

HOUSING RENEWAL ASSISTANCE POLICY

Introduction

Targeted assistance, whether by loan, grant or other forms of help contributes to the goals and commitments the Council has identified in the Camden Plan It includes commitments to improve standards and affordability in the private rented sector. This policy directly focuses on some of the most vulnerable in the borough and recognises the strong link between housing and health and the changing role of the council in public health.

It is reasonable to assume that owners are responsible for maintaining the standards of their own property, but that not all owners can afford to or are in a position to do so, especially older frailer people , people with disabilities, the vulnerable, and those on a low income. The Policy enables the Council to play a vital role in assisting these groups to improve poor living conditions in the private sector. In addition it encourages sustainable communities through the provision of advice and referral to other agencies.

The policy is consistent with the wider aims of the Camden Plan.

To meet these objectives and to deliver the priorities identified through consultation the proposed updated HRA Policy specifically aims to:

- Improve the stock in the private rented sector, by “closing the circle of interventions” in housing by alignment of assistance with landlord accreditation and effective enforcement.
- Increase the supply of accommodation in the borough by reducing the number of empty properties and by the conversion of properties into further units of accommodation.
- Encourage the availability of affordable accommodation by assisting private landlords who provide hostel and bedsit accommodation.
- Improve the living conditions, health, home safety and security for owner-occupiers and private sector tenants, particularly those in non-self-contained accommodation.
- Assist people with disabilities to adapt their homes or to relocate to more suitable homes and reduce delays in hospital discharges.
- Improve the energy efficiency of private sector dwellings and reduce fuel poverty.
- Encourage renewable energy and sustainable improvements.
- Target assistance to the vulnerable, including frail older people and households on a low income, and to private landlords to assist them in safely maintaining low cost accommodation (bedsits).
- Encourage the leveraging in of private investment and complementing local, regional and national strategies.

The budget allocated to the Policy is a total of £1.892 million until 2020. Other funding may be allocated from the council or other sources during the life of this policy.

PRIVATE SECTOR LANDLORDS

1 – HMO IMPROVEMENT GRANT

Grant assistance to encourage landlords to improve their Houses in Multiple Occupation (HMO) properties to the minimum HMO Standards.

Maximum Grant Amount

- **Maximum per let – £3,000**
- **Maximum per building – £20,000**

Whichever is the lesser amount;

Eligible Works for Improvement to *minimum HMO standards*

- To provide new amenities such as wash hand basins, kitchens, bathrooms and toilets to meet minimum HMO Standards.
- To upgrade existing amenities to meet current minimum HMO standards.

Eligible Applicants

- The applicant must have an owner's interest in the premises, and where the owners interest is leasehold, the lease must have at least 5 years remaining at approval;
- The premises must comprise either bedsits or be a hostel, with the sharing of basic amenities.
- The premises will not have a shared living room, lounge or other space occupied by tenants who are considered to form a cohesive group.

Conditions

- The landlord must provide a certificate of future occupation, at the grant approval stage, stating that throughout the 5 year grant condition period the house will be residentially occupied, or available for residential occupation, under tenancies or licences by persons who are not connected with the owner, throughout the grant condition period.
- The landlord must complete the HMO Certificate which states that the property will be let in its current arrangement for 5yrs (minimum)
- At completion of the works the landlord must be a member of the London Landlord Accreditation Scheme & London Rental Standard (LRS)
- At completion of the works a valid EPC certificate must be submitted.
- There can be no further HMO Improvement grant award for a property within 10 years of completion of works.
- This grant cannot be used in conjunction with a Housing Supply Grant.
- Payment will only be made if on completion of the work;
- The property does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and
- Where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.

2 – LANDLORDS SECURITY GRANT

Grant assistance to encourage landlords and freeholders to improve domestic security in their properties.

