

## Appendix 1 - Financial Assistance Conditions and Operational Matters

<p><b>General</b></p>	<ol style="list-style-type: none"> <li>1. Conditions come into force from the date the assistance is approved so that the Council may recover any interim payments or costs incurred where necessary.</li> <li>2. Where a condition period is specified, this takes effect from the certified date of completion of the eligible works.</li> <li>3. Premises (excluding park homes) must qualify as a dwelling for the purpose of payment of Council Tax. Any financial assistance and related conditions will be secured as a local land charge against the property, where breach of conditions would require repayment of the assistance. A charge on a property is binding on any person who is an owner of the property concerned. Charges will only be removed when either the condition period expires or the assistance is repaid. The Council may at its discretion determine not to demand payment or to demand a lesser amount if the recipient of the grant would suffer undue financial hardship (or be unable to make a move necessary for welfare reasons) were s/he required to repay all or any of the grant, taking into account his/her care and medical needs and those of any family member who is disabled or a person at risk.</li> <li>4. Where a condition is in force, the Council may require the person responsible to provide information to evidence the conditions are being complied with. Failure to comply with this requirement may constitute a breach of conditions and repayment of the assistance may be required.</li> <li>5. No retrospective application or request for financial assistance will be considered where the relevant work has already started or completed.</li> <li>6. Unless otherwise specified, all relevant work must be completed, to the satisfaction of the Council, within 12 months of the approval date of the assistance. The Council may permit an extension to this period, but this will only be in exceptional circumstances.</li> <li>7. Assistance works must be carried out by the contractor who provided the estimate for which the financial assistance was approved.</li> <li>8. Funding will only be paid once the Council receives an invoice in relation to the work, together with any accompanying documentation e.g. certificates, and once a grants officer has undertaken a final inspection to assess the quality of the works carried out. The applicant must ensure access is provided for this purpose.</li> <li>9. The approval of financial assistance does not include approval of any other consents that may be required, such as</li> </ol>
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	planning permission or Building Regulation consent.			
	<b>Landlord Accreditation Assistance/Empty Homes Assistance/Homefinder Assistance</b>	<b>Home Repair Assistance (check charges against the property on land registry documentation before confirming assistance)</b>	<b>Chichester Warm Homes Initiative</b>	<b>Extensions Adaptations Fund (social housing only)</b>
<b>Applicant qualification</b>	<ul style="list-style-type: none"> <li>• Applicants must be at least 18 years old;</li> <li>• Applicants must be freeholders (owner in fee simple absolute) or leaseholders with at least 10 years to expiry of lease, and with responsibility for carrying out eligible work; and</li> <li>• Applicants must be landlords who have applied to join the Chichester Landlord Accreditation Scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants must be at least 18 years old;</li> <li>• Applicants must be freeholders (owner in fee simple absolute) or leaseholders with at least 5 years to expiry of lease, and with responsibility for carrying out eligible work;</li> <li>• Applicants must have owned and occupied the property for at least one year as their only or main residence; and</li> <li>• Applicants must EITHER be in receipt of a means tested benefit, Disabled Living Allowance or Personal Independence Payment OR</li> <li>• The household income is less than £20,000 pa and the applicant has less than £16,000 in savings.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants must be at least 18 years old;</li> <li>• Available to tenants and homeowners or leaseholders with at least 5 years to expiry of lease, and with responsibility for carrying out eligible work;</li> <li>• Available to private sector tenants except excluded tenants (those with a resident landlord)</li> <li>• Owners/tenants must EITHER be in receipt of a means tested benefit, Disabled Living Allowance or Personal Independence Payment OR</li> <li>• The household income is less than £25,000 pa and the applicant has less than £16,000 in savings.</li> </ul>	<ul style="list-style-type: none"> <li>• The tenant(s) must have either a secure tenancy or an assured tenancy or a fixed term tenancy with at least 5 years to run.</li> <li>• The tenant(s) must not have rent arrears or be under notice as defined by the allocations policy.</li> <li>• The tenant(s) must be in priority need (as defined in the Allocations Scheme) and be eligible for either Band A or B on the basis of overcrowding, or the tenant has been identified as occupying a property with a Category 1 hazard for crowding and space, and the option to move to a larger property is not possible due to the household size and the lack of larger stock.</li> <li>• There is not a suitable</li> </ul>

