a disabled facilities grant shall be Form 2;
- (3) the form of application for a common parts grant shall be Form 3;
- (4) the form of application for an HMO grant shall be Form 4.

(1) See the definition of “prescribed”.
(2) 1989 c. 42.

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Particulars for Application for Grant

4. The prescribed particulars to be contained in any application for a grant the form of which is prescribed by regulation 3 above are the particulars required by that form (other than those required by section 102(2) of the Act).

12th June 1990

Chris Patten
Secretary of State for the Environment

12th June 1990

David Hunt
Secretary of State for Wales

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SCHEDULE

FORM 1 APPLICATION FOR RENOVATION GRANT

(Name and address of Council)

THIS IS THE APPLICATION FORM TO USE IF YOU WANT TO APPLY FOR A RENOVATION GRANT. SEPARATE FORMS SHOULD BE USED IF APPLYING FOR A DISABLED FACILITIES GRANT (FORM 2), COMMON PARTS GRANT (FORM 3) OR AN HMO GRANT (FORM 4). WHEN YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT:

(Address)

IF YOU ARE UNCERTAIN HOW TO ANSWER ANY OF THE QUESTIONS, PLEASE CONTACT:

(Name, address and telephone number of contact in the Council)

IMPORTANT

PLEASE READ THE FOLLOWING NOTES BEFORE STARTING THIS APPLICATION FORM

- A. All appearances of 'you' and 'your' in this application form—except in Section A of Part 3—are to be treated as references to the grant applicant.
- B. Your application will **NOT** be valid unless you complete all the relevant parts of this form and enclose the necessary documents required in **Part 4**.
- C. Grant will not normally be paid if you, or anyone else acting on your behalf, commence works before you receive written approval of this application. Exceptions may be made where the works are required to comply with certain notices (eg. those served under sections 189 or 190 of the Housing Act 1985). Grant will usually be refused if the works are completed before the application has been approved. Planning permission or building regulations approval is not the same as grant approval.
- D. If you are applying as an owner-occupier or tenant, the property which is the subject of the grant application **must** be or be intended to be the only or main residence of either you or a member of your family. Grant is not available for second or holiday homes.
- E. Renovation grant is not payable if the property where the works are to be carried out is less than 10 years old or was converted less than 10 years ago.
- F. If you have a mortgage you may find that the terms require your mortgagee's consent to apply for a grant (or carry out works). Make sure that you have obtained any necessary permission before submitting an application.
- G. If you are a tenant, you may only apply for a renovation grant if you are required under the terms of your tenancy to carry out the works for which grant is sought.

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H. You cannot make an application for grant as a tenant if you are proposing to buy the freehold of the property or if you already have, or are proposing to take a tenancy of it where at least 5 years remain unexpired. In these circumstances you would have to make an owner's application (either as an owner-occupier or landlord).

J. This form is in four parts:-

- Part 1—asks for information about the property and the works to be carried out.
- Part 2—asks for information about your interest in the property. It is in two sections, and you are only required to complete one section, depending on whether you are an owner-occupier, landlord or tenant.
- Part 3—is in two sections and you are only required to complete one of these. Section A deals with owner-occupiers and tenants, and asks for information about your household and financial resources, and each person who is required to complete this section must sign a declaration about the information they give. Section B asks for financial information from landlords.
- Part 4—requires various enclosures to be provided with the application. You are also required to sign a declaration about the information you give in the application.

K. The references to notes in the forms are to the numbered notes at the end of the form.

ADDRESSES FOR CORRESPONDENCE

To be completed by all grant applicants

Your name: Note 1

Address for correspondence:

Your telephone number: (home)
(work)

If someone else (eg. a friend or an organisation) is handling this application on your behalf, please give the name, address and telephone number of the person to be contacted about this application:

Name:

Address:

Telephone number:

Please give the name, address and telephone number of the person who may be contacted to gain access to the property (eg. to carry out an inspection):

Name:

Address:

Telephone number:

PART 1: INFORMATION ABOUT THE PROPERTY AND THE WORKS TO BE CARRIED OUT

Please answer each question in turn unless directed elsewhere (eg. "Go to 1.7"). Please read the notes indicated on the right hand side before answering the questions to which they relate.

1.1 Address of the property at which the works are to be carried out: Note 2

1.2 Was the property—
(a) built more than 10 years ago? Yes
or No (Read Note 3)

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- (b) provided by conversion more than 10 years ago?
- Yes
No (Read **Note 3**)
- 1.3 Have you made any previous application for grant on this property?
- Yes
No (Go to 1.5)
- 1.4 Give date of application and Council reference (if known): **Note 4**
- Date: Reference:
- 1.5 Are you aware of any previous application for grant made by another person on this property?
- Yes
No (Go to 1.7)
- 1.6 Please give details (if known): **Note 5**
- 1.7 Have you or anyone else been served with a notice under sections 189 or 190 of the Housing Act 1985?
- Yes
No (Go to 1.9)
- 1.8 Please give details, including the date the notice was served:
- 1.9 Will the works to be carried out involve converting the property to provide one or more dwellings?
- Yes (Go to 1.11)
No (Go to 1.10)
- 1.10 Will the works to be carried out involve improving and/or repairing an existing dwelling?
- Yes (Go to 1.13)
No (Read **Note 6**)
- 1.11 Describe the conversion works to be carried out: **Note 7**
- 1.12 How many dwellings will be provided by the conversion?
- NOW GO TO 1.14**
- 1.13 Describe the improvement and/or repair work to be carried out: **Note 7**
- 1.14 Is the property currently vacant?
- Yes
No
- 1.15 Have you applied for planning permission? **Note 8**
- Yes
No (Go to 1.18)
- 1.16 Give date of application:

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- 1.17 What was the outcome of your application? Tick box
- Granted
- Refused
- No decision yet
- 1.18 Have you applied for building regulation approval? Note 8
- Yes
- No (Go to 1.21)
- 1.19 Please give date of application:
- 1.20 What was the outcome of your application? Tick box
- Granted
- Refused
- No decision yet
- 1.21 Do you intend to carry out the works yourself?
- Yes
- No
- 1.22 Please give details of any services or charges which you wish to have considered for grant: Note 9
- 1.23 Do you wish the grant to be paid to someone other than yourself (eg. your builder)?
- Yes
- No (Go to Part 2)
- 1.24 Please give their name and address:

NOW GO TO PART 2

PART 2: INFORMATION ABOUT YOUR INTEREST IN THE PROPERTY AND ABOUT HOW IT IS OCCUPIED

- 2.1 Are you applying as a charity, or is the application made in respect of glebe land or the residence house of an ecclesiastical benefice? Note 10
- Yes (Go to Section B of Part 3)
- No (Go to 2.2)
- 2.2 Which type of certificate of future occupation are you providing with your application? Tick box
- (a) an owner-occupation certificate (read notes 11, 12 and 13) (Go to Section A)
- (b) a certificate of intended letting (read notes 11, 12 and 14) (Go to Section A)
- (c) a tenant's certificate (read note 15) (Go to Section B)

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SECTION A

Please answer each question in turn unless directed elsewhere.

- 2.3 Do you, or will you (alone or jointly with others) own the freehold of the property or have a tenancy of the property with at least 5 years still to run? Yes (Go to 2.4)
No (Read **Note 16**)
- 2.4 Do you already have this interest? Yes
No (Go to 2.6)
- 2.5 Is this interest held jointly with other people? Yes (Go to 2.9)
No (Go to **Part 3**)
- 2.6 Do you intend to acquire this interest? Yes
No (Read **Note 17**)
- 2.7 When do you expect this to happen (give approximate date): **Note 18**
- 2.8 Will the interest be held jointly with other people? Yes (Go to 2.9)
No (Go to **Part 3**)
- 2.9 Please give the name(s) and (if different from your own) address(es) of those people holding a joint interest who are residing or intending to reside in the property:

NOW GO TO PART 3

SECTION B

Please answer each question in turn unless directed elsewhere.

- 2.10 Do you intend to buy the freehold of the property, or a tenancy with not less than 5 years remaining? Yes (Read **Note 19**)
No (Go to 2.11)
- 2.11 Are you obliged, by the terms of your tenancy, to carry out the works for which you are seeking grant? Yes (Go to 2.12)
No (Read **Note 20**)
- 2.12 Please give details of your obligation: **Note 21**
- 2.13 Do you have a joint tenancy? Yes
No (Go to 2.15)
- 2.14 Give the name(s) and (if different from your own) address(es) of any joint tenants residing or intending to reside in the property:
- 2.15 Are you a tenant of the local authority? Yes (Read **Note 22**)
No
- 2.16 Give the name, address and telephone number of the landlord or his agent (indicate which):

NOW GO TO PART 3

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PART 3: FINANCIAL INFORMATION

- 3.1 Are you providing a certificate of intended letting with your application? Yes (Go to Section B)
No (Go to 3.2)
- 3.2 Are you providing an owner-occupation certificate or tenant's certificate with your application? Yes (Go to 3.3)
No (Read Note 23)
- 3.3 Are you or your partner and everyone else you may have mentioned in questions 2.9 or 2.14 (or their partners) all on income support? Yes (Read Note 24)
No (Go to Section A)

SECTION A: TEST OF RESOURCES FOR OWNER-OCCUPIERS AND TENANTS

Please answer each question in turn unless directed elsewhere. This section is to be completed in respect of yourself and your family. Duplicates of this section must also be completed in respect of each person or couple mentioned in question 2.9 (in the case of owner-occupiers) or 2.14 (in the case of tenants). References to "you" or "your" in this section (only) should therefore be treated as references to you and, if appropriate, to that person or persons.

YOU AND YOUR FAMILY

- 3.4 Please give your full name: Mr/Mrs/Miss/Ms
- 3.5 Please give your date of birth: / / Age:
- 3.6 Have you a partner living with you? Yes Note 25
No (Go to 3.8) Note 26
- 3.7 Please give the following details in respect of your partner: Note 27
Partner's full name: Mr/Mrs/Miss/Ms
Date of birth: / / Age:
- 3.8 Are you, or is your partner registered blind? You Yes No
Your partner Yes No
- 3.9 Are you, or is your partner unable to work because of sickness, and have been so for at least the last 28 weeks? You Yes (if yes for either, go to 3.10) No (if no for both, go to 3.11)
Your partner Yes (if yes for either, go to 3.10) No (if no for both, go to 3.11)
- 3.10 Please give details including dates:
.....
- 3.11 Are you, or is your partner provided with an invalid carriage or other vehicle, or in receipt of an allowance in respect of such a vehicle (including via the mobility scheme)? You Yes (if yes for either, go to 3.12) No (if no for both, go to 3.13)
Your partner Yes (if yes for either, go to 3.12) No (if no for both, go to 3.13)
- 3.12 Please give details:
.....

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3.13 Are you, or is your partner in receipt of any of the following allowances or benefits in respect of illness or disability?

		Yes	No	
Attendance allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 29
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 30
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility supplement	You	<input type="checkbox"/>	<input type="checkbox"/>	
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Invalidity pension	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 30
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Severe disablement allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	

3.14 Is anyone in receipt of an invalid care allowance in respect of caring for you or your partner?

Yes
 No (Go to 3.16)

3.15 Please give details, including the name of the person who receives the allowance and whether it is paid in respect of the care of yourself or your partner:

.....

3.16 Do you or your partner have any dependent children, under the age of 19, living with you?

Yes Note 31
 No (Go to 3.26)

3.17 Please give the details requested below, and in questions 3.18 to 3.25, in respect of each of these children:

Full name	Date of birth	What they do (eg. school, student, work etc.)	Are they registered blind or in receipt of attendance or mobility allowance?
.....
.....
.....
.....

READ NOTE 32 BEFORE PROCEEDING TO QUESTION 3.18

3.18 Do any of them work over 24 hours per week?

Yes Notes 33 and 34
 No (Go to 3.20)

3.19 Please give details:

Name	Type of work	Gross pay	How often paid
.....	£
.....	£

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3.20 Do any of them have any other income whatsoever? Yes **Note 34**
 No (Go to 3.23)

3.21 Please give details: **Notes 35 and 36**

Name	Type of income	How much	How often paid
.....	£
.....	£

3.22 Do any of them have any savings or other investments? Yes **Note 37**
 No (Go to 3.24)

3.23 Please give details, including current value(s) where known:

Name:	Type:	Amount: £
Name:	Type:	Amount: £

3.24 Do any of them own any land, property, business, or have any other capital whatsoever? Yes
 No (Go to 3.26)

3.25 Please give details, including current value(s) where known:

Name:	Details:
Name:	Details:

YOUR INCOME **Notes 38 and 39**

3.26 Are either you or your partner on income support? Yes (Go to the Declaration at the end of this section)
 No (Go to 3.27)

3.27 Are you or your partner currently in paid employment? Yes
 No (Go to 3.31)

3.28 Please give the following details for each: **Note 40**

	You	Your partner
Name and address of employer:
Occupation/job title:
Gross pay:	£	£
How often paid:
Income tax paid:	£	£
National Insurance contributions:	£	£
Occupational or private pension plan payments:	£	£
Average hours worked per week (if less than 24 hours)

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- 3.29 Do you or your partner have any other paid employment (eg. second, part-time or casual job(s))?
 Yes
 No (Go to 3.31)

3.30 Please give the following details for each job: Note 40

	You	Your partner
Name and address of employer:

Job:
Gross pay:	£	£
How often paid:
Income tax paid:	£	£
National Insurance contributions:	£	£
Occupational or private pension plan payments:	£	£
Average hours worked per week: (if less than 24 hours)

- 3.31 Are you or your partner self-employed? Yes
 No (Go to 3.33)

