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.

PART A - GENERAI	PAR	RT	Δ-	GEN	ERA
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PART A - GENERAL							
A1 Address of the house where 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							
Postrodo	Postcode Telephone						
1 Graphone							
A4 If you want someone else to deal with the application for you, please give their details.							
Name							
Address							
I .							
Destands							
Postcode Telephone (day)	Telephone (evening)						

PART B - ABOUT THE HOUSE

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

B1 What sort of property is it? P	lease tick one	e box				
House: detached semi-	-detached		terraced			
Flat: tenement	-rise		4-in-a-block			
B2 Please give a brief description	n of the plan	ned works.				
B3 How much will these works of Cost of work	£					
VAT on work Professional fees VAT on fees	£ £					
Total \$\frac{1}{\pi}\$ 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 b	elow				
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 🔲						

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 ■					
Owne	rs					
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					
Lifere	enters					
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 I	Joint liferenters:					

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Tena	nts						
C4a	4a Is anyone else a joint tenant with you?						
Joint	No ☐ Yes ☐ Please enter the names of all joint tenants below Joint tenants:						
C4b applic	Does your lease say that you are responsible for doing the works to which this cation 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						
grant.	: If you have answered "No" to question C4b or C4c, you may not be eligible for a . Please contact the local authority to check the position before completing this cation.						

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	Dφ	you	have	а	partner	who	normally	/ liv	/es	with	you?
Pleas	se tick (one box	and folio	ow the i	instructio	ns along	iside -				-
	Yes [□ Wha	t is your	partner	's name?	}					
	Pleas	se includ	le your p	artner's	s income	and circ	umstance	s in co	mple	ting this	Part
5 0	No ☐ Please include only your own income in completing this Part										
D2	Do	you	rec		any	of	the	TOHO	wing	be	nefits?
Pleas	se ansv	ver "Yes	s" or "No	" in eac	אסמ חי						
						You	П		You	r partne	er
Incor	ne supp	port									
Incon	ne-bas	ed Jobs	eekers' A	Allowan	ce						
Guar	antee e	element	of Pensi	on Cred	dit						

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.

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

Enter the	gross an	nount, minu	is income	tax and Ni	contributions !

	You	Your partner
Employment	£	5
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	£	٤	

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	£	٤

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	£	£

D9 If you receive Housing Benefit, year?	what was the total amour	nt received over the past		
	You	Your partner		
Housing Benefit	£	£		
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				
	You	Your partner		
Mortgage/rent	£	£		
D11 How much did you pay in rent house where a men Only include payments which you are	nber of your contractually required to r	family lives?		
	You £	Your partner		
Mortgage/rent	£	£		
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 D12b Please list the name and date of below, and tick if they receive Disable Continue on a separate sheet if necessity.	of birth of each child or you d Living Allowance (DLA			
Child/young person's name	Date of birth	DLA/blind		

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	
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03	

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

Delow! Flease answer Fes or No III each box		
	You	Your partner
Registered Blind		
Disability Living Allowance		
Disability element of Working Tax Cred		
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	

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.

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.			
D(A)1b Do they have a partner Please tick one box and follow the instru	_	ith them?	
Yes What is their partner's name? 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? <i>Please answer "Yes" or "No" in each box</i>			
	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.

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	E	£

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	٤	£

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?

Continued on next page

A	r		
Continued	trom	previous	page

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	٤	£

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	٤	£

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	٤	£

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/blin d	

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
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03

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.

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 more? <i>Please</i>		oplication relate to	a house	e which has	s been v	acant for 2	years or
	Yes 🗆	No □					
E2 progra <i>Please</i>		_	en under on	a single co three	ontract w or	hich covers more	a similar houses?
Buildir	and operate	s make it easier fo fittings, services a (Scotland) Regula	nd contro	ls, to a leve			
	Yes 🗆	No □					
If the	applicant is a	a company or org	ganisatio	n is it:			
E4a	A Registered	d Social Landlord?	Please ti	ick one box			
	Yes 🗆	No 🗆					
letting	s the provision	not-for-profit organ n, construction, im or shared ownersh c	proveme	hich include nt, repair or	s among manage	its powers ment of hou	and ises for
	Yes 🗆	No 🗆					

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 knowledges confirm that I have advised each person providing information of the identity of the local ainformation 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 grant is committing an offence which could lead to prosecution.