Maximum Grant Amount

- **£500** – per let for approved security measures
- **£5,000** – per building for approved security measures

Whichever is the lesser amount;

Eligible Works for Approved Security Measures

- Works to provide a communal intercom door entry system. A video door entry system will also be considered. The system must extend to all lets within the building.
- Window and door locks
- Approved door viewers
- Letterbox shrouds
- London and Birmingham bars

Eligible Applicants

To be eligible for a grant: -

- The applicant must have an owner's interest in the property
- For communal intercom door entry systems, the property must be either let as bedsits or hostel accommodation, with some sharing of basic amenities; or self-contained or purpose built flats.

Conditions

- At completion of the works the landlord must be a member of the London Landlord Accreditation Scheme.
- Payment will only be made if on completion;
- Where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.
- Property complies with Camden's HMO standards where applicable

3 – LANDLORDS ENERGY EFFICIENCY AND INSULATION

Grant assistance to encourage landlords to improve their properties by installing energy efficiency measures

Maximum Grant Amount

- **£1,500** – per one bedroom or bedsit let
- **£3,000** – per two bedroom let
- **£4,500** – per three or more bedroom let
- **£15,000** – per building

Whichever is the lesser amount;

Eligible Works for Energy Efficiency and Insulation Grant

- Loft insulation, an insulating jacket for hot water tanks or draught proofing only if in conjunction with another measure below:
- Insulation of a flat roof above habitable rooms
- Insulation of external cavity walls
- Insulation of external solid walls
- Floor insulation for rooms above an unheated void.
- Zoning of existing gas central heating for individual units of accommodation

The maximum grant limit will be increased when at the completion of works the EPC shows the dwelling has achieved the following ratings, **this shall apply only where there is an increase in the rating. No grant enhancement will be given if the dwelling/s have achieved these ratings prior to works been carried out. This only applies to properties rated D, E or F prior to works commencing.**

A – 25%

B – 15%

C – 10%

Eligible Applicant for Approved Energy Insulation Works

- The applicant must have an owner's interest in the premises and where the owner's interest is leasehold, the lease must have at least 10 years remaining at the time of approval.

Conditions

- Grant assistance will not be available where works are covered by a scheme provided by an organisation other than Camden.
- No grant assistance will be available where a notice requiring works to be carried out for excess cold has been served under Part 1 of the Housing Act 2004, unless a complete application is received before the start date of works, as detailed in the statutory notice.
- Grant will not be available for electric heating unless a gas supply is not readily available, and the type of electric heating will need to be approved by the Council.
- A certificate of future occupation is required for renting for 5 years.
- Where applicable the landlord must complete the HMO Certificate.
- Property must comply with Camden's HMO standards, where applicable.
- At completion of the works the landlord must be a member of the London Landlord Accreditation Scheme and London Rental Standard,
- Payment will only be made if on completion of the work;
- The property does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and
- Where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.

4 – ECO GRANT

Grant Assistance of private residential property where the applicant receives relevant Council planning permission for the installation of environmentally beneficial installations.

Maximum Grant Amount – up to

- **£1,500** – per installation and
- **£3,000** – per property or;

Eligible Works

- A solar water heating system
- Photovoltaic cells to generate electricity
- A similar agreed scheme subject to the appraisal of its benefits
- Installation of an approved green or brown roof
- Installation of air source heat pump/s

Eligible Applicants

- Applicants are freeholder owners of properties containing private rented tenants or leaseholders, or leaseholders who own a share of the freehold of their building;
- All leaseholders within the property have a tenancy granted for a term exceeding 21 years.

Conditions

- The property will need to be suitable for the installation.
- In order to qualify for this grant, householders with un-insulated pitched roofs must have loft insulation installed to part L if it is feasible to do so.
- Camden Council Grants may be used in conjunction with any other assistance, such as a Government scheme or other scheme. Any other funding awarded or available will be taken into consideration when calculating the grant. The grant will not exceed the cost of the works.
- Applicants receiving a Housing Supply Grant must sign an agreement to make the accommodation available for letting by Camden's Housing Department nominated tenants.
- Property must comply with Camden's HMO standards, where applicable.
- At completion of the works the landlord must be a member of the London Landlord Accreditation Scheme.
- Payment will only be made if on completion of the work;
- The property does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and
- where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.