3.32 Please give full details of self-employment: Note 41

- 3.33 Are you or your partner in receipt of a pension of any kind? Yes
 No (Go to 3.35)

3.34 Please give details of the pension(s) you or your partner receive: Notes 42 and 43

	You amount	how often paid	Your partner amount	how often paid
Retirement pension	£	£
Occupational pension	£	£
Widow's pension	£	£
War widow's pension	£	£
War disablement pension	£	£
Any other pension(s)	£	£
	£	£

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3.35 Are you or your partner in receipt of any state benefit(s)?
 Yes
 No (Go to 3.37)

3.36 Please give details of the benefits you or your partner receive, including any of the following: Notes 42 and 44

	You		Your partner	
	amount	how often paid	amount	how often paid
Unemployment benefit	£	£
Statutory maternity pay	£	£
Statutory sick pay	£	£
Sickness benefit	£	£
Family credit	£	£
Child benefit	£	£
One parent benefit	£	£
Invalidity benefit	£	£
Severe disablement allowance	£	£
Invalid care allowance	£	£
Any other benefit(s)	£	£

3.37 Do you or your partner receive any other income whatsoever?
 Yes
 No (Go to 3.39)

3.38 Please give details of this income, including any of the following: Notes 42 and 45

	You		Your partner	
	amount	how often paid	amount	how often paid
YTS	£	£
Government training allowance	£	£
Student grant	£	£
Other scholarships or bursaries etc.	£	£
Parent's or partner's contribution to student grant	£	£
Adoption allowance	£	£
Maintenance from former partner	£	£

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3.38 (continued)

Annuities	£	£
Charitable income	£	£
Income from tenants, sub-tenants, boarders or lodgers	£	£
Please give details of the nature of the letting, and what the payments are intended to cover (eg. heating, meals etc).		
Any other income	£	£
	£	£

YOUR SAVINGS, INVESTMENT AND OTHER CAPITAL

Note 46

3.39 Do you or your partner have any cash, savings or other investments? Yes
No (Go to 3.42)

3.40 Please give details of savings or other investments, including any of the following:

Notes 47 and 48

	You	Your partner
Cash savings	£	£
Bank current account	£	£
Bank deposit account	£	£
Bank other account(s)	£	£
	£	£
Post Office ordinary account	£	£
Post Office investment account	£	£
Building society account(s)	£	£
	£	£
Premium Bonds	£	£
National Savings Certificates	Issue No Date Number held	Issue No Date Number held
Stocks, shares and unit trusts etc.	Details Current value £ (if known)	Details Current value £ (if known)
Any other investments	Details Current value £ (if known)	Details Current value £ (if known)

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3.41 Please give details of any one-off payments you or your partner have received over the past 12 months, including the date(s) of such payment(s) where known: Note 49

.....
.....

3.42 Do you or your partner own any land, property, business, or have any other capital whatsoever? Notes 50 and 51
Yes
No (Go to 3.44)

3.43 Please give details of capital, including current value(s) where known:
.....
.....

YOUR OUTGOINGS

3.44 Do you or your partner pay maintenance in respect of a former partner or children? Note 52
Yes
No (Go to 3.46)

3.45 Please give details of maintenance payments:
.....

3.46 Do you or your partner make a contribution in respect of a student grant for a son, daughter or partner?
Yes
No (Go to the Declaration at the end of this section.)

3.47 Please give details of contributions:
.....

DECLARATION

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION

I declare that to the best of my knowledge, information and belief the information in this section is correct.

Date: Signature:

AUTHORISATION

(For persons in receipt of certain income related benefits)

(a) If you are in receipt of income support it may be possible for the Council to process your application more quickly if you give permission for your local Department of Social Security office to confirm this fact. If you wish to do this, please complete the authorisation below. If not, go to Part 4.

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I authorise the Department of Social Security to confirm on request by the Council that I am now in receipt of income support.

Name.....

DSS reference number (case paper or National Insurance number), if known:

.....

Signature..... Date

(h) If you are in receipt of Housing Benefit (HB) or Community Charge Benefit (CCB), but not income support, it may be possible for the Council to process your application more quickly if you give permission for them to refer to your HB or CCB records. They can only do this with your consent. If you are content for the Council to refer to your existing HB or CCB records, please sign the authorisation below.

For the purpose of this application, I hereby give my consent to the Council to refer to information provided by me for the purposes of my application(s) for Housing Benefit and/or Community Charge Benefit.

Name.....

HB or CCB reference (if known).....

Date: Signature:

NOW GO TO PART 4

SECTION B: FINANCIAL INFORMATION REQUIRED FROM LANDLORDS AND CHARITIES, AND IN RESPECT OF ECCLESIASTICAL PROPERTY

Please answer each question in turn unless directed elsewhere.

3.48 Is the application made in respect of the residence house of an ecclesiastical benefice? Yes (Go to 3.49) No (Go to 3.52)

3.49 Please give details of any financial resources available to you: Note 53

3.50 Please give details and supply any other information as to your circumstances which may be relevant to your application:

3.51 Is the residence house currently let? Yes (Go to 3.61) No (Go to Part 4)

3.52 Are you applying as a charity, or is the application in respect of glebe land? Note 10 Yes No (Go to 3.60)

3.53 Are you under any obligation, or is it your practice, to let dwellings at a rent which is less than a market rent? Yes (Go to 3.54) No (Go to 3.55)

3.54 Please give details:

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- 3.55 Are any financial resources available to you in addition to the rent from the dwelling? **Note 54**
 Yes (Go to 3.56)
 No (Go to 3.57)
- 3.56 Please give details:
- 3.57 Are you under any obligation, or is it your practice, to dispose of properties improved or provided by conversion by you within a period of five years of carrying out those works?
 Yes (Go to 3.58)
 No (Go to 3.59)
- 3.58 Please give details:
- 3.59 Please supply any other relevant information as to your circumstances: **Note 55**
- 3.60 Is the dwelling currently let or subject to a statutory tenancy?
 Yes (Go to 3.61)
 No (Go to Part 4)
- 3.61 Please indicate the type of tenancy or occupancy. **Note 56**
 Is it— Tick box
 (a) an assured tenancy?
 (b) an assured shorthold tenancy?
 (c) an assured agricultural occupancy which is a tenancy?
 (d) a secure tenancy?
 (e) a housing association tenancy under Part VI of the Rent Act 1977?
 (f) a protected or statutory tenancy under the Rent Act 1977?
 (g) a protected occupancy or statutory tenancy under the Rent (Agriculture) Act 1976?
 (h) other (give details)
- 3.62 Date current rent or licence fee set:
- 3.63 Current rent and rental period: £ per
- 3.64 If the tenancy/occupancy is for a fixed term, when does this term expire?
- 3.65 Does the rent or licence fee include any of the following Tick box
 (a) water charges
 (b) board
 (c) furniture
 (d) other services (give details)

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- 3.66 Please give any details about your tenancy or occupancy which may be relevant to your application (including any terms of your tenancy or occupancy): Note 57

NOW GO TO PART 4

PART 4

Enclosures	Tick as enclosed	
A. Two estimates from different contractors of the cost of carrying out the works (unless otherwise instructed by the Council).	<input type="checkbox"/>	Note 58
B. Particulars of any preliminary or ancillary services and charges	<input type="checkbox"/>	Note 59
C. A certificate as to future occupation for each dwelling to be improved, repaired or provided:		
(a) An owner-occupation certificate	<input type="checkbox"/>	
(b) A certificate of intended letting	<input type="checkbox"/>	
(c) A tenant's certificate, together with a certificate of intended letting from your landlord	<input type="checkbox"/>	

DECLARATION

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION

I declare that to the best of my knowledge, information and belief the information in this application is correct.

Date: Signature:

NOTES

1. If the applicant is a company or similar body, give the official (registered) address.
2. The questions in the remainder of this form relate to the property mentioned here.
3. If the property was built or was provided by conversion less than 10 years ago, it is not eligible for renovation grant.
4. If you have made more than one previous application, give details of all of them and of any contribution of which you have been notified under a group repair scheme. Previous grant approvals may affect the works for which grant may be given, and also the amount of grant payable.
5. If you are aware of more than one previous grant application, give details of all of them and of any contribution of which you have been notified under a group repair scheme, if known. Previous grant approvals may affect the works for which discretionary grant may be given.

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6. If you have answered 'No' to both questions 1.9 and 1.10 you should not be applying for a renovation grant. Please reconsider your answers. If you cannot answer 'Yes' to one of these questions, do not proceed any further with this application.
7. Give us full a description as you can of the proposed works. It will help you to supply plans and in the case of works of improvement or conversion these should be of the property before and after the works have been carried out. If the Council require the works to be carried out to their specification, this should be the basis for the contractors' estimates enclosed with this form (see Part 4—enclosure A).
8. Planning permission or building regulations approval may or may not be required. If you are not sure whether permission or approval is required, contact the relevant department of the Council. Where permission or approval has already been obtained, it might help to enclose a copy with your application.
9. The services and charges which may be included in the grant application include design fees; technical and structural surveys; preparation of plans, drawings and schedules of works; applications for planning permission and building regulations approval; supervision of works; charges for the disconnection and reconnection of electricity, gas, water or drainage utilities necessitated by the carrying out of the works*; and assistance with completing these forms. The Council can give full details of what charges and services would be eligible.
*Charges arising from non-payment of bills etc may not be included.
10. "Charity" does not include registered housing associations for grant purposes.
11. Having an "owner's interest" means owning the freehold of the property, or having it on a tenancy of which not less than 5 years remain unexpired at the date of the application, whether owned alone or jointly with others.
12. The "certified date" is the date certified by the Council as the date on which the grant-aided works were completed to their satisfaction.
13. An owner-occupation certificate certifies that the applicant has, or proposes to acquire, an owner's interest in the dwelling or building and that he, or a member of his family, intends to live in the dwelling or, as the case may be, a flat in the building as his (or that member's) only or main residence for a period of not less than twelve months beginning on the certified date.
14. A certificate of intended letting certifies that the applicant (or landlord in the case of a tenant's application) has, or proposes to acquire, an owner's interest in the dwelling or building and intends to (or already has) let the dwelling or, as the case may be, one or more flats in the building as a residence to someone other than a member of his family, for a period of not less than five years beginning on the certified date, on a tenancy which is not a long tenancy.
15. A tenant's certificate certifies that the applicant is a tenant of the dwelling and is required by the terms of his tenancy to carry out the works for which grant is sought, and that he or a member of his family intends to live in the dwelling as his (or that person's) only or main residence. A tenant's application must normally be accompanied additionally by a certificate of intended letting (see note 14), provided by the landlord, but the Council may waive this requirement in the circumstances of a particular case.
16. If you have answered 'No' to question 2.3 you should not be making an owner's application. Please reconsider your answer. If you cannot answer 'Yes' to this question, and you are unable to apply as a tenant (Section B), do not proceed any further with this application.
17. If you have answered 'No' to both questions 2.4 and 2.6, you should not be making an owner's application. Please reconsider your answers. If you cannot answer 'Yes' to one of these questions, and you are unable to apply as a tenant (Section B), do not proceed any further with this application.
18. If you have exchanged contracts on a purchase give the actual date that the purchase is to be completed. The Council cannot approve this grant application until you actually have the required interest.
19. If you intend to buy the freehold of the property, or if you already have, or are proposing to take up a tenancy where at least 5 years of the term remain unexpired, you cannot make a tenant's application. You should instead consider making an owner's application (Section A of Part 2).

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20. If you have answered 'No' to question 2.11, then you are not eligible to make a tenant's application for a renovation grant—see Note G of the introduction to this form.

21. If your obligation to carry out works is set out in writing in a tenancy agreement, you might like to enclose a copy of the relevant part(s) with your application. Otherwise, state what has been agreed between the landlord and yourself.

22. If you have answered 'Yes' to question 2.15, you are unlikely to be under an obligation to carry out works to your property, and would not therefore be eligible to apply for a renovation grant. Please clarify this point with the Council.

23. You must provide one of the certificates mentioned in questions 3.1 and 3.2 (see notes 13 to 15 above), unless you are a charity or the application is in respect of glebe land or the residence house of an ecclesiastical benefice. If this is the case, go to Section B of Part 3. Otherwise, do not proceed any further with this application.

24. If you have answered 'Yes' to question 3.3 you do not need to answer the questions in section A of Part 3 (the test of resources). It may help the Council to process your application more quickly if each person who is on income support completes authorisation (a) at the end of that section. However, you are under no obligation to do this, and may instead go straight to Part 4 if you wish.

25. A partner is someone of the opposite sex who lives with you as husband or wife whether you are married or not.

26. If you have no partner, leave sections referring to partner blank.

27. If you have more than one partner, and you were married polygamously under the law of a country which permits such marriages, you should give the details requested in respect of each partner living with you, and answer questions 3.8 to 3.47 below in respect of each of them. You should also ensure that your answers to questions 3.16 to 3.25 cover all children and young persons for whom you or any of your partners are responsible and who normally live with you.

28. Even if you have not been incapable of work in recent weeks, you may still qualify for the 'disability premium' if you have a long record of incapacity. If you think this applies to you, you should still answer 'no' to this question, but give full details under question 3.10.

29. Answer 'yes' to this question if you or your partner are no longer in receipt of attendance allowance solely on account of undergoing treatment.

30. Answer 'yes' to this question if you or your partner are no longer in receipt of this allowance/pension on age grounds or because of payment of a retirement pension.

31. A dependent child or young person is someone:

- (a) who is under the age of 19;
- (b) for whom you or your partner are responsible;
- (c) in respect of whom you or your partner receive child benefit, or who is treated as a child for child benefit purposes; and
- (d) who normally lives with you.

You should not include any young person who is on income support.

