



Housing Adaptations for Disabled People



Adult and Community Services
Caring for people; supporting communities

For information on other formats, see inside.



Please be prepared for the process of obtaining adaptations to take a long time – especially if your needs involve major works.

DO NOT START ANY BUILDING WORK BEFORE THE GRANTS HAVE BEEN APPROVED

Your Occupational Therapy Worker will discuss this with you.

There are various sources of finance for adaptations.

This booklet refers to those in owner occupied or privately rented homes. If you live in Council owned or Housing Association property, you should first consult them for their advice.

If you would like this information in another language or format such as braille, large print or audio, please ask us.



اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie brajla, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować.

Tel: **(01609) 536019** E-mail: sarah.hamlett@northyorks.gov.uk

Guide to housing adaptations for people with a disability

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Introduction

This booklet gives advice to people with disabilities, their families and carers who require financial help to adapt their homes in order to meet their special needs.

Disabled Facilities Grants are available towards the cost of work to adapt property for disabled occupants. These grants for major work are administered by your local District/Borough Council (referred to as “The Council” in this booklet). In the case of people with disabilities, a visit by an Occupational Therapy Worker from Adult and Community Services will be required first in order to identify needs.

The application for a grant towards adaptations can be a lengthy process and you must be aware that it can take months to complete. A check list of actions is set out at the end of this booklet and you could use this to follow the progress of the work in your particular case.

If the work you require is a minor adaptation, such as the provision of a grab rail or half step, it is possible to apply for assistance directly through Adult and Community services – requests should be directed to your local Customer Service Centre (see back page).

Financing the work

Adult and Community Services are involved in assessing your essential need for a grant for an adaptation.

The grants will usually be based upon the most economic way of providing a solution and have a financial limit.

There are various sources of finance for adaptations. This booklet refers to those in owner-occupied or privately rented homes. If you live in a council owned or Housing Association property, you should first consult them for their advice.

Types of Grant

Disabled Facilities Grant

THESE GRANTS are designed to help make the homes of people with disabilities more suitable for them to live in, and to help the person and carer to manage more independently in their home. These grants can be mandatory or be paid under a 'general power' to improve living conditions.

A Mandatory grant is available for essential adaptations to help you to manage more independently in your own home, such as improved access into and around your home or providing suitable bathroom and/or WC and kitchen facilities

A General Power Grant may be available for a wide range of other work to make a home suitable for a disabled occupant's accommodation, welfare or employment needs. Your local Council will be able to advise you about this.

When you apply for a **Disabled Facilities Grant** you will be required to complete a preliminary financial assessment form. Where the application is for a disabled child or young person under the age of 19 the preliminary financial assessment is not required. This will be followed, at a later stage, by another more detailed financial assessment. The information you give will allow the Council to calculate the approximate amount that you will be expected to contribute towards the cost of the works.

In other words the amount of the grant would be:

the cost of the works minus your assessed contribution.

The Council will inform you of the outcome in writing.

Local Authority Grants

The Adult and Community Services Directorate can also be involved in contributing to the costs outstanding after the Disabled Facilities Grant has been awarded. These contributions are also subject to a financial assessment of your ability to contribute towards the cost. This also applies to work for disabled children. It must also be noted that any contributions can only take account of work which is essential as a result of the applicants disability and does not assist with any repairs or renovation.

Assessment

Your initial request should be made through a Customer Services Centre (your nearest unit is listed on the back page). It will be helpful when making your request (or if someone else does it for you), if you give as much information as possible about your disability and the problems you are experiencing.

An Occupational Therapy Worker employed by Adult and Community Services will visit to discuss the adaptations which you may require. You and your relatives or carers will be involved in discussions and decision making. All alternatives will be explored, not only from the point of view of cost, but also convenience for the disabled person and carer. Grants are dependent upon the proposed works being identified by the Occupational Therapy Worker as necessary and appropriate to meet the needs of the disabled person. The works must also be considered reasonable and practicable given the age and condition of the property.

With your permission, contact may be made with your General Practitioner, Hospital Consultant or rehabilitation staff to discuss the best long-term solution to your problems.

Confidentiality of diagnosis and medical condition will be respected, but please note that this information is sought in order to give you the best possible advice.

Registration as a disabled person is a condition of any grant and will be discussed with you at this stage.

Identification of needs

The Occupational Therapy Worker will identify your needs to the council for a grant on the grounds of disability. A visit by a Council Officer, jointly with the Occupational Therapy Worker, may then be necessary. If you are eligible for a grant the Council Officer will draw up a schedule of works. This will specify which work can be grant aided. You will be financially responsible for any additional work undertaken at the same time.

Preparing the scheme

There are two options. Either:

- Use the Home Improvement Agency who will help you throughout the scheme

OR

- Employ an Architect or Surveyor to prepare the scheme for you.

