

## SCHEDULE 1

Regulation 2

### **APPLICATION FOR IMPROVEMENT GRANT not relating to works for a disabled occupant.**

#### **APPLICATION FOR IMPROVEMENT GRANT not relating to works for a disabled occupant.**

**Please read these notes before completing this form.** These notes are not a complete or authoritative statement of the law.

In this form and these notes "house" includes flats, and other buildings being converted to houses or flats.

This form must be completed and returned to the local authority for the area where the house is situated. The local authority will tell you what documents you need to provide to show that the information you give is correct. They may also need to inspect the house to check that they can give grant for the works you plan to do.

**YOU SHOULD NOT START THE WORK ON THE HOUSE BEFORE THE LOCAL AUTHORITY HAS APPROVED YOUR GRANT APPLICATION IN WRITING.**

**IF YOU START WORK BEFORE YOUR APPLICATION IS APPROVED, THE LOCAL AUTHORITY MAY NOT BE ABLE TO GIVE YOU A GRANT.**

If you are not the owner of the house, the owner must agree to the application being made. If grant is given, the following conditions apply to the house for 5 years after the work is completed. The owner must agree to abide by these conditions:

- the house must be used as a private dwelling-house (although part may be used for business purposes);
- if the owner or a member of their family occupies the house, it must be their main home; and
- the house must be kept in good repair, as far as possible.

The conditions will be registered on the title of the house. If there are any loans secured on the house the lender should be informed of this application.

The amount of grant that may be paid usually depends on the income of the applicant and their partner over the past year. ("Partner" means someone you are married to, or someone who normally lives with you as if you are married.) If you are a joint owner, joint tenant or joint liferenter, the income of all the joint owners, joint tenants and joint liferenters, and of their partners, is also taken into account. You will need to collect information from all these people to fill in Part D of this form, and ask them to sign to confirm that the information about them is correct. You must tell them what the information is for, and which local authority you are sending this application to.

If the application relates to a house which is not your main home or the main home of a member of your family, or if the applicant is a company or organisation, the amount of grant depends on the cost of works compared to the increase in value of the house due to those works, and certain other criteria.

Leaflets are available to tell you more about the grants system and how the amount of grant is calculated.

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**PART A - GENERAL**

A1 Address of the house where work is to be done.  
Please include the flat number, if applicable

Postcode	

A2 Your details (the applicant).

Name	
Address (if different from A1)	
Postcode	
Telephone (day)	Telephone (evening)
Telephone (mobile)	Email

A3 Who owns the house where work is to be done?  
If there are joint owners, please continue on a separate sheet if necessary

Owner's name	
Owner's address	
Postcode	Telephone

A4 If you want someone else to deal with the application for you, please give their details.

Name	
Address	
Postcode	
Telephone (day)	Telephone (evening)
Telephone (mobile)	Email

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**PART B - ABOUT THE HOUSE**

B1 What sort of property is it? *Please tick one box*

House: detached  semi-detached  terraced

Flat: tenement  high-rise  4-in-a-block

Other - please describe \_\_\_\_\_

B2 Please give a brief description of the planned works.

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B3 How much will these works cost?

Cost of work	£
VAT on work	£
Professional fees	£
VAT on fees	£
<b>Total</b>	£

You will need to provide full specifications for the work and estimates of the costs, including professional fees. The local authority will tell you what is required.

B4 As far as you know, have any other grants been applied for to do work on this house, within the past 10 years? *Please tick one box*

No  Yes  Please give details below

Type of grant	
Amount	£
Date approved	

B5 What is the Council Tax Valuation Band of the house?

B6 Was the house built, or converted to a dwellinghouse, within the last 10 years? *Please tick one box*

Yes  No

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**PART C - YOU AND THE HOUSE**

For each question, please tick one box and follow the instructions alongside. If there are no instructions, go on to the next question.

C1 What is your connection with the house?  
*(Agricultural and crofting tenants are treated as owners for the purposes of grant. If this applies to you, please answer as if you were the owner.)*

- The applicant is not an individual  Please go to Part E
- I am an owner who currently occupies the house  Please go to Part D
- I am an owner, but do not currently live in the house  Please go to question C2a
- I am a liferenter  Please go to question C3
- I am a tenant  Please go to question C4a

**Owners**

C2a Does a member of your family currently live in the house?