32. If you or your partner are on income support, you need not answer questions 3.18 to 3.21.

33. Do not include any who are under 16 or who are still in full time education.

34. If you or your partner are on income support, you do not need to answer this question.

35. You should include benefits, charitable and voluntary payments, and maintenance payments.

36. You do not need to include attendance allowance or mobility allowance.

37. You should include any of the following:

- Cash savings;
- Money in bank, building society or Post Office accounts;
- National Savings Certificates and Premium Bonds;
- Stocks, shares and unit trusts.

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38. You may need to provide evidence of earnings, covering the last 52 weeks in respect of any paid employment, together with details of any private pension plan payments made in the same period.

39. You may need to provide evidence of all other income received in the last 52 weeks.

40. Gross pay should include bonus or commission, overtime, holiday pay, sick pay or maternity pay.

41. It will help you to supply copies of the latest accounts which give details of your self-employment. Please include details of any pension plan payments, income tax and national insurance contributions paid.

42. If you have a partner and you are paid jointly, as a couple, enter the details in one or other column (it does not matter which) but not both.

43. Give the net amount if your pension is taxed.

44. You do not need to include any of the following:

- Income support (see questions 3.3 and 3.26);
- Housing benefit;
- Community charge benefit;
- Attendance allowance;
- Mobility allowance;
- Payments from the Macfarlane Trusts or the Independent Living Fund;
- Social Fund payments.

Certain other benefits and allowances may also be disregarded in the calculation of your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it can be disregarded.

45. You do not need to include any of the following:

- Job start allowance;
- Boarding-out or fostering payments made by local authorities, health authorities or voluntary organisations;
- ‘Section 1’ payments; ie payments made by social services departments (under sections 1, 27 or 29 of the Child Care Act 1980) in respect of children and young people currently or formerly in their care;
- Any payments made to you as a holder of the Victoria Cross or George Cross;
- Any payments mentioned under note 44 above.

Certain other payments may also be disregarded in the calculation of your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it can be disregarded.

46. You may need to provide evidence of all savings, investments and other capital.

47. If you have a partner and hold any savings, investments or other capital jointly, enter the details in one or other column (it does not matter which) but not both.

48. If you hold any capital jointly with people other than your partner, please include the full amount of that capital (where known) and state how many others have a share in it.

49. You do not need to include any of the following:

- Social Fund payments;
- ‘Section 1’ payments (see note 45);
- Payments from the Macfarlane Trusts or the Independent Living Fund;
- Community charge benefit;
- Housing benefit, or housing benefit transitional payments.

Certain other kinds of savings and capital payments may also be disregarded from the calculation of your capital, but for the purposes of completing this form you should only exclude those items mentioned above. If you are in any doubt about whether an investment or capital payment falls into one of these categories you should include it and provide full details so that the Council can decide whether or not it can be disregarded.

50. You should include second homes, holiday homes and any other property, including property abroad.

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51. You do not need to include any of the following:

- Your own home;
- The property which is the subject of this application;
- Any property occupied by an elderly (ie aged 60 or over) or incapacitated relative of yours, or of a member of your family. "Relative" means any of the following: parents, parents-in-law, step-parents, sons and daughters, sons and daughters-in-law, stepsons and daughters, brothers and sisters, grandparents, grandchildren, uncles and aunts, nephews and nieces;
- If you are self-employed, the assets of your business.

Certain other capital items may also be disregarded from the calculation of your capital, but for the purposes of completing this form you should only exclude those items mentioned above. If you are in any doubt about whether a property or other capital item falls into one of these categories you should include it and provide full details so that the Council can decide whether or not it can be disregarded.

52. You may need to provide evidence of payments or the requirement to make payments.

53. Details given may include information about resources made available by the Diocesan Board of Finance, for example an extract from the annual budget of the Board. If you are not making this application as a representative of the Board, please give the address of the Board.

54. A recent statement of accounts or annual report may be enclosed if appropriate. In the case of glebe land, the Diocesan Board of Finance may provide details including an extract from the annual budget if appropriate.

55. A summary of a charity's trust deed or similar document, should be provided in addition to any other information. In the case of glebe land, please indicate if the property or part of the property is currently occupied rent free by a licensed minister or lay worker.

56. If you are not sure of the type of tenancy or occupancy (for example whether it is an assured tenancy, protected tenancy or statutory tenancy), you might check this with the Council or with your own legal advisers.

57. This is needed to make a decision about notional rent. Examples might be any repairs for which the tenant/occupant is responsible, any improvements he has carried out for which he is not responsible under the terms of his tenancy, or any disrepair or defect which may be attributed to his failure to comply with the terms of his tenancy.

58. The Council will normally ask for two estimates of the costs of works, from different contractors; but they may require more or fewer than two estimates in any particular case. (See also note 7 above). These estimates might be itemised.

59. The particulars of any preliminary or ancillary services and charges are for the services and charges identified in question 1.22—see note 9 above. You may find it helpful to include estimates.

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(Name and address of Council)

THIS IS THE APPLICATION FORM TO USE IF YOU WANT TO APPLY FOR A DISABLED FACILITIES GRANT. DIFFERENT FORMS SHOULD BE USED IF APPLYING FOR A RENOVATION GRANT (FORM 1), COMMON PARTS GRANT (FORM 3) OR AN HMO GRANT (FORM 4). WHEN YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT TO THE COUNCIL.

IF YOU ARE UNCERTAIN HOW TO ANSWER ANY OF THE QUESTIONS, PLEASE CONTACT:

(Name, address and telephone number of contact in the Council)

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IMPORTANT

PLEASE READ THE FOLLOWING NOTES BEFORE STARTING THIS APPLICATION FORM

A. All appearances of 'you' and 'your' in this application form—except in Section A of Part 3—are to be treated as references to the grant applicant.

B. Your application will not be valid unless you complete all the relevant parts of this form and enclose the necessary documents required in Part 4.

C. Grant will not normally be paid if you, or anyone else acting on your behalf, commence works before you receive written approval of this application. Grant will usually be refused if the works are completed before the application has been approved. Planning permission or building regulations approval is not the same as grant approval.

D. If you are applying as an owner-occupier or tenant to carry out works to your dwelling, the dwelling which is the subject of the grant application must be intended to be the only or main residence of either you or a member of your family. Grant is not available for second or holiday homes.

E. If you occupy a flat in a building, and you wish to carry out works both to your flat and to the common parts of the building, you may need to provide more than one certificate of future occupation with your application. If you have a tenancy of your flat with at least five years still to run, you will be regarded as an owner-occupier in relation to the application for works to your flat (so you should provide an owner-occupation certificate), and as a tenant in relation to the application for works to the common parts (for which you should provide a tenant's certificate). You only need complete one section (Section A) in Part 2, however. If you have a tenant's interest in your flat, you only need to provide one certificate (a tenant's certificate).

F. If you have a mortgage you may find that the terms require your mortgagee's consent to apply for a grant (or carry out works). Make sure that you have obtained any necessary permission before submitting an application.

G. You cannot make an application for grant as a tenant if you are proposing to buy the freehold of the property or if you already have, or are proposing to take a tenancy of it where at least 5 years remain unexpired. In these circumstances you would have to make an owner's application (either as an owner-occupier or landlord).

H. If you are a tenant you may need your landlord's permission to carry out the works covered by this application. Make sure you have obtained any necessary permission before submitting an application. If the works proposed are works to the common parts of the building, you also need to have a duty or power to carry them out.

I. This form is in four parts:

Part 1 —asks for information about the property and about the works to be carried out.

Part 2 —asks for information about your interest in the property. It is in two sections, and you are only required to complete one section, depending on whether you are an owner-occupier, landlord or tenant.

Part 3 —is in two sections, and you are only required to complete one of these. Section A deals with owner-occupiers and tenants, and asks for information about your household and financial resources, and each person who is required to complete this section must sign a declaration about the information they give. Section B asks for financial information from landlords.

Part 4 —requires various enclosures to be provided with the application. You are also required to sign a declaration about the information you give in the application.

J. The references to notes in the forms are to the numbered notes at the end of the form.

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ADDRESSES FOR CORRESPONDENCE

To be completed by all grant applicants:

Your name:

Address for correspondence:

Note 1

Telephone number: (home)
(work)

If someone (eg. a friend or an organisation) is handling this application on your behalf, give the name, address and telephone number of the person to be contacted about this application:

Name:

Address:

Telephone number:

Please give the name and address of the person who may be contacted to gain access to the property (eg. to carry out an inspection):

Name:

Address:

Telephone number:

PART 1: INFORMATION ABOUT THE PROPERTY AND THE WORKS TO BE CARRIED OUT

Please answer each question in turn unless directed elsewhere (eg. "Go to 1.7"). Please read the notes indicated on the right hand side before answering the questions to which they relate.

1.1 Do the proposed works include works to the common parts of a building containing one or more flats? **Note 2**
Yes (Go to 1.2(a))
No (Go to 1.2(b))

1.2 (a) Address of the building where the works are to be carried out: **Note 3**
(b) Address of the dwelling where the works are to be carried out:

1.3 Have you made a previous application for any type of grant on this dwelling or building?
Yes (Go to 1.4)
No (Go to 1.5)

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- 1.18 Do you wish the grant to be paid to someone other than yourself (eg. your builder)?
- Yes
- No (Go to Part 2)

1.19 Please give their name and address:

NOW GO TO PART 2

PART 2: INFORMATION ABOUT YOUR INTEREST IN THE PROPERTY AND ABOUT HOW IT IS OCCUPIED

- 2.1 Are you applying as a charity, or is the application made in respect of glebe land or the residence house of an ecclesiastical benefice?
- Note 10**
- Yes (Go to Section B of Part 3)
- No (Go to 2.2)
- 2.2 Which type(s) of certificate of future occupation are you providing with your application?
- Tick box
- (a) an owner-occupation certificate only (read Notes 11, 12 and 13) (Go to Section A)
- (b) an owner-occupation certificate and a tenant's certificate (read Notes 11, 12, 13 and 14) (Go to Section A)
- (c) a certificate of intended letting (read Notes 11, 12 and 15) (Go to Section A)
- (d) a tenant's certificate (read Note 14) (Go to Section B)

SECTION A

Please answer each question in turn unless directed elsewhere.

- 2.3 Do the proposed works include works to the common parts of a building containing one or more flats?
- Note 16**
- Yes (Go to 2.4)
- No (Go to 2.6)
- 2.4 Do you have a power and/or a duty to carry out the works to the common parts of the building?
- Yes (Go to 2.5)
- No (Read Note 17)
- 2.5 Do you, or will you, (alone or jointly with others) own the freehold of the common parts where the works are to be carried out or have a tenancy of those common parts with at least 5 years still to run?
- Yes (Go to 2.7)
- No (Go to 2.6)
- 2.6 Do you, or will you, (alone or jointly with others) own the freehold of the dwelling or have a tenancy of the dwelling with at least 5 years still to run?
- Yes (Go to 2.7)
- No (Read Note 18)
- 2.7 Do you already own or hold this interest?
- Yes
- No (Go to 2.9)
- 2.8 Is this interest held jointly with other people?
- Yes (Go to 2.12)
- No (Go to Part 3)

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- 2.9 Do you intend to acquire this interest? Yes
No (Read Note 19)
- 2.10 When do you expect this to happen (give approximate date): **Note 20**
- 2.11 Will the interest be held jointly with other people? Yes (Go to 2.12)
No (Go to Part 3)
- 2.12 Please give the name(s) and (if different from your own) address(es) of those people holding a joint interest who are residing or intending to reside in the property:

NOW GO TO PART 3

SECTION B

Please answer each question in turn unless directed elsewhere.

- 2.13 Do the proposed works include works to the common parts of a building containing one or more flats? Yes (Go to 2.14)
No (Go to 2.16)
- 2.14 Do you intend to buy the freehold of the common parts where the works are to be carried out, or a tenancy with not less than 5 years still to run? Yes (Read Note 21)
No (Go to 2.15)
- 2.15 Do you have a power and/or a duty to carry out works in the common parts? Yes (Read Note 22)
No
- 2.16 Do you intend to buy the freehold of the dwelling, or a tenancy with not less than 5 years remaining? Yes (Read Note 21)
No
- 2.17 Do you have a joint tenancy? Yes
No (Go to 2.19)
- 2.18 Give the name(s) and (if different from your own) address(es) of any joint tenants residing or intending to reside in the property:
- 2.19 Are you a tenant of the local authority? Yes
No
- 2.20 Give the name, address and telephone number of the landlord or his agent (indicate which):

NOW GO TO PART 3

PART 3: FINANCIAL INFORMATION

- 3.1 Are you providing a certificate of intended letting with your application? Yes (Go to Section B)
No (Go to 3.2)

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- 3.2 Are you providing an owner-occupation certificate and/or tenant's certificate with your application? Yes (Go to 3.3)
No (Read Note 23)
- 3.3 Are you or your partner, and everyone else you may have mentioned in questions 1.7, 2.12 or 2.18 (or their partners) all on income support? Yes (Read Note 24)
No (Go to Section A)

SECTION A: TEST OF RESOURCES FOR OWNER-OCCUPIERS AND TENANTS

Please answer each question in turn unless directed elsewhere. This section is to be completed in respect of yourself and your family. Duplicates of this section must also be completed in respect of each person, or couple, mentioned in question 2.12 (in the case of owner-occupiers) or 2.18 (in the case of tenants) and in respect of the person mentioned in question 1.7 if that person is an adult living or intending to live with you and is not included amongst those mentioned in question 2.12 or 2.18. References to "you" or "your" in this section (only) should therefore be treated as references to you and, if appropriate, to that person or persons.