- (1) Written permission is required for all tenanted property. Plans of proposals may be needed for this.
- (2) Scale drawings of the work proposed are nearly always needed. The Occupational Therapy Worker must be consulted during the preparation of the scheme and s/he must check the final drawings to ensure that they include all the recommendations.
- (3) Obtaining Building Regulations approval
- (4) Obtaining planning approval is sometimes, but not always, needed.
- (5) A specification of work and, generally, two written competitive “quotations”, itemised according to the specification. Three quotations may be needed for County council funding.

The role of the architect or agent

As well as drawing up plans and obtaining building/planning approval, an agent may also

- Draw up a schedule of work
- Arrange for quotations
- Liaise with builders
- Co-ordinate the work and deal with the finances.

You are advised to choose your Architect/Surveyor/Agent accordingly

Their fees are normally included in the grant. However, if the work does not proceed then their fees become your responsibility for payment.

VAT exemption

Please note that certain work for disabled people is exempt from Value Added Tax, see the VAT leaflet:

'VAT Reliefs for People with Disabilities' 701/7/94.

To claim exemption a statement must be signed by the disabled person and given to the contractor who keeps this in his/her account for the VAT Inspector.

The relevant work is then zero rated and the builder simply refrains from charging VAT. You will be advised on the procedure by the Council Officer or the Occupational Therapy Worker.

Applying for disabled facilities grants

Environmental Health Department

First submit the preliminary application form (from Environmental Health). Once building regulation, planning approval and quotations have been arranged, the appropriate grant form should be submitted for processing. If you have appointed an Agent or Architect you should check whether s/he will do this for you. The appropriate forms are:

Disabled Facilities Grant application form, which includes the more detailed financial assessment.

Certificate of Future Occupation – if you are an Owner Occupier

Tenants Certificate and Owners Certificate

These certificates are usually supplied by the Council

A certificate of Title Form or Letter

This must be completed by your mortgage provider or your Solicitor. If you hold the deeds yourself they may need to be presented to the Council. This form proves that you hold the title to the property and have authority to undertake the work. In the case of tenants, permission of the landlord will be required instead

The Council will also need reasonable quotations of the cost of carrying out the works – please check with your Council Officer or Occupational Therapy Worker.

If you require financial assistance from Adult and Community Services to top up the grant, you will need to complete a financial assessment form – your Occupational Therapy Worker will help with this. You will be informed of the amount you are required to contribute.

Approval of grants

If the scheme has been approved by the Council, you will receive formal notification of the grant payable and the amount you will be expected to contribute. If you have also applied for finance from Adult and Community Services you should check that this is still available. You then have 12 months within which the work must be completed.

**YOU SHOULD NOT PROCEED UNTIL THE GRANTS
HAVE BEEN CONFIRMED IN WRITING**

**RETROSPECTIVE GRANTS ARE
NOT AVAILABLE**

**IF WORK COMMENCES BEFORE APPROVAL
OF EITHER GRANT THIS WILL JEOPARDISE YOUR
CHANCES OF FINANCIAL HELP**

Ordering the work

You or your architect or agent will be expected to place the order with one of the contractors whose quotation has been accepted. The grant will normally be approved on the basis of the lowest estimate submitted. However you may use one of the other accepted contractors, and pay the difference in costs yourself. Please note that the contract is between the contractor and yourself, and no-one else.

It is essential that if the builder needs an interim payment, or if there are to be extra costs involved over and above the quotation previously submitted, that you should notify the Council Officer immediately.

If you are experiencing any problems at this stage, please ask the Occupational Therapy Worker or Council for advice.

Completion of work and payment of the grants

When the work is completed to your satisfaction, you should notify the Occupational Therapy Worker and Council as soon as possible. The grant will only be paid when the Council are satisfied that the work has been completed to their satisfaction and in accordance with grant approval. Each Department offering a grant will need a copy of the final accounts at this point.

After satisfactory inspection of the work, the Disabled Facilities Grant will normally be paid direct to you unless other arrangements have been made in writing (such as payment direct to the architect, agency or builder). The same would normally apply for grants from Adult and Community Services, although here the payment may take longer to organise and arrive later than the Disabled Facilities Grant.

Responsibility for maintenance, repair, replacement and removal of adaptations provided through the grant process

Adaptations provided through the grant process normally become the property of the owner of the property. The adaptation is not owned by Adult and Community Services or the District/Borough Council and therefore neither authority has a responsibility for maintenance, repair, replacement and/or removal after installation. In rented property, agreement will need to be made between the tenant and landlord as to whether or not the landlord will assume responsibility.

Please note: Disabled Facilities Grants or Adult and Community Services Grants cannot be used for repairs or replacements. They may only be given for adaptations where existing facilities are no longer appropriate or adequate to meet needs.