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				<p>property in the development pipeline which could meet the household's needs.</p> <ul style="list-style-type: none"> <li>• The council must be satisfied that this is the most financially effective means of resolving the household's housing needs.</li> <li>• The extension will meet the household's needs for a minimum of 5 years following completion.</li> <li>• Priority will be given to tenants who have the highest needs and have been waiting the longest for their housing needs to be resolved.</li> </ul>
<p><b>Property qualification</b></p>	<ul style="list-style-type: none"> <li>• The works must not be those which could be subject to an insurance claim;</li> <li>• The dwelling must not be owned by a Registered Social Landlord, a local authority, or any other public body; and</li> <li>• In the case of empty properties, the dwelling must have been empty for</li> </ul>	<ul style="list-style-type: none"> <li>• The works must not be those which could be subject to an insurance claim; and</li> <li>• Category 1 hazards must have been identified at the property.</li> </ul>	<ul style="list-style-type: none"> <li>• The works must not be those which could be subject to an insurance claim;</li> <li>• The dwelling must not be owned by a Registered Social Landlord, a local authority, or any other public body;</li> </ul>	<ul style="list-style-type: none"> <li>• The dwelling and plot must be capable of extension or conversion.</li> <li>• The dwelling must meet Decent Homes Standards on completion of works</li> </ul>

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	a minimum of 12 months.			
<b>Eligible works</b>	<ul style="list-style-type: none"> <li>The eligible works are those required to ensure the property meets the minimum accommodation standards for the Chichester Landlord Accreditation Scheme.</li> </ul>	<ul style="list-style-type: none"> <li>The eligible works are those required to remedy all category 1 hazards in a dwelling.</li> </ul>	<ul style="list-style-type: none"> <li>Funding is available for the cost of:                             <ul style="list-style-type: none"> <li>A whole-house, efficient heating system</li> <li>Thermal insulation</li> <li>Boiler repair</li> <li>Hot water tank repair/replacement</li> <li>Window repair or replacement</li> <li>Provision of an Energy Performance Certificate (EPC) (for homeowners only)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The eligible works are all those required to convert or extend the property to provide the additional living space required to meet the households needs for a period of at least 5 years following completion.</li> <li>Consultation to be undertaken with tenants and details of work to be formally agreed in advance including a schedule of any additional non-essential works to be paid for by the tenant. Hyde to underwrite risk of non-payment by tenant.</li> <li>Either at least two estimates must be obtained for the eligible works for each dwelling or if the works are to be carried out by Hyde Property Services a schedule of works is to be drawn up and approved by the Building Services Team at CDC, to ensure value for money.</li> </ul>
<b>Amount of</b>	<ul style="list-style-type: none"> <li><b>Landlord Accreditation</b> –</li> </ul>	<ul style="list-style-type: none"> <li>The maximum amount of</li> </ul>	<ul style="list-style-type: none"> <li>Assistance would only be</li> </ul>	<ul style="list-style-type: none"> <li>The maximum amount of</li> </ul>