Yes  Please go to Part D      No

C2b Do you or a member of your family intend to live in the house when the work is completed?

Yes  Please go to Part D      No  Please go to Part E

**Liferenters**

C3 Is anyone else a joint liferenter with you?

No  Please go to Part D      Yes  Please enter the names of all joint liferenters below, then go to Part D

Joint liferenters:

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**Tenants**

C4a Is anyone else a joint tenant with you?

No  Yes  Please enter the names of all joint tenants below

Joint tenants:

C4b Does your lease say that you are responsible for doing the works to which this application relates?

Yes  No  Please see the note below

C4c Have you had that lease for two years or more?

Yes  Please go to Part D No  Please see the note below

**Note:** If you have answered "No" to question C4b or C4c, you may not be eligible for a grant. Please contact the local authority to check the position before completing this application.

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**PART D - INCOME**

Fill in this Part if you or a member of your family live in the house, or intend to live there when the work is completed.

Fill in Part D for yourself and your partner, if you have one. If there are other joint owners, joint tenants or joint liferenters (other than your partner), you must also provide details of their income and their partners' income in Part D(Additional) and ask them to sign the form at Part F to confirm the information about them is correct. If you need more copies of Part D(Additional), please contact the local authority.

**D - YOU AND YOUR PARTNER**

D1 Do you have a partner who normally lives with you?  
Please tick one box and follow the instructions alongside

Yes  What is your partner's name?   
Please include your partner's income and circumstances in completing this Part

No  Please include only your own income in completing this Part

D2 Do you receive any of the following benefits?  
Please answer "Yes" or "No" in each box

	You	Your partner
Income support		
Income-based Jobseekers' Allowance		
Guarantee element of Pension Credit		

**Note:** If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please fill in Part D(Additional) for any joint owners, joint tenants or joint liferenters, and then go to Part F.

**The following questions ask about your income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct.**

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D3 How much did you receive in earnings from employment and/or self-employment over the past year?

*Enter the gross amount, minus income tax and NI contributions*

	You	Your partner
Employment	£	£
Self-employment	£	£

D4 How much did you pay over the past year in contributions to occupational pensions (deducted from your pay) or personal pensions, including stakeholder pensions and retirement annuities?

	You	Your partner
Occupational	£	£
Personal	£	£

D5 How much income did you receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year? *Include all interest paid to any accounts, net of tax, even if it was re-invested*

	You	Your partner
Income from savings and investments	£	£

D6 How much did you receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)? *Do not include Pension Credit, or any war pensions or war widows' pensions*

	You	Your partner
Income from pensions	£	£

D7 If you let any property to someone else, including letting rooms in your own home, what was the **net** taxable income from the letting over the past year? *Enter the amount after subtracting expenses which are deductible for income tax purposes*

	You	Your partner
Income from rents	£	£

D8 If you receive maintenance from anyone for your own support or to support a child you are responsible for, what was the total amount received over the past year? *Do not include benefit payments or any payments from a local authority for looking after a child placed with you for fostering or adoption*

	You	Your partner
Maintenance payments	£	£

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D9 If you receive Housing Benefit, what was the total amount received over the past year?

Housing Benefit	You £	Your partner £
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D10 How much did you pay in rent or mortgage payments over the past year, for your own home?  
*Include payments for any endowment policy or other investment or insurance products you are required to pay to stay in your home. Do not include other amounts for services, bills, additional insurance or council tax*

Mortgage/rent	You £	Your partner £
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D11 How much did you pay in rent or mortgage payments, as above, for any other house where a member of your family lives?  
*Only include payments which you are contractually required to make*

Mortgage/rent	You £	Your partner £
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D12a Were you or your partner responsible for any child under 16, or any young person between 16 and 21 and in full-time education, for any part of the past year?  
*Please tick one box and follow the instructions alongside*

- No  Please go to question D13a  
 Yes  Please complete the details below

D12b Please list the name and date of birth of each child or young person in the table below, and tick if they receive Disabled Living Allowance (DLA) or are registered blind. Continue on a separate sheet if necessary.