Schedule 2 Regulation 3

APPLICATION FOR IMPROVEMENT GRANT RELATING TO WORKS FOR A DISABLED OCCUPANT

APPLICATION FOR IMPROVEMENT GRANT 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.

This is an application form for an improvement grant where the works are required to make the house suitable for a disabled occupant.

In this form and these notes "house" includes 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 (the disabled person) 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 the disabled person is under 16 years old, the application should be made by their parent, or other person responsible for them.

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

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)		
T			
Telephone (mobile)	Email		
A3 Who owns the house where work is if there are joint owners, please continue or			
Owner's name			
Owner's address			
Postcode	Telephone		
Postcode	relephone		
A4 If you want someone else to deal widetails.	ith the application for you, please give their		
Name			
Address			
	Postcode		
Telephone (day)	Telephone (evening)		
Telephone (mobile)	Email		

PART B - ABOUT THE HOUSE										
B1 What sort of property is it? Please tick	What sort of property is it? Please tick one box									
House: detached ☐ semi-detach Flat: tenement ☐ high-rise	ed 🗆	terraced 4-in-a-block								
Other - please describe										
B2 Please give a brief description of the planned works.										
B3 How much will these works cost?										
Cost of work	£									
VAT on work	£									
Professional fees	£									
VAT on fees	£									
Total	£									
You will need to provide full specifications			the costs,							
including professional fees. The local author	ity will tell you	a what is required.								
PART C - YOU AND THE HOUSE C1 What is your connection with the house? Please tick one box (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.) a) Owner b) Tenant c) Liferenter										
d) Other - please describe										
C2 Are the works required to meet the needs of a disabled person who is under 16 years old? <i>Please tick one box</i>										
No \square Yes \square Please give the disablename	led person's	name and date of bir Date of birth	rth							

PART D - INCOME 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 nar	ne?						
Please include your partner's income and circumstances in completing this Part							
No Please include only your or	No \square 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 go to the end of the form and sign the declaration.

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.

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	2	2
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	2	2

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

	You	Your partner
Housing Benefit		

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

	You	Your partner
Mortgage/rent		

D11 How much did you pay house where a member of you Only include payments which	our family live	es?		•				
Mortgage/rent		You		Your partner				
D12a Were you or your pa person between 16 and 21 Please tick one box and folio	and in full-ti	ime education, fo						
No Please go to question	on D13a							
Yes Delease complete the	e details belo	ow.						
D12b Please list the name a below, and tick if they receiv Continue on a separate shee	e Disabled I	iving Allowance (
Child/young person's name		Date of birth	1	DLA/blind				
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 Eg: Mary Smith	U16/16-21 student 2 Nov 02 - 27 Jun 03			DLA/blind <i>Nov 02 - 27 Jun 03</i>				
			I					

D13a	Are	you	or	your	partner	registered	blind,	٥r	receive	any	of	the	benefits	listed
below	? Ple	ase	ans	swer "	'Yes" or '	"No" in eac.	h 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

needs of a	disabled person.	Have you or your partner rece	he house suitable to meet the sived or applied to receive any lisability, during the last three
Yes	☐ The loca	al authority will need to ask yo	u more about this
No			

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Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

DECLARATION

This is my application for an improvement 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 this 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 grant is committing an offence which could lead to prosecution.

SCHEDULE 3

Regulation 4

APPLICATION FOR REPAIRS GRANT APPLICATION FOR REPAIRS GRANT

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 business premises eligible for grant.

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 conditions above do not apply to business premises.