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<p><b>assistance</b></p>	<p>The maximum amount of assistance will be 50% of the cost of the works up to a maximum of £ 4,000 throughout a 5 year period or,</p> <ul style="list-style-type: none"> <li>• <b>Empty Property Assistance</b> - The maximum amount of assistance will be 100% of the cost of the works up to a maximum of £10,000 throughout the 5 year accreditation period.</li> <li>• <b>Homefinder Assistance</b> – The maximum amount of assistance will be 100% of the cost of the works up to a maximum of £4,000 throughout the 5 year accreditation period. This will be available to landlords letting through the Homefinder scheme only.</li> </ul>	<p>financial assistance available is £30,000 or £5000 for park homes.</p> <ul style="list-style-type: none"> <li>• The Council must be satisfied that where the assistance provided does not cover the full cost of the eligible works the owner has financial arrangements in place to meet the full cost of the works.</li> </ul>	<p>available for those who do not qualify for any other forms of funding. Furthermore applications for funding to top-up other grant funding will be considered. This will be determined by the Energy Visiting Advisors.</p> <ul style="list-style-type: none"> <li>• Owners would be eligible for the full cost of the required works, up to a maximum of £10K or £25K in areas that are off-gas.</li> <li>• Landlords must pay 50% of the cost of the works. The maximum funding available is £4,000 for gas/oil boilers and £12,500 for off-gas properties</li> </ul>	<p>grant is £35,000 per property of eligible works and associated on-costs ( maximum of £500 per property).</p> <ul style="list-style-type: none"> <li>• The remaining costs will be covered by Hyde and recouped through the increased rent payable by the tenant.</li> <li>• A grant application form is to be completed for each dwelling to be extended or converted, to be submitted with estimates or priced schedule of works and details of all associated on-costs (maximum £500 per property).</li> <li>• The Council will formally notify Hyde in writing as to whether the application for each individual dwelling is refused or approved.</li> <li>• If the application is approved, the notification will specify the maximum grant available towards the works.</li> <li>• If the application is refused, the notification will include the reasons for refusal.</li> </ul>
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<p><b>Pre-completion conditions</b></p>	<ul style="list-style-type: none"> <li>• All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension.</li> <li>• All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council.</li> <li>• The applicant must retain a qualifying interest in the property during the course of the works.</li> <li>• Landlords must ensure all works required to meet the Council’s minimum standards are carried out.</li> <li>• Only one application shall be made per property to be accredited.</li> <li>• All approval conditions will be a local land charge.</li> </ul>	<ul style="list-style-type: none"> <li>• All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension.</li> <li>• All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council.</li> <li>• The applicant must retain a qualifying interest in the property during the course of the works.</li> <li>• All approval conditions will be a local land charge.</li> </ul>	<ul style="list-style-type: none"> <li>• All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension.</li> <li>• All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council.</li> <li>• The applicant must retain a qualifying interest in the property during the course of the works.</li> <li>• Only one application shall be made per property.</li> <li>• All approval conditions will be a local land charge.</li> </ul>	<ul style="list-style-type: none"> <li>• All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension.</li> <li>• All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council.</li> <li>• The housing association must retain a qualifying interest in the property throughout the course of the works.</li> <li>• Only one application shall be made per property.</li> </ul>
<p><b>Post-completion conditions</b></p>	<ul style="list-style-type: none"> <li>• The landlord will remain a member of the Landlord Accreditation Scheme for 5 years. Should the</li> </ul>	<ul style="list-style-type: none"> <li>• Properties must remain as the applicant’s only residence until sold.</li> <li>• Householders shall ensure the</li> </ul>	<ul style="list-style-type: none"> <li>• Owner occupiers are required to repay the financial assistance on sale of the property.</li> </ul>	<ul style="list-style-type: none"> <li>• All approval conditions will be a local land charge. If the property is sold within 10 years of completion</li> </ul>

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	<p>landlords application to join the Landlord Accreditation Scheme be refused / revoked the full amount of assistance shall be repaid.</p> <ul style="list-style-type: none"> <li>• The landlord must throughout the 5 year accreditation period conduct regular property checks to ensure the standards are maintained.</li> <li>• For Empty Homes Assistance the applicant must retain a qualifying interest in the property for 10 years.</li> <li>• All assistance will be repayable on sale of the dwelling if the sale occurs within 5 years of the certified completion date of the eligible works.</li> </ul>	<p>property is covered by suitable buildings insurance.</p> <ul style="list-style-type: none"> <li>• All assistance will be repayable on the sale of the dwelling or if it is no longer used as the applicants only residence.</li> </ul>	<ul style="list-style-type: none"> <li>• On completion landlords must not introduce a rent increase as a result of the work.</li> <li>• In order to encourage landlords to work with the Council the conditions attached to their assistance would only require repayment if the property was sold within 5 years of approval being issued. Throughout the 5 year condition period, the property must remain tenanted.</li> </ul>	<p>then the grant will either be repayable to the council or funds must be reinvested in affordable housing in Chichester District in agreement with CDC.</p> <p>Throughout the 10 year condition period, the property must remain tenanted.</p> <ul style="list-style-type: none"> <li>• The funding will be paid on receipt of satisfactory invoices and completion inspection of the works, including the appropriate sign-offs by the Planning Department and Building Control.</li> </ul>
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### Council's Obligations

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The Council will ensure all successful applicants receive a copy of the financial assistance conditions with the approval documentation. Please see Appendix A for details of the conditions.

### Payments

- Interim payments will be available at the discretion of the Council and on receipt of an acceptable invoice.
- Final payments will only be paid upon submission of the final invoice along with any certificates. Certificates to be provided for all gas and electrical installations and guarantees should be passed to the applicant for all damp proofing, dry rot and roofing works.
- Payment will be made directly to the contractor unless in the case of a Disabled Facilities Grant (DFG) when the applicant requests otherwise.

### Review of a Decision

- An applicant may request a review of any decision made under the Policy. Review requests should be addressed to the Housing Standards Team and received within 21 days of the date of a decision letter.
- Review requests will be concluded within 10 working days of being received. The applicant will be informed of the decision in writing. Where a review upholds the original decision the applicant will be informed of their rights under the Council's complaints procedure and the Local Authority Ombudsman procedure.