Child/young person's name	Date of birth	DLA/blind



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D12c If the situation changed during the past year for any of the children listed in question D12b, please give details of the changes in the table below, showing the child or young person's name and the relevant dates.

Name	U16/16-21 student	DLA/blind
<i>Eg: Mary Smith</i>	<i>2 Nov 02 - 27 Jun 03</i>	<i>2 Nov 02 - 27 Jun 03</i>

D13a Are you or your partner registered blind, or receive any of the benefits listed below? Please answer "Yes" or "No" in each box

	You	Your partner
Registered Blind		
Disability Living Allowance		
Disability element of Working Tax Credit		
Disabled Person's Tax Credit		
Severe Disablement Allowance		
Incapacity Benefit		
Mobility Supplement		
Attendance Allowance		
Other similar benefit: please specify		

D13b If you or your partner received any of these benefits for only part of the year, please say which benefits, and the dates when you started and/or stopped receiving them. You do not need to say if you stopped receiving a benefit because you passed the maximum age limit or went into hospital. In this case, you will be treated as if you still receive it.

Benefit	Date started	Date stopped

**If there are other joint owners/joint tenants/joint liferenters (other than your partner), you must fill in a copy of Part D(Additional) for each of them and attach it to the form here.**

**You should ask each person whose details are included on the form to sign at Part F to confirm the information about them is correct.**

**When you have completed Part D, please go to Part F.**

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**PART D(ADDITIONAL) - INCOME OF OTHER RELEVANT PERSONS**

You must provide details of the income and circumstances of every person who is a joint owner/joint tenant/joint liferenter, and their partners. Fill in one copy of this Part for each such person with their partner, if they have one, and ask them to sign the form at Part F to confirm the information about them is correct.

D(A)1a Please give the name of the person who is a joint owner/joint tenant/ joint liferenter whose details are given in this Part.

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D(A)1b Do they have a partner who normally lives with them?  
Please tick one box and follow the instructions alongside

Yes  What is their partner's name?

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Please include the income and circumstances of the person's partner in completing this Part

No  Please include only the income and circumstances of the joint owner/joint tenant/joint liferenter in completing this Part

D(A)2 Does the person (or their partner) receive any of the following benefits? Please answer "Yes" or "No" in each box

	Person	Partner
Income support		
Income-based Jobseekers' Allowance		
Guarantee element of Pension Credit		

**Note:** If you have answered "Yes" in any of these boxes, you do not need to answer any more questions in this Part. Please make sure you have filled in a copy of Part D(Additional) for each joint owner, joint tenant or joint liferenter, and then go to Part F.

The following questions ask about the person's income and circumstances over the past year (the year ending with the date of this application). If the answer to any of the questions is "none", please write "none" in the box. The local authority will tell you what documents you need to provide to show that the information is correct.

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D(A)3 How much did this person (and their partner) receive in earnings from employment and/or self-employment over the past year?

*Enter the gross amount, minus income tax and NI contributions*

	Person	Partner
Employment	£	£
Self-employment	£	£

D(A)4 How much did this person (and their partner) pay over the past year in contributions to occupational pensions (deducted from their pay) or personal pensions, including stakeholder pensions and retirement annuities?

	Person	Partner
Occupational	£	£
Personal	£	£

D(A)5 How much income did this person (and their partner) receive from savings and investments, including annuities, unit trusts, shares, etc. over the past year? *Include all interest paid to any accounts, net of tax, even if it was re-invested*

	Person	Partner
Income from savings and investments	£	£

D(A)6 How much did this person (and their partner) receive over the past year from occupational pensions, personal pensions, annuities or state second pensions (S2P, or SERPS)? *Do not include Pension Credit, or any war pensions or war widows' pensions*

	Person	Partner
Income from pensions	£	£

D(A)7 If this person (or their partner) let any property to someone else, including letting rooms in their own home, what was the **net** taxable income from the letting over the past year? *Enter the amount after subtracting expenses which are deductible for income tax purposes*

	Person	Partner
Income from rents	£	£

D(A)8 If this person (or their partner) receives maintenance from anyone for their own support or to support a child they are responsible for, what was the total amount received over the past year?