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. $\frac{1}{2} \int_{\mathbb{R}^{n}} \frac{1}{2} \left(\frac{1}{2} \int_{\mathbb{R}^{n}} \frac{1}$

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

-	
PART A - GENERAL	
A1 Address of the house where wor Please include the flat number, if applic	
	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 wor if there are joint owners, please continu	
Owner's name	
Owner's address	
Postcode	Telephone
A4 If you want someone else to de	eal with the application for you, please give their

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

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

PART B - ABOUT THE HOUSE					
B1 What sort of property is it? Please tic	k one box				
House: detached ☐ semi-detached Flat: tenement ☐ high-rise Business premises ☐	ned				
Other - please describe					
B2 Please give a brief description of the	planned works.				
B3 How much will these works cost?					
Cost of work	£				
VAT on work	ድ				
Professional fees	٤				
VAT on fees	£				
Total You will need to provide full specification including professional fees. The local author	s for the work and estimates of the costs,				
B4 As far as you know, have any other house, within the past 10 years? Please tick	grants been applied for to do work on this one box				
No ☐ Yes ☐ Please give 6	details below				
Type of grant					
Amount	ξ				
Date approved					
B5 If the property is a house or flat, what is its Council Tax Valuation Band?					
B6 If the property is a house or flat, we within the last 10 years? <i>Please lick one bo</i>	as it built, or converted to a dwelling-house, \mathbf{x}				
Yes □ No □					

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. 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 \square Please go to Part E The application relates to business premises

Please go to Part E I am an owner who currently occupies the house \square Please go to Part D I am an owner, but do not currently live in the house \Box Please go to question C2a I am a liferenter

Please go to question C3 I am a tenant
Please go to question C4 Owners C2a Does a member of your family currently live in the house? No 🗆 Yes D Please go to Part D C2b Do you or a member of your family intend to live in the house when the work is completed? No ☐ Please go to Part E Yes D Please go to Part D Liferenters Is anyone else a joint liferenter with you? No ☐ Please go to Part D Yes Delease enter the names of all joint liferenters below, then go to Part D Joint liferenters: Tenants Is anyone else a joint tenant with you? No \square Yes \square Please enter the names of all joint tenants below Joint tenants:

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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	*			partner		normally	lives	with	you?
Pleas	ie tick d	ine box	and folio	w the	instructio	ns alo <u>ng</u>	side			
	Yes D	∃ What	is your p	partne	r's name?	,				
	Pleas	e includ	e your p	artner'	's income	and circ	umstances	in complet	ing this	Part
	No 🏻] Please	e include	only y	your own	income i	n completin	ng this Part		
D2 <i>Pleas</i>	Do se ansи	you er "Yes	reci or "No"		any ch box	of	the	following	be	enefits?
						of	the You		be our part	
Pleas		er "Yes				of				
Pleas Incom	<i>e ans</i> и ne supp	ver "Yes		" in ead	ch box	of				

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.

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	٤	£	

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

ı	amount are reading expenses when are deductive to modific tax perposes					
		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	£	£

D9 If you receive Housing Benefit, what was the total amount received over the past year?						
		You	Your partner			
Housing Benefit	£	£				
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						
		You	Your partner			
Mortgage/rent	£	£				
D11 How much did you pay in rent or house where a member of your family li Only include payments which you are o	ves? ontractually		•			
Mantena en la cont	£	100 £				
Mortgage/rent	1 t	£				
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			

D12c If the situation chang question D12b, please give or young person's name and Name Eg: Mary Smith	details of the of the relevant of	changes in the ta dates. -21 student	able be	
D13a Are you or your part below? Please answer "Yes" or "No"	_	d blind, or receive	ve any	of the benefits listed
		You		Your partner
Registered Blind				
Disability Living Allowance				
Disability element of Working	Tax Credit			
Disabled Person's Tax Credi	i			
Severe Disablement Allowan	ce			
Incapacity Benefit				
Mobility Supplement				
Attendance Allowance				
Other similar benefit: please	specify			
D13b If you or your partner received any please say which benefits, and the dates them. You do not need to say if you stopp the maximum age limit or went into hospit still receive it.		when you start ped receiving a	ted and benefit	d/or stopped receiving t because you passed
Benefit	enefit Da			Date stopped

D14a Are you applying for grant to repair the house because it has been damaged in some way? Please tick one box				
Yes ☐ Please go to question D14b No ☐				
D14b Have you or your partner, in the past three years, received or applied to receive any compensation or insurance payment as a result of this damage? <i>Please tick one box</i>				
Yes \square The local authority will need to ask you more about this No \square				
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.