5 – LANDLORD EMPTY PROPERTY GRANT

Grant assistance to increase the supply of residential accommodation and encourage the owners of properties that have been empty for a significant period of time to bring them into residential use. It is a condition of the grant that the property must not be intentionally left vacant for at least 12 months prior to the date of application.

Maximum Grant Amount – up to

- **£15,000** – per bedsit and/or studio and/or one bedroom dwelling
- **£30,000** – per two bedroom single household dwelling
- **£40,000** – per three bedroom single household dwelling or larger
- **£80,000** – per building

Whichever is the lesser amount

Eligible Works

- All necessary works required so that at completion the property will comply with Part 1 of the Housing Act 2004 and be a Decent Home.

- **Eligible Applicants**
- Applicants must have an owner's interest in the premises, and where the owners interest is leasehold, the lease must have at least 10 years remaining at approval;

Conditions

- An applicant cannot apply for both a conversion and empty property grant for the same premises
- The owner must sign an agreement with the Council and to make the accommodation available for letting by Camden's Housing Department nominated tenants. If the accommodation is not required by the Councils Housing Department it must be let at the Local Housing Allowance rent level for the 3 year period.
- The property, whether residential or commercial, must not have been intentionally left vacant for at least 12 months prior to the date of application.
- At completion of the works the landlord must be a member of the London Landlord Accreditation Scheme & London Rental Standard (LRS)
- Property complies with Camden's HMO standards where applicable
- Works must be undertaken to bring the property up to Part L of the current Building Regulations if practicable.
- Applicants **MUST** have planning approval or change or established use certificates prior to making an application
- The grant must be repaid in full if the dwelling is sold within 3 years
- There can be no further grant awarded for works to the property except for a Landlord application for DFG where the tenant is eligible, within 10 years of completion of works.
- Payment will only be made if at completion of work;
- The property does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and
- where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.

6 – CONVERSION GRANT

Grant assistance to increase the supply of residential accommodation by assisting owner-occupiers in converting under-occupied properties to create additional lets.

Maximum grant – up to

- **£20,000** – per additional let for conversion
- **£50,000** – per property

Whichever is the lesser amount;

Eligible Works

- All necessary works required so that at completion the property must comply with Part 1 of the Housing Act 2004 and be a Decent Home.

Eligible Applicants

- Applicants must have an owner's interest in the premises, and where the owners interest is leasehold, the lease must have at least 21 years remaining at approval.

Conditions

- An applicant cannot apply for both a conversion and empty property grant for the same premises
- The owner must sign an agreement with the Council and to make the additional accommodation available for letting by Camden's Housing Department nominated tenants. If the accommodation is not required by the Councils Housing Department it must be let at the Local Housing Allowance rent level for the 3 year period.
- At completion of the works the landlord must be a member of the London Landlord Accreditation Scheme & London Rental Standard (LRS)
- Property complies with Camden's HMO standards where applicable
- Works must be undertaken to bring the property up to Part L of the current Building Regulations if practicable.
- Applicants **MUST** have planning approval or change or established use certificates prior to making an application
- The grant must be repaid in full if the dwelling is sold within 3 years
- There can be no further grant awarded for works to the property except for a Landlord application for DFG where the tenant is eligible, within 10 years of completion of works.
- Payment will only be made if on completion of the work;
- The property does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and
- Where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.

7 – DISABLED FACILITIES GRANT (also known as DFG)

The disabled facilities grant is a mandatory 'means-tested' grant, to help meet the cost of adapting a property (this can include mobile homes or houseboats) in which a disabled adult or child lives. Owner-occupiers and private tenants may apply for the grant for a disabled person in their household. A landlord may apply for the grant for an adaptation for their tenant.