YOU AND YOUR FAMILY

- 3.4 Please give your full name: Mr/Mrs/Miss/Ms
- 3.5 Please give your date of birth: / / Age:
- 3.6 Have you a partner living with you? Yes Note 25
No (go to 3.8) Note 26
- 3.7 Please give the following details in respect of your partner: Note 27
Partner's full name: Mr/Mrs/Miss/Ms
Date of birth: / / Age:
- 3.8 Are you, or is your partner registered blind? You Yes No
Your partner Yes No
- 3.9 Are you, or is your partner unable to work because of sickness, and have been so for at least the last 28 weeks? Note 28
You Yes (if yes for either, No (if no for both,
Your partner Yes go to 3.10) No go to 3.11)
- 3.10 Please give details including dates:
.....
- 3.11 Are you, or is your partner provided with an invalid carriage or other vehicle, or in receipt of an allowance in respect of such a vehicle (including via the mobility scheme)? You Yes (if yes for either, No (if no for both,
Your partner Yes go to 3.12) No go to 3.13)
- 3.12 Please give details:
.....

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3.13 Are you, or is your partner in receipt of any of the following allowances or benefits in respect of illness or disability?

Attendance allowance	You	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Note 29
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 30
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility supplement	You	<input type="checkbox"/>	<input type="checkbox"/>	
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Invalidity pension	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 30
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Severe disablement allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	

3.14 Is anyone in receipt of an invalid care allowance in respect of caring for you or your partner?

Yes
 No (Go to 3.16)

3.15 Please give details, including the name of the person who receives the allowance and whether it is paid in respect of the care of yourself or your partner:

.....

Note 31

3.16 Do you or your partner have any dependent children, under the age of 19, living with you?

Yes
 No (Go to 3.26)

3.17 Please give the details requested below and in questions 3.18 to 3.25, in respect of each of these children:

Full name	Date of birth	What they do (eg. school, student, work etc.)	Are they registered blind or in receipt of attendance or mobility allowance?
.....
.....
.....
.....
.....

Read Note 32 before proceeding to question 3.18

3.18 Do any of them work over 24 hours per week?

Yes Notes 33 and 34
 No (Go to 3.20)

3.19 Please give details:

Name	Type of work	Gross pay	How often paid
.....	£
.....	£

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3.20 Do any of them have any other income whatsoever? Yes Note 34
No (Go to 3.22)

3.21 Please give details: Notes 35 and 36
Name Type of income How much How often paid
..... £
..... £

3.22 Do any of them have any savings or other investments? Yes Note 37
No (Go to 3.24)

3.23 Please give details, including current value(s) where known:
Name: Type: Amount: £
Name: Type: Amount: £

3.24 Do any of them own any land, property, business, or have any other capital whatsoever? Yes
No (Go to 3.26)

3.25 Please give details, including current value(s) where known:
Name: Details:
Name: Details:

YOUR INCOME Notes 38 and 39

3.26 Are either you or your partner on income support? Yes (Go to the Declaration at the end of this section)
No (Go to 3.27)

3.27 Are you or your partner currently in paid employment? Yes
No (Go to 3.31)

3.28 Please give the following details for each: Note 40

	You	Your partner
Name and address of employer:
Occupation/job title:
Gross pay:	£	£
How often paid:
Income tax paid:	£	£
National Insurance contributions:	£	£
Occupational or private pension plan payments:	£	£
Average hours worked per week: (if less than 24 hours per week)

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3.29 Do you or your partner have any other paid employment (eg. second, part-time or casual job(s))? Yes
 No (Go to 3.31)

3.30 Please give the following details for each job: **Note 40**

	You	Your partner
Name and address of employer:

Job:
Gross pay:	£	£
How often paid:
Income tax paid:	£	£
National Insurance contributions:	£	£
Occupational or private pension plan payments:	£	£
Average hours worked per week: (if less than 24 hours per week)

3.31 Are you or your partner self-employed? Yes
 No (Go to 3.33)

3.32 Please give full details of self-employment: **Note 41**

3.33 Are you or your partner in receipt of a pension of any kind? Yes
 No (Go to 3.35)

3.34 Please give details of the pension(s) you or your partner receive: **Notes 42 and 43**

	You amount	how often paid	Your partner amount	how often paid
Retirement pension:	£	£
Occupational pension	£	£
Widow's pension	£	£
War widow's pension	£	£
War disablement pension	£	£
Any other pension(s)	£	£
	£	£

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3.35 Are you or your partner in receipt of any state benefit(s)? Yes
 No (Go to 3.37)

3.36 Please give details of the benefits you or your partner receive, including any of the following: **Notes 42 and 44**

	You		Your partner	
	amount	how often paid	amount	how often paid
Unemployment benefit	£	£
Statutory maternity pay	£	£
Statutory sick pay	£	£
Sickness benefit	£	£
Family credit	£	£
Child benefit	£	£
One parent benefit	£	£
Invalidity benefit	£	£
Severe disablement allowance	£	£
Invalid care allowance	£	£
Any other benefit(s)	£	£

3.37 Do you or your partner receive any other income whatsoever? Yes
 No (Go to 3.39)

3.38 Please give details of this income, including any of the following: **Notes 42 and 45**

	You		Your partner	
	amount	how often paid	amount	how often paid
VTS	£	£
Government training allowance	£	£
Student grant	£	£
Other scholarships or bursaries etc.	£	£
Parent's or Partner's contribution to student grant	£	£
Adoption allowance	£	£
Maintenance from former partner	£	£

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3.38 (continued)

Annuities	£	£
Charitable income	£	£
Income from tenants, sub-tenants, boarders or lodgers	£	£
Please give details of the nature of the letting, and what the payments are intended to cover (eg. heating, meals etc).		
Any other income	£	£
	£	£

YOUR SAVINGS, INVESTMENT AND OTHER CAPITAL

Note 46

3.39 Do you or your partner have any cash, savings or other investments? Yes
No (Go to 3.42)

3.40 Please give details of savings or other investments, including any of the following:

Notes 47 and 48

	You	Your partner
Cash savings	£	£
Bank current account	£	£
Bank deposit account	£	£
Bank other account(s)	£	£
	£	£
Post Office ordinary account	£	£
Post Office investment account	£	£
Building society account(s)	£	£
	£	£
Premium Bonds	£	£
National Savings Certificates	Issue No. Date Number held	Issue No. Date Number held
Stocks, shares and unit trusts etc.	Details Current value £..... (if known)	Details Current value £..... (if known)
Any other investments	Details Current value £..... (if known)	Details Current value £..... (if known)

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3.41 Please give details of any one-off payments you or your partner have received over the past 12 months, including the date(s) of such payment(s) where known: Note 49

.....
.....

3.42 Do you or your partner own any land, property, business, or have any other capital whatsoever? Yes Notes 50 and 51
No (Go to 3.44)

3.43 Please give details of capital, including current value(s) where known:

.....
.....

YOUR OUTGOINGS Note 52

3.44 Do you or your partner pay maintenance in respect of a former partner or children? Yes
No (Go to 3.46)

3.45 Please give details of maintenance payments:
.....

3.46 Do you or your partner make a contribution in respect of a student grant for a son, daughter or partner? Yes
No (Go to the Declaration at the end of this section)

3.47 Please give details of contributions:
.....

DECLARATION

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION

I declare that to the best of my knowledge, information and belief the information in this section is correct.

Date: Signature:

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AUTHORISATION

(For persons in receipt of certain income related benefits)

(a) If you are in receipt of income support it may be possible for the Council to process your application more quickly if you give permission for your local Department of Social Security Office to confirm this fact. If you wish to do this, please complete the authorisation below. If not, go to **Part 4**.

I authorise the Department of Social Security to confirm on request by the Council that I am now in receipt of income support.

Name.....

DSS reference number (case paper or National Insurance number), if known:

.....

Signature Date

(b) If you are in receipt of Housing Benefit (HB) or Community Charge Benefit (CCB), but not income support, the Council may be able to process your application more quickly if you give permission for them to refer to your HB or CCB records. They can only do this with your consent. If you are content for the Council to refer to your existing HB or CCB records, please sign the authorisation below.

For the purposes of this application, I hereby give my consent to the Council to refer to information provided by me for the purposes of my application(s) for Housing Benefit and/or Community Charge Benefit.

Name.....

HB or CCB reference (if known)

.....

Date: Signature:

NOW GO TO PART 4

SECTION B: FINANCIAL INFORMATION REQUIRED FROM LANDLORDS AND CHARITIES AND IN RESPECT OF ECCLESIASTICAL PROPERTY

Please answer each question in turn unless directed elsewhere.

3.48 Is the application made in respect of the residence house of an ecclesiastical benefice? Yes (Go to 3.49) No (Go to 3.52)

3.49 Please give details of any financial resources available to you: **Note 53**

3.50 Please give details and supply any other information as to your circumstances which may be relevant to your application:

3.51 Is the residence house currently let? Yes (Go to 3.61) No (Go to Part 4)

3.52 Are you applying as a charity, or is the application in respect of glebe land? **Note 10** Yes No (Go to 3.60)

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- 3.53 Are you under any obligation, or is it your practice, to let dwellings at a rent which is less than a market rent? Yes (Go to 3.54)
No (Go to 3.55)
- 3.54 Please give details:
- 3.55 Are any financial resources available to you in addition to the rent from the dwelling? Yes (Go to 3.56)
No (Go to 3.57)
- 3.56 Please give details: **Note 54**
- 3.57 Are you under any obligation, or is it your practice, to dispose of properties improved by you within a period of five years of carrying out those works? Yes (Go to 3.58)
No (Go to 3.59)
- 3.58 Please give details:
- 3.59 Please supply any other relevant information as to your circumstances: **Note 55**
- 3.60 Is the dwelling currently let or subject to a statutory tenancy? Yes (Go to 3.61)
No (Go to Part 4)
- 3.61 Please indicate the type of tenancy or occupancy.
Is it— **Note 56**
- | | |
|--|--------------------------------------|
| (a) an assured tenancy? | Tick box
<input type="checkbox"/> |
| (b) an assured shorthold tenancy? | <input type="checkbox"/> |
| (c) an assured agricultural occupancy which is a tenancy? | <input type="checkbox"/> |
| (d) a secure tenancy? | <input type="checkbox"/> |
| (e) a housing association tenancy under Part VI of the Rent Act 1977? | <input type="checkbox"/> |
| (f) a protected or statutory tenancy under the Rent Act 1977? | <input type="checkbox"/> |
| (g) a protected occupancy or statutory tenancy under the Rent (Agriculture) Act 1976 which is a tenancy? | <input type="checkbox"/> |
| (h) other (give details): | <input type="checkbox"/> |
- 3.62 Date current rent or licence fee set:

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- 3.63 Current rent and rental period: £ per .
- 3.64 If the tenancy/occupancy is for a fixed term, when does this term expire? ...
- 3.65 Does the rent or licence fee include any of the following:
- | | |
|-----------------------------------|--------------------------|
| | Tick box |
| (a) water charges | <input type="checkbox"/> |
| (b) board | <input type="checkbox"/> |
| (c) furniture | <input type="checkbox"/> |
| (d) other services (give details) | <input type="checkbox"/> |
- 3.66 Please give any details about your tenancy or occupancy which may be relevant to your application (including any terms of your tenancy or occupancy):

Note 57

NOW GO TO PART 4

PART 4

- | Enclosures | Tick as enclosed | |
|---|--------------------------|----------------|
| A. Two estimates from different contractors of the cost of carrying out the works (unless otherwise instructed by the Council). | <input type="checkbox"/> | Note 58 |
| B. Particulars of any preliminary or ancillary services and charges | <input type="checkbox"/> | Note 59 |
| C. Certificate(s) as to future occupation:- | | |
| (a) An owner-occupation certificate only | <input type="checkbox"/> | |
| (b) An owner-occupation certificate and a tenant's certificate. | <input type="checkbox"/> | |
| (c) A certificate of intended letting | <input type="checkbox"/> | |
| (d) A tenant's certificate, together with a certificate of intended letting from your landlord | <input type="checkbox"/> | |

DECLARATION

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION

I declare that to the best of my knowledge, information and belief the information in this application is correct.

Date: Signature:

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NOTES

1. If the applicant is a company or similar body, give the official (registered) address.
2. The works may be to common parts alone or in conjunction with works to a flat in the building. "Common parts" includes the structure and exterior of a building and common facilities provided, whether in the building or elsewhere, for persons who include the occupiers of one or more flats in the building.
3. References to "building" means the building to which the common parts relate and, as the case may be, where the dwelling is situated. References to "dwelling" means the house or flat occupied or to be occupied by the disabled person.
4. If you have made more than one previous application, give details of all of them and of any contribution of which you have been notified under a group repair scheme. Previous grant approvals may affect the amount of grant payable.
5. If renovation works are needed to make your property fit for human habitation, your application for disabled facilities grant cannot be approved unless these works are carried out.
6. A "disabled person" includes someone who is registered, or registerable, as disabled for the purposes of section 29(1) of the National Assistance Act 1948. If you are not sure whether the person for whom the works are to be carried out comes within this definition, you should ask the Council (or your local Social Services Department).
7. If you are applying for grant to both common parts and to your flat, you should distinguish between the works to the different parts. Give as full a description as you can of the proposed works. It will help you to supply plans. If the Council require the works to be carried out to their specification, this should be the basis for the contractors' estimates enclosed with this form (see Part 4—enclosure A).
8. Planning permission or building regulations approval may or may not be required. If you are not sure whether permission or approval is required, contact the relevant department of the Council. Where permission or approval has already been obtained, it might help to enclose a copy with your application.
9. The services and charges which may be included in the grant application include design fees; technical and structural surveys; preparation of plans, drawings and schedules of works; applications for planning permission and building regulations approval; supervision of works; the professional services of an Occupational Therapist employed by you in relation to the carrying out of the works; charges for the disconnection and reconnection of electricity, gas, water or drainage utilities necessitated by the carrying out of the works*; and assistance with completing these forms. The Council can give full details of what charges and services would be eligible.
*Charges arising from non-payment of bills etc may not be included.
10. "Charity" does not include registered housing associations for grant purposes.
11. Having an "owner's interest" means owning the freehold of the property, or having a tenancy of which not less than 5 years remain unexpired at the date of the application, whether owned alone or jointly with others.
12. The "certified date" is the date certified by the Council as the date on which the grant-aided works were completed to their satisfaction.
13. An owner-occupation certificate certifies that the applicant has, or proposes to acquire, an owner's interest in the dwelling or building and that he, or a member of his family, intends to live in the dwelling or, as the case may be, a flat in the building as his (or that member's) only or main residence for a period of not less than twelve months beginning on the certified date.
14. A tenant's certificate certifies that the application is a tenant's application for disabled facilities grant, and that the applicant or a member of his family intends to live in the dwelling or, as the case may be, a flat in the building as his (or that member's) only or main residence. A tenant's application must normally be accompanied additionally by a certificate of intended letting (see Note 15) provided by the landlord, but the Council may waive this requirement in the circumstances of a particular case.