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.

O(A)1a Please give the name of the person who is a joint owner/joint tenant/ joint iferenter whose details are given in this Part.					
D(A)1b Do they have a par Please tick one box and follow the instruct		*	lives	with	them?
Yes \square What is their partner's name	e?				
Please include the income and circumstar Part No Please include only the inco tenant/joint liferenter in completing this Pa	ome and circu				•
D(A)2 Does the person (or their partner) answer "Yes" or "No" in each box	receive any o	of the follo	wing ber	nefits?	Please
	Per	son		Partne	Г
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.

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

include an interest paid to any accounts, her or tax, even in 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

Be not incided it choich credit, or any war pensions or war widows pensions				
	Person	Partner		
Income from pensions	£	F		

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?

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

	ĺ	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 r payments, as above, for any other house where a member of their family live include payments which this person (or their partner) is contractually required to 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 separateChild/young person's name	Sheet if necessary. Date of birth	DLA/blind				
Simary build person a name	Bate of Birth	DEF WEITING				
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				
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03				
The state of the s						

	Person	Partner
Registered Blind		
Disability Living Allowance		
Disabled Person's Tax Credit		
Incapacity Benefit		
Attendance Allowance		
Mobility Supplement		
Other similar benefit: please specify		
passed the maximum age limit or went in	no nospital, in this cast	a, they will be treated as
if they still receive it. Benefit	Date started	Date stopped
if they still receive it.	•	
if they still receive it.	•	

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applied to	D(A)14b Has this person (or their partner), in the past three years, received or applied to receive any compensation or insurance payment as a result of this damage? Please tick one box									
Υe	es	☐ Th	e local autho	ority will	l ne	ed to	ask	you m	ore about thi	3
No	0									
Please a	ttacl	ı this l	Part D(Addi	tional)	ins	ide t	he m	nain fo	rm at the en	d of Part D.
			completed go to Part F		D	for	all	joint	owners/joir	t tenants/joint

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 more?				on relate to a house which has been vacant for 2 years or
Piease	э иск о	ne box		
	Yes		No	
	ımme d		s on thi	undertaken under a single contract which covers a similar ree or more houses?
	Yes		No	
Buildir	and o _l ng Star	perate:	fittings, (Scotla	it easier for disabled people to enter and move around the services and controls, to a level beyond that required by the nd) Regulations 1990?
	Yes		No	
If the	applica	ant is a	a comp	any or organisation is it:
		jistered ine box		Landlord?
	Yes		No	
letting.	s the p , for sa	rovisio	n, cons ir share	profit organisation which includes among its powers and truction, improvement, repair or management of houses for additional states of the second states of the second second second second second second second second sec
	Yes		No	

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	t the information given in this form as it relates to me is correct to the best
of my knowle	dge.
Signed	Date
Print name	
Signed	Date
Print name	
Signed	Date
Print name	

This is my application for a repair 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 this 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 grant is committing an offence which could lead to prosecution.

SCHEDULE 4

Regulation 5

APPLICATION FOR GRANT FOR A MEANS OF ESCAPE FROM FIRE IN A HOUSE IN MULTIPLE OCCUPATION

APPLICATION FOR GRANT FOR A MEANS OF ESCAPE FROM FIRE IN A HOUSE IN MULTIPLE OCCUPATION

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.

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 grant is given, the following conditions apply to the house for 5 years after the work is completed.

- 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 occupy 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 you are not the owner of the house, you should inform the owner of this application. If there are any loans secured on the house the lender should also be informed.

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.