Your action check list

1. Contact your nearest Customer Services Centre with details of your problems.
2. A Community Occupational Therapy Worker will visit to discuss and assess your needs and reach an agreed decision
3. Your Occupational Therapy Worker will notify the Council and you will be issued with the preliminary financial forms
4. Financial assessment forms are completed and sent to the appropriate office for processing. Await notification of outcome and agree the way to proceed.
5. Joint visit made by an Occupational Therapy Worker and Council Officer
6. If appropriate, obtain written permission from you landlord for work to proceed.
7. If necessary, engage architect/surveyor/agency to draw scale plans in consultation with the Occupational Therapy Worker.
8. Obtain Building Regulation approval and Planning Permission as required.
9. Obtain quotations, not estimates, for completed Building Schedules
10. Make application to District/Borough Council. Make sure you have the following:
 - a. Application Form
 - b. Certificate of future occupation
 - c. Certificate of Title Form/letter regarding ownership

- d. If rented property, letter stating landlord's permission.
 - e. Scale drawings of existing layout and proposed alterations
 - f. Quotations for building schedules
 - g. Architect/agent fees.
11. Await written approval of grant(s).
- | | |
|---------------------------------|---------|
| a. District Council | £ |
| b. Adult and Community Services | £ |
| c. Your contribution | £ |
| TOTAL | £ |
12. Sign legal agreement for Adult and Community Services grant, if relevant.
13. Before ordering the work, ensure that you are able to meet the cost of your contribution towards the total cost.
14. Order and arrange for the contractor to carry out the work.
15. On completion of the work, notify your
- a. Council Officer, and
 - b. Occupational Therapy Worker so that they can arrange an inspection visit.
16. Submit copies of the final accounts to each department giving a grant.
17. Ensure payments to contractor(s).

Write down useful
addresses and telephone numbers

OCCUPATIONAL THERAPY WORKER

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COUNCIL OFFICER

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ARCHITECT/SURVEYOR/AGENT

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BUILDER/CONTRACTOR

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.....
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How to contact District/Borough Councils in North Yorkshire

Craven District Council

Council Offices
Granville Street
Skipton
BD23 1PS
Tel: **(01756) 700600**

e-mail:
contactus@cravenc.gov.uk
www.cravenc.gov.uk

Hambleton District Council

Civic Centre
Stone Cross
Northallerton
DL6 2UU
Tel: **0845 1211 555** (24hrs)
Typetalk: **0800 959598**
Fax: (01609) 767228

e-mail:
info@hambleton.gov.uk
www.hambleton.gov.uk

Harrogate Borough Council

Municipal Offices
Crescent Gardens
Harrogate
HG1 2SG
Tel: **(01423) 500600**
Fax: (01423) 556510
Minicom: **(01423) 556543**

Richmondshire District Council

Swale House
Richmond
DL10 4JE

Ryedale District Council

Ryedale House
Malton
YO17 7HH

Scarborough Borough Council

Town Hall
St Nicholas Street
Scarborough
YO11 2HG

Selby District Council

Civic Centre
Portholme Road
Selby
YO8 4SB

For help and advice on all social care services, please contact the Customer Services Centre which is open to telephone callers from Monday to Saturday (except bank holidays):

8.00am – 8.00pm, Monday – Friday, 9.00am – 5.00pm, Saturday.

Tel. **0845 034 9410**

Fax No. 01609 532009

E-mail: cru.customer.services@northyorks.gov.uk

If you are deaf or hard of hearing and use a **text phone**, call **0845 603 6391**.

For social care **emergencies** outside these hours, call **0845 034 9417**.

If you wish to call in personally with your social care enquiry, general information and direct contact to Customer Services is available in the following locations:

Harrogate

Harrogate Library & Information
Centre Victoria Avenue
HARROGATE HG1 1EG

Monday, Tuesday, Wednesday & Friday
9.30am to 7.00pm,
Thursday & Saturday 9.30am to 5.00pm

Ripon

Ripon Library & Information Centre
The Arcade
RIPON HG4 1AG

Monday & Friday 9.30am to 8.00pm,
Tuesday 9.30am to 1.00pm,
Wednesday & Thursday 9.30am to 5.30pm,
Saturday 9.30am to 5.00pm

Northallerton

Hambleton District Council
Civic Centre
Stone Cross
NORTHALLERTON DL6 2UU

Monday to Thursday 8.45am to 5.15pm,
Friday 8.45am to 4.45pm

Scarborough

Scarborough Borough Council
Customer First Centre
Town Hall
St. Nicholas Street
SCARBOROUGH YO11 2HG

Monday, Tuesday, Thursday & Friday
8.30am to 5.00pm, Wednesday 9.30am to
5.00pm

Selby

Housing Reception
Civic Centre
Portholme Road
SELBY YO8 4SB

Monday, Tuesday, Thursday, 8.30am to
5.00pm, Wednesday 10.00am to 5.00pm,
Friday 8.30am to 4.00pm

Skipton

Craven Town Hall
SKIPTON BD23 1AH

Monday – Thursday 08.45am to 5.15pm,
Friday 08.45am to 4.45pm

For more information about adult social care services
please look on the website: www.northyorks.gov.uk