



Adapting Your Home A Guide to Disabled Facilities Grant

Adult and Community Services Directorate

Housing and Community Support Services Division

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Typetalk calls welcome

October 2004

Introduction

If you or someone living in your property is disabled you may qualify for a disabled facilities grant towards the cost of providing adaptations and facilities to enable the disabled person to continue to live there. This booklet briefly describes the help available and how to apply to the Isle of Wight Council for a grant.

Who can apply for a Disabled Facilities Grant?

People who need substantial aids and major adaptations to help them manage at home can apply for the grant. An applicant must either be the owner of the building or a tenant (including licensees).

Tenants of Housing Associations are also able to apply.

What are Disabled Facilities Grants available for?

Disabled Facilities Grants are available for a range of works needed to help a disabled person to remain at home. A Disabled Facilities Grant will provide essential adaptations to give better freedom of movement into and around your home and to access essential facilities within it. The types of work are:

- Access into and around the dwelling by widening doors and installing ramps;
- Providing a stairlift or a downstairs bathroom;
- Improving access and use of bathroom and kitchen facilities by level access showers and altering kitchen arrangements to suit wheelchair use.

How do I obtain a grant?

The first thing you should do is contact the Duty Team to request an assessment by an Occupational Therapist. Their address is:

Social Services Centre (Newport)
147 High Street,
Newport
Isle of Wight
PO30 1TY
Tel: (01983) 823340

You will receive a visit from an Occupational Therapist at your home. The visit is to see how you manage everyday activities and how your disability affects this.

The assessment will include suggestions as to how adaptations to your home could assist you. This is likely to look at any aids that may be available to assist you. If more major adaptations are needed the Occupational Therapist will explain in simple terms about a disabled facilities grant and how long the wait may be.

It will also look at your circumstances to see if you are likely to have to make a contribution towards the cost of any works. If this appears likely you will be asked to complete a ***'preliminary test of resources'***. This lets you know how much you'll be expected to contribute at an early stage. The Council will also check these details again should you proceed to make your formal application.

Sometimes a feasibility visit is made by a Housing Renewal Officer to establish that the works are reasonable and practicable.

When the Occupational Therapist has assessed your needs and decided to make a referral, he/she will report this to a panel

made up of all Occupational Therapists and their Manager together with the Housing Renewal Manager.

The panel meets monthly. The alterations recommended have to be **‘necessary and appropriate’** and **‘reasonable and practicable’**.

What happens then?

If the panel agree with your Occupational Therapist’s recommendations, a formal referral is made to the Housing Renewal Section. This will be held until there is finance available for the works to your home.

You will be sent an application form when your referral can be dealt with. This should be completed and returned to the Housing Renewal Section as soon as possible. If necessary assistance can be given to help you complete the form.

Will I have to make a contribution?

The form asks about your income and savings and this information allows an assessment to be made to see if you can contribute towards the cost of your alterations.

The assessed amount will be based upon your income and savings. If you have a partner the assessment will also take their income and savings into account.

The income and savings of parents and guardians will be assessed for home alterations for children.

If you have already completed a ‘preliminary test of resources’, you are likely to know the approximate amount of your contribution.

The Council will write to you to let you know if you have to contribute and how much it is and ask you to sign a form to say you agree to the contribution and wish to proceed with the application.

Outline Schedule of Works

A joint visit will be made by your Occupational Therapist and the Housing Renewal Officer allocated to your case. The purpose of the visit is to look at the Occupational Therapist's recommendations with the Housing Renewal Officer. Following this visit he/she will prepare an '**outline schedule of works**' sufficient for you to obtain two estimates of the cost of the works.

If you have not had a feasibility study, the Officer will assess if the recommendations are reasonable and practicable.

Sometimes it will be necessary to obtain the help of an Architect or Surveyor to prepare drawings and obtain Building Regulation and/or Planning permission. If this is considered necessary, the 'outline schedule of works' will include this.

If you need to appoint an Architect or Surveyor their fees are able to be included in any grant awarded. Also if a Solicitor charges for giving proof of ownership his fees can be included as admissible costs.

Finding builders

When you are sent the 'outline schedule of works' the package will include a list of builders who have done grant works in the past. The choice of builder is up to you. Your friends or relatives may be able to recommend builders that have carried out work to a good standard.

If you are using an Architect or Surveyor they will often identify suitable builders to approach for estimates.

Estimates

You will normally have to obtain two estimates. It is your responsibility to make sure that suitable estimates are obtained from builders unless someone is acting on your behalf. This could be an Architect, Surveyor or Home Improvement Agency, if available.

The estimates should include all the works set out in the Council's 'outline schedule of works'.

We will check the estimates to ensure all the required work is included and the price reasonable.

If the work is of a specialist nature (stairlifts, ceiling track hoists), we usually only require one estimate. You will be told if the work to your home falls into this category. Specialist estimates are often obtained for you by your Occupational Therapist.

Do not start any work before you have a formal grant approval.

Approval

Consideration for approval is given once a formal application is made. **A formal application consists of the application form, owner's certificate or, a tenant's certificate, and the builder's estimates.** It is Council policy to require proof of ownership, including other owners if applicable, and landlord's consent.

The Council must inform you within six months if it will offer you

a grant. Usually you will be informed much sooner. You will normally have 12 months to complete the works.

A formal approval will be sent to you setting out the amount of grant you have been awarded. The amount of grant may not be the cost of the builder's estimate. If this is the case, you will have to pay the difference direct to the builder.

If you have been told you have to make a contribution, you will have to make this payment direct to your builder.

Starting work

When you have the approval you are able to contact your builder to arrange a start date for the works. The contract is between you and the builder and does not involve the Council. We are providing the finance through grant assistance only.

When work starts it is possible that 'unforeseen works' may be necessary. This is work that was not originally costed but is found to be necessary when building work has started. However, you must confirm this with the Housing Renewal Officer before agreeing to go ahead with the work.

Paying the builder

The Council will normally agree with you to pay the builder direct. It is also possible for the Council to make interim payments to the builder as work progresses.

We will make a visit before any payment is made but we do not undertake supervision of the work. The standard and quality of the work is your responsibility.

Maintenance, Service and Repair

It is important that you establish who is responsible for the maintenance, service and repair of any mechanical fittings, for example: stairlifts, showers, closomat toilets, before you instruct your builder to start. If you are a tenant, you will need to discuss this with your landlord(s) as they may not accept the items as part of their repairing obligations.

The Council does not provide ongoing maintenance for any items provided to your home through grant assistance.

Contact

Wherever possible you will be given a contact number and a named officer. If you are in any doubt, you can contact us at 7 High Street, Newport, Isle of Wight, PO30 1SS, telephone on (01983) 823056 and 823057, *e-mail* Housing@iow.gov.uk



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please contact us on 01983 823040**

Arabic

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Bengali

আপনি যদি এই প্রমাণপত্র (ডকুমেন্ট) অনুবাদ করানো চান, তাহলে অনুগ্রহ করে আমাদেরকে।

01983 823040 নম্বরে যোগাযোগ করুন

Chinese

如果你希望翻譯這份文件，請與我們聯係。聯係電話：01983 823040

French

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German

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Hindi

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Punjabi

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Spanish

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Urdu

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