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15. A certificate of intended letting certifies that the applicant (or landlord in the case of a tenant's application) has, or proposes to acquire, an owner's interest in the dwelling or building and intends to (or already has) let the dwelling or, as the case may be, one or more flats in the building as a residence to someone other than a member of his family, for a period of not less than five years beginning on the certified date.

16. The works may be to common parts alone or in conjunction with works to a flat in the building.

17. If you have neither a power nor a duty to carry out works to the common parts of the building, you cannot apply for a disabled facilities grant towards such works.

18. If you have answered 'No' to each of questions 2.5 and 2.6 you should not be making an owner's application. Please reconsider your answers. If you cannot answer 'Yes' to one of these questions, and you are unable to apply as a tenant (Section B), do not proceed any further with this application.

19. If you have answered 'No' to both questions 2.7 and 2.9, you should not be making an owner's application. Please reconsider your answers. If you cannot answer 'Yes' to one of these questions, and you are unable to apply as a tenant (Section B), do not proceed any further with this application.

20. If you have exchanged contracts on a purchase, give the actual date that the purchase is to be completed. The Council cannot approve this grant application until you actually have the required interest.

21. If you intend to buy the freehold of the property, or take up a tenancy where at least 5 years of the term remain unexpired, you cannot make a tenant's application. You should consider instead making an owner's application (Section A of Part 2). This does not apply however if your application is for disabled facilities grant in respect of works to common parts and you have a tenancy of a flat in the building.

22. If you have neither a power nor a duty to carry out works to the common parts of the building, you cannot apply for a disabled facilities grant towards such works.

23. You must provide one of the certificates mentioned in questions 3.1 and 3.2 (see notes 11 to 15 above), unless you are a charity or are applying on behalf of a charity or the application is in respect of glebe land or the residence house of an ecclesiastical benefice. If this is the case, go to Section B of Part 3. Otherwise, do not proceed any further with this application.

24. If you have answered 'Yes' to question 3.3 you do not need to answer the questions in section A of Part 3 (the rest of resources). It may help the Council to process your application more quickly if each person who is on income support completes **authorisation (a)** at the end of that section. However, you are under no obligation to do this, and may instead go straight to **Part 4** if you wish.

25. A partner is someone of the opposite sex who lives with you as husband or wife whether you are married or not.

26. If you have no partner, leave sections referring to partner blank.

27. If you have more than one partner, and you were married polygamously under the law of a country which permits such marriages, you should give the details requested in respect of each partner living with you, and answer questions 3.8 to 3.47 below in respect of each of them. You should also ensure that your answers to questions 3.16 to 3.25 cover all children and young persons for whom you or any of your partners are responsible and who normally live with you.

28. Even if you have not been incapable of work in recent weeks, you may still qualify for the 'disability premium' if you have a long record of incapacity. If you think this applies to you, you should still answer 'no' to this question, but give full details under question 3.10.

29. Answer 'yes' to this question if you or your partner are no longer in receipt of attendance allowance solely on account of undergoing treatment.

30. Answer 'yes' to this question if you or your partner are no longer in receipt of this allowance/pension on age grounds or because of payment of a retirement pension.

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31. A dependent child or young person is someone:
- (a) who is under the age of 19;
 - (b) for whom you or your partner are responsible;
 - (c) in respect of whom you or your partner receive child benefit, or who is treated as a child for child benefit purposes; and
 - (d) who normally lives with you.

You should not include any young person who is on income support.

32. If you or your partner are on income support, you need not answer questions 3.18 to 3.21.
33. Do not include any who are under 16 or who are still in full time education.
34. If you or your partner are on income support, you do not need to answer this question.
35. You should include benefits, charitable and voluntary payments, and maintenance payments.
36. You do not need to include attendance allowance or mobility allowance.
37. You should include any of the following:
- Cash savings;
 - Money in bank, building society or Post Office accounts;
 - National Savings Certificates and Premium Bonds;
 - Stocks, shares and unit trusts.
38. You may need to provide evidence of earnings, covering the last 52 weeks in respect of any paid employment, together with details of any private pension plan payments made in the same period.
39. You may need to provide evidence of all other income received in the last 52 weeks.
40. Gross pay should include bonus or commission, overtime, holiday pay, sick pay or maternity pay.
41. It will help you to supply copies of the latest accounts which give details of your self-employment. Please include details of any pension plan payments, income tax and national insurance contributions paid.
42. If you have a partner and you are paid jointly, as a couple, enter the details in one column (it does not matter which) but not both.
43. Give the net amount if your pension is taxed.
44. You do not need to include any of the following:
- Income support (see question 3.26);
 - Housing benefit;
 - Community charge benefit;
 - Attendance allowance;
 - Mobility allowance;
 - Payments from the Macfarlane Trusts or the Independent Living Fund;
 - Social Fund payments.

Certain other benefits and allowances may also be disregarded in the calculation of your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it can be disregarded.

45. You do not need to include any of the following:
- Job start allowance,
 - Boarding-out or fostering payments made by local authorities, health authorities or voluntary organisations;

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- ‘Section 1’ payments; ie payments made by social services departments (under sections 1, 27 or 29 of the Child Care Act 1980) in respect of children and young people currently or formerly in their care;
- Any payments made to you as a holder of the Victoria Cross or George Cross;
- Any payments mentioned under note 44 above.

Certain other payments may also be disregarded in the calculation of your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it can be disregarded.

46. You may need to provide evidence of all savings, investments and other capital.

47. If you have a partner and hold any savings, investments or other capital jointly, enter the details in one or other column (it does not matter which) but not both.

48. If you hold any capital jointly with people other than your partner, please include the full amount of that capital (where known) and state how many others have a share in it.

49. You do not need to include any of the following:

- Social Fund payments;
- ‘Section 1’ payments (see note 45);
- Payments from the Macfarlane Trusts or the Independent Living Fund;
- Community charge benefit;
- Housing benefit, or housing benefit transitional payments.

Certain other kinds of savings and capital payments may also be disregarded from the calculation of your capital, but for the purposes of completing this form you should only exclude those items mentioned above. If you are in any doubt about whether an investment or capital payment falls into one of these categories you should include it and provide full details so that the Council can decide whether or not it can be disregarded.

50. You should include second homes, holiday homes and any other property, including property abroad.

51. You do not need to include any of the following:

- Your own home;
- The property which is the subject of this application;
- Any property occupied by an elderly (ie aged 60 or over) or incapacitated relative of yours, or of a member of your family. “Relative” means any of the following: parents, parents-in-law, step-parents, sons and daughters, sons and daughters-in-law, stepsons and daughters, brothers and sisters, grand parents, grand children, uncles and aunts, nephews and nieces;
- If you are self-employed, the assets of your business.

Certain other capital items may also be disregarded from the calculation of your capital, but for the purposes of completing this form you should only exclude those items mentioned above. If you are in any doubt about whether a property or other capital item falls into one of these categories you should include it and provide full details so that the Council can decide whether or not it can be disregarded.

52. You may need to provide evidence of payments or the requirement to make payments.

53. Details given may include information about resources made available by the Diocesan Board of Finance, for example an extract from the annual budget of the Board. If you are not making this application as a representative of the Board, please give the address of the Board.

54. A recent statement of accounts or annual report may be enclosed if appropriate. In the case of glebe land, the Diocesan Board of Finance may provide details including an extract from the annual budget if appropriate.

55. A summary of the charity’s trust deed, or similar document, should be provided in addition to any other information. In the case of glebe land, please indicate if the property or part of the property is currently occupied rent free by a licensed minister or layworker.

56. If you are not sure of the type of tenancy or occupancy (for example whether it is an assured tenancy, protected tenancy or statutory tenancy), you might check this with the Council or with your own legal advisers, solicitor, the Citizens Advice Bureau or a legal advice centre.

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57. This is needed to make a decision about notional rent. Examples might be any repairs for which the tenant/occupant is responsible, any improvements he has carried out for which he is not responsible under the terms of his tenancy, or any disrepair or defect which may be attributed to his failure to comply with the terms of his tenancy.

58. The Council will normally ask for two estimates of the costs of works, from different contractors; but they may require more or fewer estimates in any particular case. (See also note 7 above). These estimates might be itemised.

59. The particulars of any preliminary or ancillary services and charges are for the services and charges identified in question 1.17—see note 9 above. You may find it helpful to include estimates.

FORM 3 APPLICATION FOR COMMON PARTS GRANT

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(Name and address of Council)

THIS IS THE APPLICATION FORM TO BE USED WHEN APPLYING FOR A COMMON PARTS GRANT, FOR CARRYING OUT WORKS OF IMPROVEMENT OR REPAIR TO THE COMMON PARTS OF A BUILDING CONTAINING ONE OR MORE FLATS. SEPARATE FORMS SHOULD BE USED IF APPLYING FOR A RENOVATION GRANT (FORM 1), DISABLED FACILITIES GRANT (FORM 2) OR AN HMO GRANT (FORM 4). WHEN YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT TO THE COUNCIL.

IF YOU ARE UNCERTAIN HOW TO ANSWER ANY OF THE QUESTIONS, PLEASE CONTACT:

(Name, address and telephone number of contact in the Council)

IMPORTANT

PLEASE READ THE FOLLOWING NOTES BEFORE STARTING THIS APPLICATION FORM

- A. All appearances of 'you' and 'your' in this application form—except in Section A of Part 3—are to be treated as references to the grant applicant or, as the case may be, to each of the applicants.
- B. Your application will not be valid unless you complete all the relevant parts of this form and enclose the necessary documents required in Part 4.
- C. "Tenant" in this form includes someone who has a tenancy of a flat which at least 5 years remain unexpired at the time of the application.
- D. There are two types of application for common parts grants, both of which are covered in this form. If you own the freehold of the building or a tenancy of it of which not less than 5 years remain unexpired you can make a "landlord's common parts application", provided you also have a power or duty to carry out the works in question. Usually if you are a tenant of a flat in the building, and occupy the flat as your only or main residence and you have a duty to carry out some or all of the works or to contribute to the costs of carrying them out, then you can join in a "tenants' common parts application". At least three-quarters of tenants in this position in the building will need to be involved in a tenants' common parts application: you cannot apply on your own. Landlords can also join with their tenants (as "participating landlords") in a tenants' common parts application.

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E. If you are making a tenants' common parts application you may need your landlord's permission to carry out works—for example where you are under a duty to contribute to the costs of works, but where the duty actually to carry them out rests with the landlord. Make sure you have obtained any necessary permission before submitting your application.

F. Participants in a tenants' common parts application may wish to appoint someone to coordinate their application, and if grant is approved any fees incurred could be included in the costs forming the basis of the grant calculation. It is envisaged that the information required in Parts 1 and 4 of the form will be provided by just one of the participants; each participant must supply the information required in Parts 2 and 3 in his own right.

G. Common parts grant is not available on any building which is less than 10 years old or, where the common parts have been created in the course of the conversion of a building, where the conversion took place less than 10 years ago.

H. If you have a mortgage you may find that the terms require your mortgagee's consent to apply for a grant (or carry out works). Make sure that you have obtained any necessary permission before submitting an application.

I. Common parts grant is not available to prospective purchasers of buildings or flats.

J. If the works you wish to carry out are adaptations or improvements to common parts for the benefit of a disabled person living in a flat in the building you should apply for a disabled facilities grant (Form 2).

K. Grant will not normally be paid if you, or anyone else acting on your behalf, commence works before you receive written approval of this application. Exceptions may be made where the works are required to comply with certain notices (eg. those served under sections 189 or 190 of the Housing Act 1985). Grant will usually be refused if the works are completed before the application has been approved. Planning permission or building regulations approval is not the same as grant approval.

L. This form is in four parts:

- Part 1 —asks for information about the building and about the works to be carried out.
- Part 2 —asks for information about the interest you have in the building or in a flat in the building, and about the way it is occupied. This section is in two parts, and each participant in a tenants' common parts application must complete the relevant section in this part*.
- Part 3 —is in two sections, and you are only required to complete one of these. Section A asks for information about the household and financial resources of tenants. Each participant in a tenants' common parts application must complete Section A of this part.* Section B asks for financial information from landlords.
- Part 4 —requires various enclosures to be provided with the application. Each participant is also required to sign a declaration about the information he gives in the application.

*Please ensure that duplicate copies of Parts 2 and 3 are supplied for each participant to complete.