The adaptations must meet the specific needs of the disabled person. Grant may be available if the Council's Occupational Therapist recommends an adaptation. We will advise you how the assessment by Social Services will be arranged. The Council's Occupational Therapist will make the assessment of the persons need for adaptations in relation to their disability.

The proposed adaptations have to be reasonable and practicable in relation to the property.

Maximum Grant Amount £30,000

- If repairs are also required to the dwelling being adapted, help may be available to apply for help through a Health, Safety & Security Grant.
- Unfortunately we are unable to offer discretionary DFGs.

A Disabled Facilities Grant is not available for the following

- Council tenants (Council tenants should contact their estate manager).
- The cost of the work or equipment is less than £1,000.
- **Works** are in excess of, or differ from, those recommended by Camden's Occupational Therapist.

Your financial circumstances

- The amount of grant will depend on financial circumstances of the disabled person for whom the adaptation is being carried out and that person's husband, wife or partner. If the adaptation is for a child, the financial circumstances of the parents will not be taken into account.
- Detailed advice and an initial check of financial circumstances will be given, to provide a guide as to how much the applicant may need to contribute towards the costs of the works. This is known as the "preliminary test of resources".

Conditions

- Where major works are required e.g. building an extension, up to £10,000 may be placed as a charge against the property – this will only be repayable on transfer of the title deeds.
- With some adaptations (namely ceiling track hoists, stair lifts etc.) the Council will include an extended warranty as a part of the grant application. This usually provides extended cover for 4-5 years after the equipment has been installed. Once the manufacturer's warranty or the extended warranty has expired, it is the responsibility of the person receiving the grant to arrange and pay for any necessary repairs that may arise.
- In certain circumstances grant funding may be available for necessary repairs, this does not include extending existing warranties or the provision of maintenance contracts. Where goods are beyond repair the client will be referred to Camden Social Care team, for a new occupational therapist assessment.

**OWNER OCCUPIERS
&
PRIVATE SECTOR TENANTS**

1 – DISABLED FACILITIES GRANT (also known as DFG)

The disabled facilities grant is a mandatory 'means-tested' grant, to help meet the cost of adapting a property (this can include mobile homes or houseboats) in which a disabled adult or child lives. Owner-occupiers and private tenants may apply for the grant for a disabled person in their household. A landlord may apply for the grant for an adaptation for their tenant.

The adaptations must meet the specific needs of the disabled person. Grant may be available if the Council's Occupational Therapist recommends an adaptation. The Council's Occupational Therapist will make the assessment of the persons need for adaptations in relation to their disability.

The proposed adaptations have to be reasonable and practicable in relation to the property.

Maximum Grant Amount £30,000

- If repairs are also required to the dwelling being adapted, help may be available to apply for help through a Health, Safety & Security Grant.
- Unfortunately we are unable to offer discretionary DFGs.

A Disabled Facilities Grant is not available for the following

- Council tenants (Council tenants should contact their estate manager).
- The cost of the work or equipment is less than £1,000.
- Works are in excess of, or differ from, those recommended by Camden's Occupational Therapist.

Your financial circumstances

- The amount of grant will depend on financial circumstances of the disabled person for whom the adaptation is being carried out and that person's husband, wife or partner. If the adaptation is for a child, the financial circumstances of the parents will not be taken into account.
- Detailed advice and an initial check of financial circumstances will be given, to provide a guide as to how much the applicant may need to contribute towards the costs of the works. This is known as the "preliminary test of resources".

Conditions

- Where major works are required e.g. building an extension, up to £10,000 may be placed as a charge against the property – this will only be repayable on transfer of the title deeds.
- With some adaptations (namely ceiling track hoists, stair lifts etc.) the Council will include an extended warranty as a part of the grant application. This usually provides extended cover for 4-5 years after the equipment has been installed. Once the manufactures warranty or the extended warrant has expired, it is the responsibility of the person receiving the grant to arrange and pay for any necessary repairs that may arise.
- In certain circumstances grant funding maybe available for necessary repairs, this does not include extending existing warranties or the provision of maintenance contracts. Where goods are beyond repair the client will be referred to Camden Social Care team, for a new occupational therapist assessment.

