

Step 8

In complex cases, the Housing Surveyor will arrange a pre-start meeting with the contractor to be held at your home to discuss the proposed works. A start date for the works will be confirmed at this meeting.

Alternatively, if a pre-start meeting is not deemed necessary, the Council's Grant Surveyor will liaise directly with the contractor and notify you of the start of works date.

Step 9

The contractors will carry out the approved works to your property. The Council's Grant Surveyor may visit to monitor the work in progress.

Step 10

When the approved works have been completed the Council's Grant Surveyor will carry out a final inspection. If works are completed satisfactorily you will be asked to sign a completion form. This is a requirement of the grant approval.

Step 11

The contractors will send the invoice for the completed approved works to the Council and we will ensure payment is made. If you are required to pay a contribution towards the cost of works, you shall pay the total cost of your contribution to the contractor before or at the same time as the Council pays any of the grant monies.

Step 12

You will receive copies of any relevant Certificates / Guarantees needed for the adaptation works carried out.

If you have signed a "CH1" document earlier in the process - please see Step 7 - a legal charge will be placed on the property at this stage.

Please note staged delays may be implemented throughout the procedure due to limited resources. This will result in a longer time frame in completing the works.

Please note that it is the applicant who employs the contractor and the Council has no involvement in this matter other than to assist the applicant in acquiring tenders.

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Aug 2014



Disabled Facilities Grants



Client Information Leaflet

Corby Borough Council

Environmental Health

Introduction

This leaflet is intended to provide you with all necessary information regarding the application process for a Disabled Facilities Grant.

While you are having works carried out to your home you can contact the Council with any queries or concerns you may have.

Please contact the Environmental Health on 01536 464175.



Disabled Facilities Grants

The application procedure is as set out below:

Step 1

The Council will send you an Assessment Form to fill in. You will need to complete this form and return to the Council. The Council will carry out an initial means test based on the information provided. If you are eligible for a grant, the Council will send a referral to the Community Occupational Therapist for registration who will visit you at your home and assess your mobility needs.

Step 2

The Community Occupational Therapist will send a recommendation directly to the Council of all necessary aids and required adaptations to your property to support your application. It should be noted that works are prioritised by the Community Occupational Therapist as Critical, Urgent or Standard. This priority is given according to the urgency required to meet the applicant's needs.

Step 3

After receipt of the referral from the Occupational Therapist, up to a 3-month stage delay will be applied to all cases marked as Urgent or Standard so as to facilitate progressing of Critical cases. Further to this, the Council will send you the Grant Application Form, a set of Terms & Conditions and the Owner / Occupier Certificate. You will need to complete these forms and return to the Council with proof of all income received.

Step 4

The Council's Grant Surveyor will visit your home to carry out a survey and prepare all necessary drawings and schedule of works for the proposed adaptations. The schedule of works will be sent to your Occupational Therapist for approval. Following this, a copy of all drawings and associated documents will be posted to yourself for you to sign, approve the proposed works and return to the Council.

Step 5

The Council's Grant Surveyor will arrange for three contractors to visit your home to quote for the proposed works. All quotes will be returned to the Council's Grant Surveyor within 3 weeks of them being requested.

Step 6

Your grant application and quotes obtained will be reviewed by the Council, along with a copy of proof of income and any other relevant documents before grant approval can be confirmed. No works carried out before formal approval is given will be grant aided.

Step 7

The approval letter will be sent to you informing you of all tendering contractors and quotes submitted. You will need to contact the Council and confirm which contractor you wish to appoint. If you choose a contractor other than the one who submitted the lowest quote, any additional costs will need to be met by you.

At this stage, you will also be required to sign a "CH1" document, if your adaptations cost between £6,000 - £10,000 or more.