

A GUIDE TO APPLYING FOR GRANT FUNDING FOR COMMON WORKS

**USEFUL INFORMATION FOR
HOME OWNERS**



LIVEHERE

introduction

This leaflet has been prepared to provide homeowners and property managers (or factors) with information on the Council's grants process for properties with shared responsibility for paying for repairs, such as a flat.

Owners who wish further information about applying for grant assistance should phone the Private Sector Section on 01698 274179, however please note that funding in each financial year is limited and all assistance is discretionary and subject to available resources. Priority will be given to assist owners in bringing properties up to the tolerable standard or out of serious disrepair. Following the initial enquiry, a Private Sector Officer will contact the owner to determine if the works meet the criteria for grant assistance and arrange an inspection of the block if necessary.

The major works that will be considered for grant funding are:

- Full roof replacement - where the roof is beyond repair.
- Re rendering - where current element is beyond reasonable repair or it is affecting the integrity of the building.
- Installation of a damp proof course where none exists at present, or renewal where the current one has broken down.
- Major structural works required to stabilise a property.

- Provision of a wholesome water supply where current supply is inadequate. Please note that even where lead pipes are present in a house, it does not necessarily follow that the water is unwholesome.
- Foul water drainage.
- Confirmed unsafe electrical system.
- Installation or replacement of a door entry system

Where an applicant is applying for grant assistance to carry out major structural works, a full independent structural report will be required to be provided to the council. An application for grant assistance related to electrical works will require to be supported by a Periodic Inspection Report obtained from a qualified electrician. In both circumstances the applicant will be responsible for obtaining and paying for such reports.

Landlords with occupied properties will only be considered for assistance if they are registered on the National Landlord Registration Scheme.

Grant assistance of 50% of the cost of eligible works may be available to owners where the cost exceeds £1,000 per property. However, where all owners named on the title deeds, including their spouse/partner(s), are in receipt of one of the means tested

benefits below, a 75% grant may be offered towards the eligible cost of works (the maximum grant payable will be £22,500).

- Income Support
- Income Based Jobseeker's Allowance
- Guarantee Element of Pension Credit
- Income Related Employment and Support Allowance
- Universal Credit

A copy of the benefit award letter must be provided with your completed grant application pack. If your award letter is out of date, a new benefit award letter is required, or you can provide a recent bank statement to show the payment is still being made.

Please note that until formal grant approval has been issued in writing no works should be started. Grants will not be approved if work has already commenced.

No part of this guide forms part of any contract, commitment or undertaking which is binding on North Lanarkshire Council. Any information provided does not form legal advice.

The table below sets out the main stages of our processes, the table is intended to lay out what North Lanarkshire Council's and what the homeowners/ property manager's areas of responsibility are.

No.	Stage Description	North Lanarkshire Council's Responsibility	Owners/ Property Manager's Responsibility
1	Identification of Serious Disrepair	North Lanarkshire Council (NLC) has a pro-active policy and will consult owners where they feel that the common properties are in serious disrepair.	At the request of a homeowner/ property manager an inspection of the required works can be carried out by NLC. This inspection will determine if the works are likely to qualify for grant and other assistance.
2	Grant Application	A grant application form is issued to owners when NLC are satisfied that the criteria for grant assistance exist for the block and where a majority of owners have indicated that they are willing to move matters forward.	Grant applications are required to be submitted to the council by all owners who share responsibility within a block.
3	Obtain Quotations	<p>Owners/property managers require to obtain quotations for the works. To help and ensure that the quotations obtained are on a fair and equitable basis, NLC will provide a detailed works description document.</p> <p>This document is passed by the owners to contractors quoting for the works to ensure contractors quote on a competitive and equal basis.</p>	<p>Property managers who obtain quotations on behalf of owners can be provided, upon request, with a copy of the works description document to assist in the quotation process.</p> <p>A minimum of three quotations should be obtained from separate companies. Cost Information contained within a contractor's quotation should never be shared with other contractors. All quotations obtained should be provided to NLC private sector section at the same point in time.</p>

No.	Stage Description	North Lanarkshire Council's Responsibility	Owners/ Property Manager's Responsibility
4	Missing Shares	<p>NLC cannot provide legal advice for owners or property managers who wish to apply for missing share funding. The legislation relevant to missing shares is contained within the Housing (Scotland) Act 2006.</p> <p>Upon request NLC will supply owners/ property managers with guidance notes and an application form for missing share funding.</p> <p>Submitted applications will be considered under the terms of the relevant sections of the above 2006 Act. It is for the owners/ property managers to ensure that all of the requirements of the act have been met.</p>	<p>Owners/ property managers should review all other options, including options for either owners or the property manager to pay for and recover the cost of the works from non paying owners.</p> <p>If missing share funding is to be applied for the owner/ property manager must serve a Section 50 Notice in accordance with the Housing (Scotland) Act 2006 on all owners. The notice(s) served must fully conform to the requirements of current legislation.</p> <p>Upon application to NLC for missing share funding, all supporting information as detailed within the relevant act and the guidance notes issued by NLC must be supplied in support of the application.</p> <p>Owners/Property Managers will require to seek their own legal advice. NLC will not provide legal advice or a legal view in the use of this legislation. Each application received will be evaluated on the information provided and the supporting information supplied.</p>