2 – HEALTH AND SAFETY ASSISTANCE

Grant assistance for essential works of repair that remedy a serious hazards that will adversely affect the health and/or safety of the occupant/s

Maximum Grant Amount – up to

- **£7,000** – towards elimination of HHSRS category one hazards.

Eligible Works – Health & Safety

- To repair defects which seriously affects the health and safety of the applicant. Examples are dangerous electrical and gas installation, significant ingress of wind and/or rain, dangerous stairs, steps etc.
- To repair or modify the property, including the common parts, as part of a falls prevention programme.
- To repair, modify or adapt a property, including the common parts, to assist in a hospital discharge.
- To repair faulty equipment installed through disabled facilities grant assistance for qualifying applicants.
- To satisfy the reasonable repair criteria or the modern amenities criteria to ensure the property is a Decent Home.

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; and they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken
or
2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and have been in receipt of an approved benefit continuously for the previous 6 months
or
Have children aged 18 years or younger in full-time education living with them and have a total house hold income of less than £25,000

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.

3 – HOME SECURITY

Grant assistance for the installation of approved domestic security measures

Maximum grant amount – up to

- **£1,500**

Eligible Works

- Window and door locks
- Approved door viewers
- Approved door chains and limiters
- Letterbox shrouds
- London and Birmingham bars
- Intercom entry systems

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; and they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken
or
2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and have been in receipt of an approved benefit continuously for the previous 6 months
or
Have children aged 18 years or younger in full-time education living with them and have a total house hold income of less than £25,000

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.

4 - RELOCATION GRANT

We seek to help the most vulnerable members of the community to improve their homes but in some cases, providing support for an occupant to relocate to more suitable accommodation may be the most appropriate option.

Grant assistance towards relocation costs where:

- The cost of refurbishing the dwelling to remedy significant hazards is in excess of other grant assistance and sufficient other sources of finances, are not available to the applicant; or
- For a disabled person, where the Occupational Therapist advises that the privately rented dwelling is unsuitable for adaptation works, or the cost of the works is in excess of the grant assistance and sufficient other sources of finances are not available to the applicant.

Maximum Grant Amount – up to

- **£8,000**

Eligible Fees and Services

Relocation grants can be used to pay real estate agency fees, utility connection costs, moving costs or fees for services provided by approved organisations such as a Home Improvement Agency.

Eligible Applicants

Eligibility is limited to applicants in receipt of an approved benefit, and are:

- Private sector tenants with a disability who are eligible for a Disabled Facilities Grant for adaptations which cannot be achieved in their current home.

Conditions

- No grant is payable unless evidence is provided that other sources of financial assistance have been sought and are not reasonably available.
- The Council must be satisfied that it is suitable for the applicant.
- Agreement that the property is suitable from Camden's Occupational Therapy Service must be given
- The Council will not provide this type of assistance retrospectively.
- Applicants must receive written approval from Council prior to relocating to another dwelling.
- Receiving this grant does not prevent applicants applying and potentially receiving Grants and assistance from other schemes in this policy.

5 – WARMER CHEAPER GREENER GRANT – GOLD

Discretionary grant assistance for the installation and maintenance of energy efficiency measures which directly improve health, safety and well-being.

Maximum Grant Amount – up to

- **£7,000**

Eligible Works

The approved energy efficiency measures include: -

- Installation of new central heating systems.
- Replacement boilers with Part L compliant boilers;
- Insulation of external cavity walls
- Insulation of external solid walls
- Installation of flat roof insulation above habitable rooms
- Installation of floor insulation for habitable rooms above an unheated void
- Loft Insulation and/or an insulating jacket for hot water tanks where other eligible works are carried out at the same time
- Draught proofing if loft or cavity/solid wall insulation is installed at the same time
- Ancillary works directly necessary for installing insulation
- In deciding whether other works are eligible, the whole life cost benefit of the works will be considered.