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*Do not include benefit payments or any payments from a local authority for looking after a child placed with them for fostering or adoption*

	Person	Partner
Maintenance payments	£	£

D(A)9 If this person (or their partner) receives Housing Benefit, what was the total amount received over the past year?

	Person	Partner
Housing Benefit	£	£

D(A)10 How much did this person (and their partner) pay in rent or mortgage payments over the past year, for their own home? *Include payments for any endowment policy or other investment or insurance products they are required to pay to stay in their home. Do not include other amounts for services, bills, additional insurance or council tax*

	Person	Partner
Mortgage/rent	£	£

D(A)11 How much did this person (and their partner) pay in rent or mortgage payments, as above, for any other house where a member of their family lives? *Only include payments which this person (or their partner) is contractually required to make*

	Person	Partner
Mortgage/rent	£	£

D(A)12a Was this person (or their partner) responsible for any child under 16, or any young person between 16 and 21 and in full-time education, for any part of the past year?

*Please tick one box and follow the instructions alongside*

- No  Please go to question D(A)13a  
 Yes  Please complete the details below

D(A)12b Please list the name and date of birth of each child or young person in the table below, and tick if they receive Disabled Living Allowance (DLA) or are registered blind. Continue on a separate sheet if necessary.

Child/young person's name	Date of birth	DLA/blind

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D(A)12c If the situation changed for any of these children during the year, please give details of the changes in the table below, showing the child or young person's name and the relevant dates.

Name	U16/16-21 student	DLA/blind
<i>Eg: Mary Smith</i>	<i>2 Nov 02 - 27 Jun 03</i>	<i>2 Nov 02 - 27 Jun 03</i>

D(A)13a Is this person (or their partner) registered blind, or do they receive any of the benefits listed below? Please answer "Yes" or "No" in each box

	Person	Partner
Registered Blind		
Disability Living Allowance		
Disabled Person's Tax Credit		
Incapacity Benefit		
Attendance Allowance		
Mobility Supplement		
Other similar benefit: please specify		

D(A)13b If this person (or their partner) received any of these benefits for only part of the year, please say which benefits, and the dates when they started and/or stopped receiving them. You do not need to say if they stopped receiving a benefit because they passed the maximum age limit or went into hospital. In this case, they will be treated as if they still receive it.

Benefit	Date started	Date stopped

**Please attach this Part D(Additional) inside the main form at the end of Part D.**

**When you have completed Part D for all joint owners/joint tenants/ joint liferenters, please go to Part F.**

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**PART E - ADDITIONAL CRITERIA**

Only complete this Part if neither you nor any member of your family live in the house, or if the application is from a company or other organisation. The local authority will need to obtain a valuation of the house to calculate the amount of grant they may be able to pay.

E1 Does this application relate to a house which has been vacant for 2 years or more?

Please tick one box

Yes  No

E2 Are the works to be undertaken under a single contract which covers a similar programme of works on three or more houses?  
Please tick one box

Yes  No

E3 Will the works make it easier for disabled people to enter and move around the house and operate fittings, services and controls, to a level beyond that required by the Building Standards (Scotland) Regulations 1990?

Please tick one box

Yes  No

If the applicant is a company or organisation is it:

E4a A Registered Social Landlord? Please tick one box

Yes  No

E4b A charity or not-for-profit organisation which includes among its powers and objects the provision, construction, improvement, repair or management of houses for letting, for sale or for shared ownership?

Please tick one box

Yes  No

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**PART F - DECLARATIONS**

**The following declaration should be signed by your partner (if any), every joint owner/joint tenant/joint liferenter, and their partners. You (the applicant) should sign the declaration at the bottom of the page.**

I declare that the information given in this form as it relates to me is correct to the best of my knowledge.

Signed          Date

Print name

Signed          Date

Print name

Signed          Date

Print name

This is my application for a grant towards the cost of works described in this form.

I declare that all the information given in this form is correct to the best of my knowledge and I confirm that I have advised each person providing information of the identity of the local authority to which the information is being given to, and what the information will be used for.

Signed          Date

Print name

**Anyone who knowingly or recklessly gives false information in an application for a grant is committing an offence which could lead to prosecution.**