M. The references to notes in the forms are to the numbered notes at the end of the form

ADDRESSES FOR CORRESPONDENCE

To be completed by the grant applicant or the person coordinating a tenants' common parts application:

Your name:

Address for correspondence:

Note 1

Telephone number: (home)
(work)

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If someone (eg. a friend or an organisation) is handling this application on your behalf, please give the name, address and telephone number of the person to be contacted about this application:

Name:

Address:

Telephone number:

If you are a tenant, please give the name, address and telephone number of your landlord or his agent (indicate which):

Name:

Address:

Telephone number:

Please give the name, address and telephone number of the person who may be contacted to gain access to the property (eg. to carry out an inspection):

Name:

Address:

Telephone number:

PART E INFORMATION ABOUT THE PROPERTY AND THE WORKS TO BE CARRIED OUT

Please answer each question in turn unless directed elsewhere (eg. "Go to 1.7"). The notes indicated on the right hand side should be read before answering the questions to which they relate.

- 1.1 Address of the building at which the works are to be carried out: Notes 2 and 3
- 1.2 How many flats are there in the building? Note 4
- 1.3 Was the building—
- | | | |
|---------------------------------------|-----|--|
| (a) built more than 10 years ago? | Yes | <input type="checkbox"/> |
| or | No | <input type="checkbox"/> (Read Note 5) |
| (b) converted more than 10 years ago? | Yes | <input type="checkbox"/> |
| | No | <input type="checkbox"/> (Read Note 5) |
- 1.4 Have you made a previous application for any type of grant on this property?
- | | |
|-----|--------------------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> (Go to 1.6) |
- 1.5 Give date of that application and Council reference (if known): Note 6
- Date: Reference:

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- 1.6 Are you aware of any previous application for grant made by another person on this property? Yes
No (Go to 1.8)
- 1.7 Give details (if known): **Note 7**
- 1.8 Please describe the proposed works: **Note 8**
- 1.9 Are any of the works required to comply with a notice under sections 189 or 190 of the Housing Act 1985? **Note 9**
Yes
No (Go to 1.11)
- 1.10 Please give details, including the date the notice was served:
- 1.11 Have you applied for planning permission? **Note 10**
Yes
No (Go to 1.14)
- 1.12 Give date of application:
- 1.13 What was the outcome of your application? Tick box
Granted
Refused
No decision yet
- 1.14 Have you applied for building regulations approval? **Note 10**
Yes
No (Go to 1.17)
- 1.15 Give date of application
- 1.16 What was the outcome of your application? Tick box
Granted
Refused
No decision yet
- 1.17 Do you intend to carry out the works yourself? Yes
No
- 1.18 Give details of any services or charges which you wish to have considered for grant: **Note 11**
- 1.19 Do you wish the grant to be paid to someone other than yourself (eg. your builder)? Yes
No (Go to Part 2)
- 1.20 Please give their name and address:

NOW GO TO PART 2

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PART 2—INFORMATION ABOUT YOUR INTEREST IN THE PROPERTY AND ABOUT HOW IT IS OCCUPIED

- 2.1 Are you the **LANDLORD** of the building? Note 12
Yes (Go to **Section A**)
No (Go to 2.2)
- 2.2 Are you a **TENANT** of a flat in the building? Note 12
Yes (Go to **Section B**)
No (Read Note 13)
-

SECTION A: TO BE COMPLETED BY LANDLORDS

Please answer each question in turn unless directed otherwise.

- 2.3 Do you (either **alone** or jointly with others) own the freehold of the building or have a tenancy of the building with at least 5 years still to run? Note 12
Yes |
No (Read Note 14)
- 2.4 Do you have a duty and/or a power to carry out all of the works? Note 12
Yes |
No (Read Note 15)
- 2.5 Give details of any works to be grant-aided for which you are not liable: Note 12
- 2.6 Are you— Tick box
(a) making a Landlord's common parts application? (Go to **Section B** of Part 3)
or
(b) applying as a participating landlord in a tenants' common parts application? (Go to 2.7)
- 2.7 Please give details of any liability which you have for carrying out, or paying for, the works to the common parts: Note 16
- 2.8 How many people (including yourself) are liable for carrying out or paying for the costs of works to the common parts? Note 17
Number:

NOW GO TO SECTION B OF PART 3

SECTION B: TO BE COMPLETED BY ALL PARTICIPATING TENANTS

Please answer each question in turn unless directed otherwise.

- 2.9 Please give your name and address: Note 18
- 2.10 Do you occupy your flat as your only or main residence? Note 19
- 2.11 Is your tenancy of this flat held jointly with others? Note 19
Yes
No (Go to 2.13)
- 2.12 Please give the name(s) of any joint tenant(s) who intend to reside in the flat you occupy:

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- 2.13 Are you liable for carrying out some or all of the works to the common parts for which grant is sought? Yes (Go to 2.14)
No (Go to 2.15)
- 2.14 Please give details of any of these works for which you are not liable:
- 2.15 Are you liable to contribute to the costs of carrying out some or all of these works to the common parts? Yes
No (Read **Note 20**)
- 2.16 Please give details of any costs for which you are not liable:
- 2.17 Are your liabilities specified in your tenancy agreement? Yes
No (Go to 2.19)
- 2.18 Please give details: **Note 21**
- 2.19 How many people (including yourself) are liable for carrying out or paying for the costs of works to the common parts? **Note 17**
Number:

NOW GO TO SECTION A OF PART 3

PART 3: FINANCIAL INFORMATION

SECTION A: TEST OF RESOURCES FOR PARTICIPATING TENANTS

Please answer each question in turn unless directed elsewhere. This section is to be completed in respect of yourself and your family. Duplicates of this section must also be completed in respect of each person or couple mentioned in question 2.12. References to "you" or "your" in this section (only) should therefore be treated as references to you and, if appropriate, to that person or persons.

YOU AND YOUR FAMILY

- 3.1 Are you or your partner and everyone else you may have mentioned in question 2.12 (or their partners) all on income support? Yes (Read **Note 22**)
No (Go to 3.2)
- 3.2 Please give your full name: Mr/Mrs/Miss/Ms
- 3.3 Please give your date of birth: / / Age:
- 3.4 Have you a partner living with you? Yes **Note 23**
No (Go to 3.6) **Note 24**
- 3.5 Please give the following details in respect of your partner: **Note 25**
Partner's full name: Mr/Mrs/Miss/Ms
Date of birth: / / Age:
- 3.6 Are you, or is your partner registered blind? You Yes No
Your partner Yes No
- 3.7 Are you, or is your partner unable to work because of sickness, and have been so for at least the last 28 weeks? You Yes (if yes for either, go to 3.8) No (if no for both, go to 3.9)
Your partner Yes (go to 3.8) No (to 3.9)

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3.8 Please give details including dates:

.....

3.9 Are you, or is your partner provided with an invalid carriage or other vehicle, or in receipt of an allowance in respect of such a vehicle (including via the mobility scheme)?

You Yes (if yes for either, go to 3.10) No (if no for both, go to 3.11)
 Your partner Yes (if yes for either, go to 3.10) No (if no for both, go to 3.11)

3.10 Please give details:

.....

3.11 Are you, or is your partner in receipt of any of the following allowances or benefits in respect of illness or disability?

		Yes	No	
Attendance allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 27
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 28
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility supplement	You	<input type="checkbox"/>	<input type="checkbox"/>	
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Invalidity pension	You	<input type="checkbox"/>	<input type="checkbox"/>	Note 28
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	
Severe disablement allowance	You	<input type="checkbox"/>	<input type="checkbox"/>	
	Your partner	<input type="checkbox"/>	<input type="checkbox"/>	

3.12 Is anyone in receipt of an invalid care allowance in respect of caring for you or your partner?

Yes
 No (Go to 3.14)

3.13 Please give details, including the name of the person who receives the allowance and whether it is paid in respect of the care of yourself or your partner:

.....

3.14 Do you or your partner have any dependent children, under the age of 19, living with you?

Yes Note 29
 No (Go to 3.24)

3.15 Please give the details requested below, and in questions 3.16 to 3.23, in respect of each of them:

Full name	Date of birth	What they do (eg. school, student, work etc.)	Are they registered blind or in receipt of attendance or mobility allowance?
.....
.....
.....
.....
.....

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Read Note 30 before proceeding to question 3.16

3.16 Do any of them work over 24 hours per week? Yes **Notes 31 and 32**
 No (Go to 3.18)

3.17 Please give details:

Name	Type of work	Gross pay	How often paid
.....	£
.....	£

3.18 Do any of them have any other income whatsoever? Yes **Note 32**
 No (Go to 3.20)

3.19 Please give details:

Name	Type of income	How much	How often paid
.....	£
.....	£

3.20 Do any of them have any savings or other investments? Yes
 No (Go to 3.22)

3.21 Please give details, including current value(s) where known: **Note 35**

Name:	Type:	Amount: £
Name:	Type:	Amount: £

3.22 Do any of them own any land, property, business, or have any other capital whatsoever? Yes
 No (Go to 3.24)

3.23 Please give details, including current value(s) where known:

Name:	Details:
Name:	Details:

YOUR INCOME

Notes 36 and 37

3.24 Are either you or your partner on income support? Yes (Go to the **Declaration** at the end of this section)
 No (Go to 3.25)

3.25 Are you or your partner currently in paid employment? Yes
 No (Go to 3.29)

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3.26 Please give the following details for each: **Note 38**

	You	Your partner
Name and address of employer:

Occupation/job title:
Gross pay:	£	£
How often paid:
Income tax paid:	£	£
National Insurance contributions:	£	£
Occupational or private pension plan payments:	£	£
Average hours worked per week: (if less than 24 hours)

3.27 Do you or your partner have any other paid employment (eg. second, part-time or casual job(s))?

Yes

No (Go to 3.29)

3.28 Please give the following details for each job: **Note 38**

	You	Your partner
Name and address of employer:

Job:
Gross pay:	£	£
How often paid:
Income tax paid:	£	£
National Insurance contributions:	£	£
Occupational or private pension plan payments:	£	£
Average hours worked per week: (if less than 24 hours)

3.29 Are you or your partner self-employed?

Yes

No (Go to 3.31)

3.30 Please give full details of self-employment: **Note 39**

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3.31 Are you or your partner in receipt of a pension of any kind? Yes
No (Go to 3.33)

3.32 Please give details of the pension(s) you or your partner receive: **Notes 40 and 41**

	You		Your partner	
	amount	how often paid	amount	how often paid
Retirement pension	£	£
Occupational pension	£	£
Widow's pension	£	£
War widow's pension	£	£
War disablement pension	£	£
Any other pension(s)	£	£

3.33 Are you or your partner in receipt of any state benefit(s)? Yes
No (Go to 3.35)

3.34 Please give details of the benefits you or your partner receive, including any of the following: **Notes 40 and 42**

	You		Your partner	
	amount	how often paid	amount	how often paid
Unemployment benefit	£	£
Statutory maternity pay	£	£
Statutory sick pay	£	£
Sickness benefit	£	£
Family credit	£	£
Child benefit	£	£
One parent benefit	£	£
Invalidity benefit	£	£
Severe disablement allowance	£	£
Invalid care allowance	£	£
Any other benefit(s)	£	£

3.35 Do you or your partner receive any other income whatsoever? Yes
No (Go to 3.37)

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3.36 Please give details of this income, including any of the following: **Notes 40 and 43**

	You amount	how often paid	Your partner amount	how often paid
YTS	£	£
Government training allowance	£	£
Student grant	£	£
Other scholarships or bursaries etc.	£	£
Parent's or partner's contribution to student grant	£	£
Adoption allowance	£	£
Maintenance from former partner	£	£
Annuities	£	£
Charitable income	£	£
Income from tenants, sub-tenants, boarders or lodgers	£	£
Please give details of the nature of the letting, and what the payments are intended to cover (eg. heating, meals etc).				
Any other income	£	£
	£	£

YOUR SAVINGS, INVESTMENT AND OTHER CAPITAL **Note 44**

3.37 Do you or your partner have any cash, savings or other investments? Yes
No (Go to 3.40)

3.38 Please give details of savings, including any of the following: **Notes 45 and 46**

	You	Your partner
Cash savings	£	£
Bank current account	£	£
Bank deposit account	£	£
Bank other account(s)	£	£
Post Office ordinary account	£	£

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3.38 (continued)

Post Office investment account	£	£
Building society account(s)	£	£
Premium Bonds	£	£
National Savings Certificates	Issue No. Date	Issue No. Date
	Number held	Number held
Stocks, shares and unit trusts etc.	Details Current value £ (if known)	Details Current value £ (if known)
Any other investments	Details Current value £ (if known)	Details Current value £ (if known)

3.39 Please give details of any one-off payments you or your partner have received over the past 12 months, including the date(s) of such payment(s) where known: **Note 47**

.....

.....

3.40 Do you or your partner own any land, property, business, or have any other capital whatsoever? **Notes 48 and 49**

Yes

No (Go to 3.42)

3.41 Please give details of capital, including current value(s) where known:

.....

.....

YOUR OUTGOINGS **Note 50**

3.42 Do you or your partner pay maintenance in respect of a former partner or children? **Note 50**

Yes

No (Go to 3.44)

3.43 Please give details of maintenance payments:

.....

3.44 Do you or your partner make a contribution in respect of a student grant for a son, daughter or partner? **Note 50**

Yes

No (Go to the **Declaration** at the end of this section)

3.45 Please give details of contributions:

.....

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DECLARATION

**WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE
LIABLE TO PROSECUTION**

I declare that to the best of my knowledge, information and belief the information in this section is correct.

Date:..... Signature.....

AUTHORISATION

(For persons in receipt of certain income related benefits)

- (a) If you are in receipt of income support it may be possible for the Council to process your application more quickly if you give permission for your local Department of Social Security office to confirm this fact. If you wish to do this, please complete the authorisation below. If not, go to **Part 4**.