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; and they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken
or
2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and have been in receipt of an approved benefit continuously for the previous 6 months
or
Have children aged 18 years or younger in full-time education living with them and have a total house hold income of less than £25,000

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.
- Grant will not be available for electric heating unless a gas supply is not readily available, and the type of electric heating will need to be approved by the Council.
- A 10 year sealed audible carbon monoxide (CO) alarm must be fitted in the room housing the gas boiler. The alarm must be marked to EN 50291 and also have the British Standards' Kite mark or another European approval organisation's mark on it. The alarm must fitter in accordance with the manufactures instructions.

6 - WARMER CHEAPER GREENER GRANT – SILVER

Grant assistance to help those aged 70 years or over and their partner is 65yrs or older or those with children under 18 in full time education on a low income, who cannot otherwise afford to install energy efficiency or saving measures, which will directly improve their health and well-being.

Maximum Grant Amount

- **£ 3,000**

Plus top up to a maximum of £1,000 where solid wall or cavity wall insulation is installed to all external facing walls where practicable.

Eligible Works

The approved energy efficiency measures include: -

- Installation of new central heating systems.
- Replacement boilers with Part L compliant boilers.
- Where central heating or a Part L compliant boiler is installed grant will also be available for top up grant assistance
- Loft insulation and draft proofing
- Solid or cavity wall insulation

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; and they have a duty to carry out the works. And have written permission from the landlord for the works to be undertaken.
2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.
- Grant will not be available for electric heating unless a gas supply is not readily available, and the type of electric heating will need to be approved by the Council.
- A 10 year sealed audible carbon monoxide (CO) alarm must be fitted in the room housing the gas boiler. The alarm must be marked to EN 50291 and also have the British Standards' Kite mark or another European approval organisation's mark on it. The alarm must fitter in accordance with the manufactures instructions.

7 – WARMER CHEAPER GREENER GRANT – BRONZE

Grant assistance to help those who cannot otherwise afford to pay for the insulation of loft Insulation and/or draught proofing to their property

Maximum Grant Amount – up to

- **£1000**

Eligible Works

- Insulation of the loft space to provide 270mm of insulation or to meet current building regulations. Works will include the provision of an insulated loft hatch.
- Repairs to existing central heating systems which are out of warranty.

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; and they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken
or
2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and have been in receipt of an approved benefit continuously for the previous 6 months
or
Have children aged 18 years or younger in full-time education living with them and have a total house hold income of less than £25,000

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.

8 – ECO GRANT

A grant to owner occupiers and joint owner occupier freeholders of private residential property where the applicant receives relevant Council planning permission for the installation of environmentally beneficial installations

Maximum Grant Amount – up to

£1,500 – per installation and

£3,000 – per property or;

Eligible Works

- A solar water heating system
- Photovoltaic cells to generate electricity
- A similar agreed scheme subject to the appraisal of its benefits
- Installation of an approved green or brown roof
- Installation of air source heat pump/s

Eligible Applicants

- Applicants are freeholder owners of properties containing private rented tenants or leaseholders, or leaseholders who own a share of the freehold of their building;
- All leaseholders within the property have a tenancy granted for a term exceeding 21 years.

Conditions

- The property will need to be suitable for the installation.
- In order to qualify for this grant, householders with un-insulated pitched roofs must have loft insulation installed to part L if it is feasible to do so.
- Camden Council Grants may be used in conjunction with any other assistance, such as a Government scheme or other scheme. Any other funding awarded will be taken into consideration when calculating the grant. The grant will not exceed the cost of the works.
- Payment will only be made if the property: -
- The property does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and
- where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.