PART A -	GENERAL
----------	---------

A1	Address	of	the	house	where	work	is	to	be	done
Pleas	e include ti	he fla	it num	ber, if ap	plicable					

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

 ${\sf A4}-{\sf If}$ 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

Total

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PART B - ABOUT THE HOUSE	PART B - ABOUT THE HOUSE				
B1 What sort of property is it? Please	tick one box.				
House: detached ☐ semi-deta Flat: tenement ☐ high-rise	ached				
Other - please describe					
B2 Please give a brief description of the planned works.					
B3 How much will these works cost?					
Cost of work	£				
VAT on work	£				
Professional fees	ይ				
VAT on fees	£				

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.

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.

	What is your connection with the house? Fullural and crofting tenants are treated as owners for the purposes of grant. If this is to you, please answer as if you were the owner.)
•	The applicant is not an individual \square Please go to Part E
•	I am an owner who currently occupies the house \Box Please go to Part D
•	I am an owner, but do not currently live in the house \square Please go to question C2a
•	I am a liferenter \square Please go to question C3
•	I am a tenant \square Please go to question C4a
Owne	ers
C2a	Does a member of your family currently live in the house? Yes Please go to Part D No
C2b comp	Do you or a member of your family intend to live in the house when the work is leted?
	Yes ☐ Please go to Part D No ☐ Please go to Part E
Lifere	enters
СЗ	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 I	iferenters:

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Tena	ints
C4a	Is anyone else a joint tenant with you?
	No ☐ Yes ☐ Please enter the names of all joint tenants below
Joint	tenants:
C4b which	Does your lease say that you are responsible for doing the works to 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
	: If you have answered "No" to question C4b or C4c, you may not be ble for a grant. Please contact the local authority to check the position

before completing this application.

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 D What is their partner's name	9?		
Please include your partner's income and on No I Please include only your own	•	5	
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.

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	£ 2	2

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	٤	£
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	٤	£

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	£	£

D9 If you receive Housing Benefi year?	it, what was the total amou	unt received over the pas
	You	Your partner
Housing Benefit	5	£
D10 How much did you pay in ren for your own home? Include payments for any endowmen you are required to pay to stay in you bills, additional insurance or council	nt or mortgage payments o nt policy or other investmen ur home. Do not include of	ver the past year, nt or insurance products
	You	Your partner
Mortgage/rent	٤	£
D11 How much did you pay in rent house where a member of your fami Only include payments which you ar	ly lives? re contractually required to	make
	You	Your partner
Mortgage/rent	£	£
D12a Were you or your partner riperson between 16 and 21 and in Please tick one box and follow the in No Please go to questi	full-time education, for an instructions alongside	
Yes Please complete th	e details below	
D12b Please list the name and date below, and tick if they receive Disate Continue on a separate sheet if necessity	oled Living Allowance (DL	
Child/young person's name	Date of birth	DLA/blind

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
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03

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.

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.		
D(A)1b Do they have a partner who re Please tick one box and follow the instruction	-	?
Yes \square What is their partner's name	9?	
Please include the income and circumstan Part	ices of the person's par	tner in completing this
No \square 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? <i>Please answer "Yes" or "No" in each box</i>		
	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.

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 o	WΠ
support or to support a child they are responsible for, what was the total amo	unt
received over the past year?	

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	th	£

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

Nο	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				

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				
Eg: Mary Smith	2 Nov 02 - 27 Jun 03	2 Nov 02 - 27 Jun 03				

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.

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 more? <i>Pleas</i>		pplication relate to a house which has been vacant for 2 years o
	Yes 🗖	No 🗆
		ss to be undertaken under a single contract which covers a similar ss on three or more houses?
	Yes 🗆	No □
Buildii	and operate	s make it easier for disabled people to enter and move around the fittings, services and controls, to a level beyond that required by the (Scotland) Regulations 1990?
	Yes 🗆	No □
If the	applicant is	a company or organisation is it:
	A Registered e tick one box	d Social Landlerd? K
	Yes 🗆	No □
object letting	ts the provisio	not-for-profit organisation which includes among its powers and on, construction, improvement, repair or management of houses for or shared ownership?
	Yes 🗆	No 🗆

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 tha	at the	information	given	in	this	torm	as	it	relates	to	mə	is	correct	to	the
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 know confirm that I have advised each person providing information of the identity of the local a information is being given to, and what the information will be used for.

Signed

Print name

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