I authorise the Department of Social Security to confirm on request by the Council that I am now in receipt of income support.

Name.....

DSS reference number (case paper or National Insurance number), if known:

.....

Signature..... Date.....

- (b) If you are in receipt of Housing Benefit (HB) or Community Charge Benefit (CCB), but not income support, the Council may be able to process your application more quickly if you give permission for them to refer to your HB or CCB records. They can only do this with your consent. If you are content for the Council to refer to your existing HB or CCB records, please sign the authorisation below.

For the purposes of this application, I hereby give my consent to the Council to refer to information provided by me for the purposes of my application(s) for Housing Benefit and/or Community Charge Benefit.

Name.....

HB or CCB reference (if known).....

Date..... Signature.....

NOW GO TO PART 4

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SECTION B: FINANCIAL INFORMATION REQUIRED OF LANDLORDS AND CHARITIES, AND IN RESPECT OF ECCLESIASTICAL PROPERTY

Please answer each question in turn unless directed elsewhere.

- 3.46 Please give the following details for each flat in the building:
- (a) address: **Note 51**
 - (b) the type of tenancy: **Note 52**
 - (c) the date the current rent was set: **Note 53**
 - (d) the current rent and rental period: £ per **Note 54**
 - (e) which (if any) of the following are included in the rent:

	Tick box
(i) water charges	<input type="checkbox"/>
(ii) board	<input type="checkbox"/>
(iii) furniture	<input type="checkbox"/>
(iv) other services (please give details)	<input type="checkbox"/>
- Continue on a separate sheet if necessary.
- 3.47 Is the application made in respect of the residence house of an ecclesiastical benefice? **Note 55**
- Yes (Go to 3.48)
 No (Go to 3.50)
- 3.48 Please give details of any financial resources available to you: **Note 55**
- 3.49 Please give details and supply any other information as to your circumstances which may be relevant to your application: **Note 55**
- (Now go to **Part 4**)
- 3.50 Are you applying as a charity or is the application in respect of globe land? **Note 56**
- Yes
 No (Go to **Part 4**)
- 3.51 Are you under any obligation, or is it your practice, to let dwellings at a rent which is less than a market rent? **Note 56**
- Yes
 No (Go to 3.53)
- 3.52 Please give details:
- 3.53 Are any financial resources available to you, in addition to the rent? **Note 57**
- Yes
 No (Go to 3.55)
- 3.54 Please give details:
- 3.55 Are you under any obligation, or is it your practice, to dispose of buildings improved by you within a period of five years of carrying out those works? **Note 57**
- Yes
 No (Go to 3.57)
- 3.56 Please give details:
- 3.57 Please supply any other relevant information as to your circumstances: **Note 58**

NOW GO TO PART 4

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PART 4

Enclosures

Tick as enclosed

- | | | | |
|----|---|--------------------------|----------------|
| A. | Two estimates from different contractors of the cost of carrying out the works (unless otherwise instructed by the Council) | <input type="checkbox"/> | Note 59 |
| B. | Particulars of any preliminary or ancillary services and charges. | <input type="checkbox"/> | Note 60 |
| C. | A common parts certificate signed by each of the applicants. | <input type="checkbox"/> | Note 61 |

DECLARATION

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION

I declare that to the best of my knowledge, information and belief the information in this application is correct.

Date:..... Signature.....

NOTES

1. If the applicant is a company or similar body, give the official (registered) address.
2. The questions in the remainder of this form relate to the building mentioned here.
3. To be eligible for common parts grant, a building must contain at least one flat.
4. A "flat" is a dwelling which is a separate set of premises, whether or not on the same floor, divided horizontally from some other part of the building.
5. Common parts grant is not available for any building which is less than 10 years old or, where the common parts have been created in the course of the conversion of the building, where the conversion took place less than 10 years ago.
6. If you have made more than one previous application, give details of all of them and of any contribution of which you have been notified under a group repair scheme. Previous grant approvals may affect the works for which grant may be given, and also the amount of grant payable.
7. If you are aware of more than one previous grant application, give details of all of them and of any contribution of which you have been notified under a group repair scheme, if known. Previous grant approvals may affect the works for which grant may be given.
8. Give as full a description as you can of the proposed works. It will help you to supply plans, and in the case of works of improvement these should be of the property before and after the works have been carried out. If the Council require the works to be carried out to their specification, this should be the basis for the contractors' estimates enclosed with this form (see Part 4—enclosure A).
9. Notices under sections 189 or 190 of the Housing Act 1985 specifying works to the common parts of a building may be served on a person who is an owner of that part of the building (or the building as a whole) who, in the opinion of the authority serving the notice, ought to carry out the works.

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10. Planning permission or building regulations approval may or may not be required. If you are not sure whether permission or approval is required, contact the relevant department of the Council. Where permission or approval has already been obtained, it might help to enclose a copy with your application.

11. The services and charges which may be included in the grant application include design fees; technical and structural surveys; preparation of plans, drawings and schedules of works; applications for planning permission and building regulations approvals; supervision of works; charges for the disconnection and reconnection of electricity, gas, water or drainage utilities necessitated by the carrying out of the works*; and assistance with completing these forms. The Council can give full details of what charges and services would be eligible.

*Charges arising from non-payment of bills etc may not be included.

12. In some circumstances the landlord may separately have a leasehold interest in a flat in the building. If you are in this position, you should answer 'yes' to both questions 2.1 and 2.2, but complete only Section A of Part 2 of the form.

13. If you have answered 'No' to both questions 2.1 and 2.2 you are not eligible to make either a landlord's or tenants' common parts application. Please reconsider your answers to these two questions. If you cannot answer 'yes' to one of these questions then do not proceed any further with this application.

14. If you have answered 'No' to question 2.3 you do not have the necessary interest to make a landlord's common parts application. Please reconsider your answer. If you cannot answer 'yes' to this question then do not proceed any further with this application.

15. If you are making a landlord's common parts application, you need to have a power and/or a duty to carry out all the works. If you have neither of these, you are not eligible to make a landlord's common parts application. Please reconsider your answer. If you have a power and/or a duty to carry out some of the works, you could consider joining in a tenants' application as a "participating landlord". Otherwise, do not proceed any further with this application.

16. You might like to enclose with your application a copy of the relevant part(s) of any tenancy agreement or other document setting out your liabilities.

17. If your liabilities are not specified in your tenancy agreement, you need to state how many people share the liability to carry out the works, or to meet the costs of carrying them out. For these purposes, a tenancy held jointly by two or more people is counted as if it were held by a single person.

18. The name and address to be inserted here is of the person completing this part of the form, who should be one of the participating tenants.

19. If you have answered 'No' to question 2.10 then you are not eligible to participate in a tenants' common parts application. Please reconsider your answer to this question. If you cannot answer 'Yes' to it then do not join in making this application.

20. If you have answered 'No' to both questions 2.13 and 2.15 then you are not eligible to make a tenants' common parts application. Please reconsider your answers. If you cannot answer 'yes' to one of these questions then do not proceed any further with this application.

21. If your liabilities are specified in your tenancy agreement you might like to enclose a copy of the relevant part(s) with your application.

22. If you have answered 'Yes' to question 3.1 you do not need to answer the questions in the rest of this section. You must however complete the declaration at the end of this section. It may help the Council to process your application more quickly if each person who is on income support completes authorisation (a) in addition to the declaration.

23. A partner is someone of the opposite sex who lives with you as husband or wife whether you are married or not.

24. If you have no partner, leave sections referring to partner blank.

25. If you have more than one partner, and you were married polygamously under the law of a country which permits such marriages, you should give the details requested in respect of each

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partner living with you, and answer questions 3.6 to 3.45 below in respect of each of them. You should also ensure that your answers to questions 3.14 to 3.23 cover all children and young persons for whom you or any of your partners are responsible and who normally live with you.

26. Even if you have not been incapable of work in recent weeks, you may still qualify for the 'disability premium' if you have a long record of incapacity. If you think this applies to you, you should still answer 'no' to this question, but give full details under question 3.8.

27. Answer 'yes' to this question if you or your partner are no longer in receipt of attendance allowance solely on account of undergoing treatment.

28. Answer 'yes' to this question if you or your partner are no longer in receipt of this allowance/pension on age grounds or because of payment of a retirement pension.

29. A dependent child or young person is someone:

- (a) who is under the age of 19;
- (b) for whom you or your partner are responsible;
- (c) in respect of whom you or your partner receive child benefit, or who is treated as a child for child benefit purposes; and
- (d) who normally lives with you.

You should not include any young person who is on income support.

30. If you or your partner are on income support, you need not answer questions 3.16 to 3.19.

31. Do not include any who are under 16 or who are still in full time education.

32. If you or your partner are on income support, you do not need to answer this question.

33. You should include benefits, charitable and voluntary payments, and maintenance payments.

34. You do not need to include attendance allowance or mobility allowance.

35. You should include any of the following:

- Cash savings;
- Money in bank, building society or Post Office accounts;
- National Savings Certificates and Premium Bonds;
- Stocks, shares and unit trusts.

36. You may need to provide evidence of earnings, covering the last 52 weeks in respect of any paid employment, together with details of any private pension plan payments made in the same period.

37. You may need to provide evidence of all other income received in the last 52 weeks.

38. Gross pay should include any bonus or commission, overtime, holiday pay, sick pay or maternity pay.

39. It will help you to supply copies of the latest accounts which give details of your self-employment. Please include details of any pension plan payments, income tax and national insurance contributions paid.

40. If you have a partner and you are paid jointly, as a couple, enter the details in one or other column (it does not matter which) but not both.

41. Give the net amount if your pension is taxed

42. You do not need to include any of the following:

- Income support (see question 3.24);
- Housing benefit;
- Community charge benefit;
- Attendance allowance;
- Mobility allowance;
- Payments from the Macfarlane Trusts or the Independent Living Fund;
- Social Fund payments.

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Certain other benefits and allowances may also be disregarded in the calculation of your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment, so that the Council can decide whether or not it can be disregarded.

43. You do not need to include any of the following:

- Job start allowance;
- Boarding-out or fostering payments made by local authorities, health authorities or voluntary organisations;
- Section 11 payments: ie payments made by Social Services departments (under sections 1, 27 or 29 of the Child Care Act 1980) in respect of children and young people currently or formerly in their care;
- Any payments made to you as a holder of the Victoria Cross or George Cross;
- Any payments mentioned under note 42 above.

Certain other payments may also be disregarded in the calculation of your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it can be disregarded.

44. You may need to provide evidence of all savings, investments and other capital

45. If you have a partner and hold any savings, investments or other capital jointly, enter the details in one or other column (it does not matter which) but not both.

46. If you hold any capital jointly with people other than your partner, please include the full amount of that capital (where known) and state how many others have a share in it.

47. You do not need to include any of the following:

- Social Fund payments;
- Section 11 payments (see note 43);
- Payments from the Maclaurian Trusts or the Independent Living Fund;
- Community charge benefit;
- Housing benefit, or housing benefit transitional payments.

Certain other kinds of savings and capital payments may also be disregarded from the calculation of your capital, but for the purposes of completing this form you should only exclude those items mentioned above. If you are in any doubt about whether an investment or capital payment falls into one of these categories you should include it and provide full details so that the Council can decide whether or not it can be disregarded.

48. You should include second homes, holiday homes and any other property, including property abroad.

49. You do not need to include any of the following:

- Your own home;
- The property which is the subject of this application;
- Any property occupied by an elderly (ie aged 60 or over) or incapacitated relative of yours, or of a member of your family. "Relative" means any of the following: parents, parents-in-law, step-parents, sons and daughters, sons and daughters-in-law, step-sons and daughters, brothers and sisters, grandparents, grandchildren, uncles and aunts, nephews and nieces.
- If you are self-employed, the assets of your business.

Certain other capital items may also be disregarded from the calculation of your capital, but for the purposes of completing this form you should only exclude those items mentioned above. If you are in any doubt about whether a property or other capital item falls into one of these categories you should include it and provide full details so that the Council can decide whether or not it can be disregarded.

50. You may need to provide evidence of payments or the requirement to make payments.

51. Give the exact address of each flat (eg. Flat C, 25 Anystreet).

52. If you are not sure of the type of tenancy or occupancy (for example whether it is an assured tenancy, protected tenancy or statutory tenancy) you should check this with the Council or with your own legal advisers, solicitor, Citizens' Advice Bureau or a legal aid centre.

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53. "Rent" includes ground rent for these purposes.
54. Give the weekly/monthly/quarterly/annual amount as appropriate.
55. Details given may include information about resources made available by the Diocesan Board of Finance, for example an extract from the annual budget of the Board. If you are not making this application as a representative of the Board, please give the address of the Board.
56. "Charity" does not include registered housing associations for grant purposes.
57. A recent statement of accounts or annual report may be enclosed if appropriate. In the case of glebe land, the Diocesan Board of Finance may provide details including an extract from the annual budget if appropriate.
58. A summary of the charity's trust deed, or similar document, should be provided in addition to any other information. In the case of glebe land, please indicate if the property or part of the property is currently occupied rent free by a licensed minister or layworker.
59. The Council will normally ask for two estimates of the costs of works, from different contractors, but they may require more or fewer than two estimates in any particular case. (See also note 3 above).
60. The particulars of any preliminary or ancillary services and charges are for the services and charges identified in question 1.18—see note 11 above. You may find it helpful to include estimates.
61. A common parts certificate specifies the interest that the applicant or each of the applicants has in the building, or in each flat in the building, and certifies that the required proportion, which is generally three-quarters of the flats in the building, is occupied by "occupying tenants". An "occupying tenant" is someone who has the required interest in a flat in the building, and occupies the flat as his only or main residence.