9 – OWNER OCCUPIER EMERGENCY REPAIR GRANT

Grant assistance for essential works of repair that remedy a serious hazards that will adversely affect the health and/or safety of vulnerable occupant/s who do not qualify for means tested grant assistance, but do not have the funds to pay for the works required. Clients will be referred from a recognised agency or other Council Department.

Maximum Grant Amount – up to

- **£20,000** – towards elimination of HHSRS category one hazards, or the installation of a disabled adaptation.

Eligible Works – Health & Safety

- To repair defects which seriously affects the health and safety of the applicant. Examples are dangerous electrical and gas installation, significant ingress of wind and/or rain, dangerous stairs, steps etc.
- To install a full central heating system or replacement boiler
- To install an adaptation as recommended by a Camden OT

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application

- They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years, at the time of application leasehold applicants must have at least 60 years remaining on their lease.
- At the time of application all applicants must be aged 60 years or more.

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.
- Applicants must agree to the Council undertaking the works in default.
- Where applicable a 10 year sealed audible carbon monoxide (CO) alarm must be fitted in the room housing the gas boiler. The alarm must be marked to EN 50291 and also have the British Standards' Kite mark or another European approval organisation's mark on it. The alarm must fitter in accordance with the manufactures instructions.

GENERAL TERMS AND CONDITIONS FOR DISCRETIONARY ASSISTANCE

1. All discretionary assistance is subject to the availability of funding. The availability of any of the grants or assistance may change at any time without notice, and the Council will not be liable for any costs incurred in an unsuccessful application for whatever reason.
2. The availability of assistance cannot be guaranteed until the applicant receives a written formal approval document.
3. No discretionary assistance will be available to applicants living in dwellings owned by members of the applicants family*, the Council, Housing Associations, the health authority or other similar public bodies.
Members of your family include the following:
 - Your spouse, or person living with you as wife or husband.
 - Your children, this includes stepchildren
 - Your parent(s), grandparent(s), grandchildren, brother, sister, aunt, uncle, nephew, niece.
4. With the exception of Eco grants, Landlord Grants or Housing Supply Grants, if an applicant owns a second home that is not tenanted no grant assistance can be considered.
5. Except where mentioned in the eligibility criteria and/or terms for the type of assistance, no grant will be available, if the dwelling is in joint ownership (including leaseholders with repairing obligations), unless all owners satisfy the eligibility criteria to qualify for that assistance, unless there is just cause e.g. legally separated couples
6. If an applicant seeks assistance for works, where other types of assistance for the works is available, such as neighbourhood renewal funding etc. they will normally be required to seek the alternative form of assistance before being entitled to assistance under this policy.
7. No grant will be available to an applicant for works of repair or improvement, where assistance was paid to the applicant, or partner or joint owner, for a similar type of works within 5 years of the new application. *[To avoid doubt, the type of works, not the name of the assistance, is the relevant issue and no grant will be available to an applicant for the same type of works that was formally known under another name. E.g. (Home Repair Assistance) Minor Works Grant, Health, Safety & Security Grant, within 5 years of the new application]*
8. The applicant is responsible for obtaining all necessary permissions for the works, including where necessary, landlord's and/or freeholder's permissions, building regulation approval, listed building approval, planning permission etc. The reasonable cost may be included in the cost of the eligible works, up to the maximum grant amounts. Approval of an application for assistance does not in any way imply that any necessary permissions, referred to in this clause, have been given.
9. No grant will be available for works which are eligible for funding through an insurance claim.

10. Grant may be payable where an applicant had received assistance for works but the new application is for works of another type e.g. an applicant who received a Warmer Cheaper Greener Grant previously for a new boiler may apply for a grant for window locks, but would not be entitled to another Warmer Cheaper Greener Grant for new heating controls

11. Grant Assistance will only be available to the following tenants:

Assured Tenants

You are likely to be an assured tenant if all these apply;

- You pay rent to a private landlord.
- You have control over your home so that your landlord and other people cannot come in whenever they want to.
- Your landlord does not live in the same building as you.
- You moved in between 15 January 1989 and 27 February 1997 and your landlord did not give you a notice saying that you have an assured shorthold tenancy.
- You can also be an assured tenant if you moved in after 27 February 1997 but this is quite rare. This can only happen if your landlord gave you a written notice saying that you have an assured tenancy before your tenancy started, or if you previously had an assured tenancy in the same accommodation with the same landlord.