No.	Stage Description	North Lanarkshire Council's Responsibility	Owners Responsibility
5	Grant Approval	<p>Grant applications are submitted by the owners. Once received applications are checked to ensure that the information provided corresponds with the registered title for the property and that all required details have been provided.</p> <p>Quotations are checked to ensure they conform to the works description document as previously provided to owners/ property managers.</p> <p>All required information (including missing share information) MUST be in place for ALL owners in the block before formal grant offers will be made.</p> <p>Owners will be required to formally accept the grant offer by returning the formal acceptance form. Only when the acceptance form has been received will grant funding will be secured for the owner.</p>	<p>Grant will always be based upon the lowest acceptable quotation received. When the grant offer has been made the factor should obtain owners instructions to confirm which contractor they wish to use.</p> <p>It is vital that NLC are notified in advance of the owner's choice of contractor. However, the owners may or may not choose the contractor who supplied the lowest acceptable quotation and may wish to choose another contractor who quoted for the works to do the job. There will be no increase in grant if owners select a more expensive contractor.</p> <p>If the final cost of the works is lower than the cost on which grant is based, the grant payment will be revised to match the lower cost. No revision will take place should the final costs be higher than the original quotation unless variations have been previously agreed with NLC. (See 7. below).</p>

No.	Stage Description	North Lanarkshire Council's Responsibility	Owners Responsibility
6	Grant Approval	Once NLC has received grant acceptance forms from ALL participating owners, formal approval letters and certificates will be issued. When approval certificates have been issued the works can be started.	<p>Only when approval certificates are issued can the works be instructed by owners/property managers.</p> <p>Please note that should they be required it is the responsibility of the owners/property manager to ensure that all planning consents have been obtained and any building warrants are in place prior to work commencing.</p>
7	Variations to Works	<p>NLC will only consider additional costs as grant eligible in the following circumstances:</p> <ul style="list-style-type: none"> • Where the additional works are common in nature and are associated with the original grant eligible works and: • Where the additional works could not be reasonably foreseen or accounted for before the works began. • Where an NLC officer is given an opportunity to inspect the site and confirm the requirement for the additional works prior to them being done. 	<p>The owners through a property manager are responsible for managing the works; NLC will not be part of, or manage the works on behalf of owners.</p> <p>Should the need for additional works arise, the owners/property managers can approach NLC to consider paying grant towards these additional works. However, owners/property managers must provide an opportunity for the works to be inspected by an NLC officer prior to the additional works being started if grant is to be considered.</p>

No.	Stage Description	North Lanarkshire Council's Responsibility	Owners/ Property Manager's Responsibility
8	Completion of Works	<p>Upon receipt of the invoice for the completed works, NLC to inspect the works.</p> <p>It is important to note that this inspection is not a statement by NLC that the works have been completed to a satisfactory standard, and is solely to confirm that the works are complete and are within the original scope of works agreed for which grant was approved.</p> <p>NLC will arrange for owners to sign a confirmation that they are satisfied with the works that have been done.</p>	<p>Upon completion of the works the owner/ property manager must notify NLC and provide them with the final invoice. It is the owners/ property manager's role to ensure that the works have been completed to a satisfactory standard.</p> <p>In the event that the owner/ property manager is unhappy with any element of the works, they must inform NLC at the earliest opportunity.</p> <p>Please note that in certain circumstances NLC may decide not to withhold grant payments for example,</p> <ul style="list-style-type: none"> • If the majority of owners are happy with the work; • If the work appears to be of a fair standard; • If the nature of the complaint appears unreasonable • If the nature of any dispute is out with the scope of grant work and owners have alternative and better routes to resolve the issue.

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9	Grant Payment	<p>When satisfaction forms have been received from a majority of the owners within the block, NLC will arrange for payment of the grant to be made.</p> <p>Where an owner chooses to receive the grant payment directly to them, the owner will firstly require to pay the contractor the full cost of work and provide a receipted invoice from the contractor. This will be verified with the contractor before grant payment is made.</p>	<p>Grant payments will be made for each owner within the block and will be made according to the owner's preference as recorded within the acceptance form completed by the owner at grant offer stage.</p> <p>Property factors will be notified that payments have been made on behalf of the owners.</p>

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10	Grant Conditions (common works)	<p>The council has a statutory obligation to register all grant awards on the titles to the property.</p> <p>The following conditions will apply to all grants for 10 years from the date the grant is paid:</p> <ul style="list-style-type: none"> i. The house must be used as a private dwelling house ii. The house shall not be occupied by the owner or a member of his family, except as his only or main residence. iii. The owner of the property must take all practicable steps to keep the property in a good state of repair. iv. The owner, if required by the council, must certify that the above conditions, in so far as they apply, are being observed. <p>In addition the conditions detailed below will apply for a period of 3 years from the date grant is paid:</p> <ul style="list-style-type: none"> v. Grant will be fully repaid if the house is sold within 3 years of the grant being paid. 	<p>Owners are responsible for reading all grant conditions before applying for grant assistance.</p> <p>The notice of grant must remain registered on the title deed for the duration of the grant conditions, even if the property is sold, unless the owner pays to discharge the notice before the grant conditions have expired.</p> <p>The cost of registering grant on the title deeds to the property must be paid for by the applicant and will be deducted from any grant award. The cost is set by the Registers of Scotland and may vary, however as at 31st March 2018 this cost is £60.</p>

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