FORM 4APPLICATION FOR HMO GRANT

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(Name and address of Council)

THIS IS THE APPLICATION FORM TO USE IF YOU WANT TO APPLY FOR AN HMO GRANT, FOR CARRYING OUT WORKS OF IMPROVEMENT OR REPAIR ON A HOUSE IN MULTIPLE OCCUPATION (HMO), OR FOR CONVERTING A BUILDING INTO AN HMO. SEPARATE FORMS SHOULD BE USED IF APPLYING FOR A RENOVATION GRANT (FORM 1), DISABLED FACILITIES GRANT (FORM 2), OR A COMMON PARTS GRANT (FORM 3). WHEN YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT TO THE COUNCIL.

IF YOU ARE UNCERTAIN HOW TO ANSWER ANY OF THE QUESTIONS, PLEASE CONTACT:

(Name, address and telephone number of contact in Council)

IMPORTANT

PLEASE READ THE FOLLOWING NOTES BEFORE STARTING THIS APPLICATION FORM

- A. All appearances of 'you' and 'your' in this application form are to be treated as references to the grant applicant.
- B. Your application will not be valid unless you complete all the relevant parts of this form and enclose the necessary documents required in Part 4.
- C. Grant will not normally be paid if you, or anyone else acting on your behalf, commence works before you receive written approval of this application. Exceptions may be made where the works are required to comply with certain notices (eg. those served under section 189 or section 190 of

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the Housing Act 1985). Grant will usually be refused if the works are completed before the application has been approved. Planning permission or building regulations approval is not the same as grant approval.

D. HMO grant is not available on any property which is less than 10 years old, or which was converted less than 10 years ago.

E. If you have a mortgage you may find that the terms require your mortgagee's consent to apply for a grant (or carry out works). Make sure that you have obtained any necessary permission before submitting an application.

F. This form is in four parts:

Part 1 — asks for information about the property and about the works you wish to carry out;

Part 2 — asks for information about your interest in the property and about the way it is occupied;

Part 3 — contains questions about rent etc., and, for some landlords, about financial resources.

Part 4 — requires various enclosures to be provided with the application. You are also required to sign a declaration about the information you give in the application.

G. The references to notes in the forms are to the numbered notes at the end of the form.

ADDRESSES FOR CORRESPONDENCE

To be completed by all grant applicants:

Name:

Address for correspondence:

Note 1

Telephone number: (home)

(work)

Name, address and telephone number of the manager of the property (if different from the owner):

Name:

Address:

Telephone number:

If someone (eg. a friend or an organisation) is handling this application on your behalf, give below the name, address and telephone number of the person to be contacted about this application:

Name:

Address:

Telephone number:

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	Col. A Number of amenities already in house	Col. B Number of amenities to be added including replacements
(a) A fixed bath or shower in a bathroom		
(b) A hot and cold water supply at a fixed bath or shower		
(c) A wash-hand basin		
(d) A hot and cold water supply at a wash-hand basin		
(e) A sink		
(f) A hot and cold water supply at a sink		
(g) A water closet.		

1.12 Say what provision already exists in the property—

- (a) to give warning in case of fire:
- (b) to prevent the spread of fire:
- (c) to aid escape from fire:

1.13 Will any of the works to be carried out come within one of the descriptions (a), (b) or (c) in question 1.12 above?

- Yes (Go to 1.14)
No (Go to 1.17)

1.14 Please give details of the works now proposed—

Note 8

- (a) to give warning in case of fire:
- (b) to prevent the spread of fire:
- (c) to aid escape from fire:

1.15 Has a notice requiring any of these works to be carried out ever been served by the Fire Authority?

Note 9

- Yes
No (Go to 1.17)

1.16 Please give details, including the date the notice was served:

1.17 Describe any other improvement and/or repair work to be carried out:

Note 8

Now go to 1.22

1.18 Describe the conversion works to be carried out:

Note 8

1.19 How many households are to be accommodated after the works are carried out?

1.20 What is the maximum number of people to be housed?

1.21 What facilities are to be shared? Give details:

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- 1.22 Is the property currently vacant? Yes
No

- 1.23 Have you applied for planning permission? **Note 10**
Yes
No (Go to 1.26)

- 1.24 Give date of application:

- 1.25 What was the outcome of your application? Tick box
Granted
Refused
No decision yet

- 1.26 Have you applied for building regulations approval? **Note 10**
Yes
No (Go to 1.29)

- 1.27 Give date of application:

- 1.28 What was the outcome of your application? Tick box
Granted
Refused
No decision yet

- 1.29 Do you intend to carry out the works yourself? Yes
No

- 1.30 Please give details of any services or charges which you wish to have considered for grant: **Note 11**

- 1.31 Do you wish the grant to be paid to someone other than yourself (eg. your builder)? Yes
No (Go to Part 2)

- 1.32 Please give their name and address:

NOW GO TO PART 2

PART 2—INFORMATION ABOUT YOUR INTEREST IN THE PROPERTY AND ABOUT HOW IT IS OCCUPIED

Please answer each question in turn unless otherwise directed.

- 2.1 Are you applying as a charity, or is the application made in respect of glebe land or the residence house of an ecclesiastical benefice? **Note 12**
Yes (Go to 2.5)
No (Go to 2.2)

- 2.2 Do you (alone or jointly with others) own the freehold of the property or have a tenancy of the property with at least 5 years still to run?
Yes (Go to 2.5)
No (Go to 2.3)

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- 2.3 Do you propose to acquire (alone or jointly with others) such an interest in the property? Yes (Go to 2.4)
No (Read Note 13)
- 2.4 When do you expect this to happen (give approximate date)? Note 14
- 2.5 How many households are there in total in the house? Note 15
- 2.6 Is any part of the property occupied as a self-contained dwelling by persons forming a single household? Note 16
Yes
No (Go to 2.8)
- 2.7 How many such dwellings are there?
- 2.8 How many individuals are there in total in the house?
- 2.9 Has a direction under section 354 of the Housing Act 1985 been given on the property, specifying the maximum number of individuals or households who should occupy the property?
Yes
No (Go to 2.12)
- 2.10 Please give details, including the date the direction was given:
- 2.11 Has an overcrowding notice under section 358 of the Housing Act 1985 been served on the property, specifying in relation to rooms in the property the maximum number of persons by whom each room is suitable to be occupied as sleeping accommodation?
Yes
No (Go to 2.14)
- 2.12 Please give details, including the date the notice was served:
- 2.13 Have you given an undertaking under section 368 of the Housing Act 1985, which has been accepted by the Council, that part of the house will not be used for human habitation?
Yes
No (Go to Part 3)
- 2.14 Please give details, including the date the undertaking was accepted:

NOW GO TO PART 3

PART 3: FINANCIAL INFORMATION REQUIRED OF LANDLORDS AND CHARITIES AND IN RESPECT OF ECCLESIASTICAL PROPERTY

Please answer each question in turn unless directed elsewhere.

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- 3.1 Is the application made in respect of the residence house of an ecclesiastical benefice? Yes (Go to 3.2)
No (Go to 3.5)
- 3.2 Please give details of any financial resources available to you: **Note 17**
- 3.3 Please give details and supply any other information as to your circumstances which may be relevant to your application:
- 3.4 Is the residence house currently let? Yes (Go to 3.14)
No (Go to Part 4)
- 3.5 Are you applying as a charity or is the application in respect of glebe land? **Note 12**
Yes (Go to 3.6)
No (Go to 3.13)
- 3.6 Are you under any obligation, or is it your practice, to let accommodation at a rent or for a licence fee which is less than a market rent or licence fee? Yes
No (Go to 3.8)
- 3.7 Please give details:
- 3.8 Are any financial resources available to you in addition to the rent or licence fee from the property? **Note 18**
Yes
No (Go to 3.10)
- 3.9 Please give details:
- 3.10 Are you under any obligation, or is it your practice, to dispose of properties improved or provided by conversion by you within a period of five years of carrying out those works? Yes
No (Go to 3.12)
- 3.11 Please give details:
- 3.12 Please supply any other relevant information as to your circumstances: **Note 19**
- 3.13 Is all or part of the property currently let or licensed for use as a residence? Yes
No (Go to Part 4)
- 3.14 Please give the following details of each letting or licence (continue on a separate sheet if necessary): **Note 20**
- (a) Type of letting or licence:
- (b) Current rent or licence fee: £ per
- (c) If the tenancy/licence is for a fixed term, the date this term will expire:
- (d) Does the rent or licence fee include the following:
- water charges
- board
- furniture
- other services etc (give details)
- (e) Please give any details about the tenancy/licence which are relevant to your application (including any terms of the tenancy or licence): **Note 21**

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NOW GO TO PART 4

PART 4

Enclosures

Tick as enclosed

- | | | | |
|----|--|--------------------------|-----------------|
| A. | Two estimates from different contractors of the cost of carrying out the works (unless otherwise instructed by the Council). | <input type="checkbox"/> | Note 22 |
| B. | Particulars of any preliminary or ancillary services and charges | <input type="checkbox"/> | Note 23 |
| C. | An HMO certificate | <input type="checkbox"/> | Notes 24 and 25 |

DECLARATION

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT YOU MAY BE LIABLE TO PROSECUTION

I declare that to the best of my knowledge, information and belief the information in this application is correct.

Date: Signature

NOTES

1. If the applicant is a company or similar body, give the official (registered) address.
2. The questions in the remainder of this form relate to the property mentioned here.
3. If the property was built or converted less than 10 years ago it is not eligible for HMO grant.
4. If you have made more than one previous application, give details of all of them and of any contribution of which you have been notified under a group repair scheme. Previous grant approvals may affect the works for which grant may be given, and also the amount of grant payable.
5. If you are aware of more than one previous grant application, give details of all of them and of any contribution of which you have been notified under a group repair scheme, if known. Previous grant approvals may affect the works for which discretionary grant may be given.
6. Notices under sections 189, 190 or 352 of the Housing Act 1985 may be served on either the person having control of the house, or on the person managing the house.
7. If you have answered 'No' to both questions 1.9 and 1.10 you should not be applying for an HMO grant. Please reconsider your answers. If you cannot answer 'Yes' to one of these questions, do not proceed any further with this application.
8. Give as full a description as you can of the proposed works. It will help you to supply plans and in the case of works of improvement or conversion these should be of the property before and after the works have been carried out. If the Council require the works to be carried out to their specification, this should be the basis for the contractors' estimates enclosed with this form (see Part 4—enclosure A).
9. If notices have been served by the Fire Authority (under the Fire Precautions Act 1971 or other legislation), it is possible that your property would not qualify for HMO grant. You should check this with the Council.

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10. Planning permission or building regulations approval may or may not be required. If you are not sure whether permission or approval is required, contact the relevant department of the Council. Where permission or approval has already been obtained, it might help to enclose a copy with your application.

11. The services and charges which may be included in the grant application include design fees; technical and structural surveys; preparation of plans, drawings and schedules of works; applications for planning permission and building regulations approvals; supervision of works; charges for the disconnection and reconnection of electricity, gas, water or drainage utilities necessitated by the carrying out of the works*; and assistance with completing these forms. The Council can give full details of what charges and services would be eligible.

*Charges arising from non-payment of bills etc may not be included.

12. "Charity" does not include registered housing associations for grant purposes.

13. If you have answered 'No' to questions 2.2 and 2.3 you are not eligible to apply for HMO grant. Please reconsider your answers. If you cannot answer 'yes' to one of these questions, do not proceed any further with this application.

14. If you have exchanged contracts on a purchase, give the actual date that the purchase is to be completed. The Council cannot approve this grant application until you actually have the required interest.

15. Examples of what may constitute a "household" for these purposes are someone living on his/her own or persons living together as a family (whether or not they are actually related).

16. If you are not sure whether the accommodation counts as a separate dwelling you should check this with the Council.

17. Details given may include information about resources made available by the Diocesan Board of Finance, for example an extract from the annual budget of the Board. If you are not making this application as a representative of the Board, please give the address of the Board.

18. A recent statement of accounts or annual report may be enclosed if appropriate. In the case of glebe land, the Diocesan Board of Finance may provide details including an extract from the annual budget if appropriate.

19. A summary of the charity's trust deed, or similar document, should be provided in addition to any other information. In the case of glebe land, please indicate if the property or part of the property is currently occupied rent free by a licensed minister or layworker.

20. If you are unsure how to describe the type of tenancy or licence (for example whether it is an assured tenancy, protected tenancy or statutory tenancy) you should check this with the Council or with your own legal advisers, solicitor, Citizen's Advice Bureau or a legal advice centre.

21. Examples might include any repairs for which the tenant or licensee is responsible.

22. The Council will normally ask for two estimates of the costs of works, from different contractors, but they may require more or fewer than two estimates in any particular case. (See also note 8 above).

23. The particulars of any preliminary or ancillary services and charges are for the services and charges identified in question 1.30—see note 11 above. You may find it helpful to include estimates.

24. An HMO certificate certifies that the applicant has, or proposes to acquire, an owner's interest in the building and that he intends to let or licence the use of part of it (or already has let or licensed part of it) as a residence, to someone other than a member of his family, for a period of not less than five years beginning on the certified date, on a tenancy which is not a long tenancy.

25. Having an "owner's interest" means owning the freehold of the property, or having a tenancy of which not less than 5 years remains unexpired at the date of the application, whether alone or jointly with others. The "certified date" is the date certified by the Council as the date on which the grant-aided works were completed to their satisfaction.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe forms of applications for grants under Part VIII of the Local Government and Housing Act 1989. They also prescribe particulars to be contained in applications. Form 1 is to be used for applications for renovation grants. Form 2 is to be used for applications for disabled facilities grants. Form 3 is to be used for applications of common parts grants. Form 4 is to be used for applications for HMO grants. (These are grants relating to houses in multiple occupation).