Regulated Tenants

You are likely to be a regulated tenant;

- If you pay rent to a private landlord and your tenancy started before 15 January 1989.
- You may still be a regulated tenant even if you later signed a new tenancy agreement after that date with the same landlord.
- You will not be a regulated tenant if you've lived in the same property as your landlord since your tenancy started.

Controlled Tenants

- Almost all controlled tenancies were converted into regulated tenancies by the Housing Act 1980.

12. An application is deemed to be complete when all the following documentation has been received by the Council:

- A fully completed and signed application form,
- Itemised estimates for the approved works from bone fide contractors.
- Proof of ownership
- Proof of eligibility
- Landlords permission, in the case of rented accommodation
- Freeholders permission, where necessary, and
- Any other documentation requested by the Council to either prove the eligibility of the client, the extent, nature or need for the works or to monitor the effectiveness and/or impact of the assistance.

13. Where works are to be carried out by a contractor, assistance will only be given where the Council is satisfied that the contractor is bone fide. To be bone fide, the contractor must be VAT registered, a limited company incorporated to carry out works, a member of a recognised trade organisation or body and have satisfactory public liability insurance.

14. Except where mentioned in the eligibility criteria and/or terms for the type of assistance, no assistance is available unless a 10-year life battery operated single point smoke alarm, or better, CO2 is installed in the dwelling as part of the assistance funded works. This clause does not apply to landlords receiving assistance to a house or flat in multiple occupation.
15. Applicants must be 18 years of age or over at the date of the application.
16. Reasonable fees, at a rate decided by the Council, may be included for assistance from architects, surveyors, engineers, advisors etc., where deemed necessary and applicable. The applicant is advised to confirm the eligibility with the Council before incurring any costs.
17. An application for assistance will not be approved unless the Council is satisfied that the works are necessary.
18. The works must be completed within 6 months from the date of formal written approval. In certain circumstances, a shorter time may be deemed necessary
19. A shorter timescale than 6 months may be applied to an approval, provided the applicant is made aware in writing that a shorter timescale, from approval to completion, is required for whatever the reason. The Council must have good reason to set a short timescale, such as to protect the Council's assistance budget.
20. Any approval will cease to have effect at the expiry of the timescale for works to be completed, unless extended in writing by the Council.
21. Assistance will not be provided for works commenced and/or completed before formal written approval is obtained
22. Payment will only be made upon completion of works to the satisfaction of the Council and upon satisfactory receipt of all necessary invoices, guarantees and certificates.
23. We will seek to maximise the use of sustainable materials. Applicants seeking assistance will be encouraged to follow Camden's Sustainable Buildings Guidelines.
24. Except where specifically exclude under the details of assistance, all landlords are required to be members of the London Landlord Accreditation Scheme, before payment of any grant will be made.

25. Approved Benefits

The following benefits or tax credits are deemed to satisfy the approved benefit requirement as detailed above: -

- Working Tax Credit (household income less than £16,000)
- Child Tax Credit (household income less than £25,000)
- Attendance Allowance
- Disability Living Allowance (DLA)
- Personal Independence Payment (PIP)
- Income based Employment Support Allowance (ESA)
- Income Support
- Housing Benefit
- Council Tax Reduction
- War Pension (which must include the mobility supplement)
- Industrial Injuries Disablement Benefit (which must include attendance allowance)
- Pension Credit Guarantee
- Income based Job Seekers Allowance (JSA)
- Universal Credit

NOTES:

- **Householder includes the applicants spouse, or partner, if they are living with the applicant**
- **Partner means the spouse of the person with whom the applicant lives as husband or wife or civil partner**