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STATUTORY INSTRUMENTS

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**1996 No. 2891**

**HOUSING, ENGLAND AND WALES**

**The Housing Renewal Grants (Prescribed  
Form and Particulars) Regulations 1996**

*Made - - - - 20th November 1996*  
*Laid before Parliament 26th November 1996*  
*Coming into force - - 17th December 1996*

The Secretary of State for the Environment, as respects England, and the Secretary of State for Wales, as respects Wales, in exercise of the powers conferred on them by sections 2(2) and (4), 101(1) and 146(1) to (2) of the Housing Grants, Construction and Regeneration Act(2) and of all other powers enabling them in that behalf, hereby make the following Regulations:—

**Citation, commencement and interpretation**

1.—(1) These Regulations may be cited as the Housing Renewal Grants (Prescribed Form and Particulars) Regulations 1996 and shall come into force on 17th December 1996.

(2) In these Regulations, “the Act” means the Housing Grants, Construction and Regeneration Act 1996.

**Forms of application for grant**

2. The form set out in the Schedule shall be the prescribed form of application for a grant under section 2(4) of the Act in the case of—

- (a) an application for a renovation grant which is—
  - (i) an owner’s application accompanied by an owner-occupation certificate, or
  - (ii) a tenant’s application;
- (b) any application (other than a landlord’s application) for a disabled facilities grant; or
- (c) a tenants' application for common parts grant (whether or not the landlord is also applying as a participating landlord).

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(1) See the definition of “prescribed” in section 101.  
(2) 1996 c. 53.

**Particulars for applications for grant**

3. The particulars prescribed under section 2(2)(d) of the Act in respect of any application falling within regulation 2 are the particulars required for that application by the form set out in the Schedule.

**Application of Regulations**

4. These Regulations shall not have effect in relation to applications for a grant made before 17th December 1996.

Signed by authority of the Secretary of State

Department of the Environment  
15th November 1996

*David Curry*  
Minister of State,

20th November 1996

*William Hague*  
Secretary of State for Wales

## **SCHEDULE 1**

Regulation 2

“OWNER-OCCUPIER'S AND TENANT'S APPLICATIONS FOR HOUSING RENEWAL  
GRANTS

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*(Name and address of Council)*

*In these instructions and the accompanying form and notes, "the Act" means the Housing Grants, Construction and Regeneration Act 1996 and, unless otherwise stated, all references to sections etc are to sections etc in the Act.*

This is the form to use if you are making one of the following applications—

Renovation grant

- an owner's application accompanied by an owner-occupation certificate(a); or
- a tenant's application.

Disabled facilities grant

Any application, other than a landlord's application(b).

Common parts grant

A tenants' application (whether or not the landlord is also applying as a participating landlord)(c).

When you have completed this form, please send it to the Council.

If you are uncertain how to answer any of these questions, please contact:

*(Name, address and telephone number of contact in the Council)*

- 
- (a) An owner's application for a renovation grant falls within paragraph (2)(a) if it is a conversion application for the provision of two or more dwellings and any of the certificates accompanying the application is an owner-occupation certificate: section 30(2).
- (b) A landlord's application for a disabled facilities grant is an owner's application in respect of works to a dwelling which is or is intended to be let, or to the common parts of a building in which a flat is or is intended to be let: section 31(2).
- (c) A "tenants' application" is one made by at least three-quarters of the occupying tenants (as defined by section 14(2)) who under their tenancies have a duty to carry out, or to make a contribution in respect of the carrying out of, some or all of the relevant works: see section 15(1)(b) and (2).
- A participating landlord (see section 15(4)) should not join in a tenants' application for common parts grant by completing the form in the Schedule, but rather a form (or one of the forms) provided by the local housing authority for landlord's applications under section 31. There is a specimen recommended form for section 31 landlord's applications in Annex J2 to Circular 17/96, which authorities are free to draw on as they see fit.

**PART 1**

**PRELIMINARY AND GENERAL INFORMATION**

*Throughout this form and the accompanying notes, "the Act" means the Housing Grants, Construction and Regeneration Act 1996 and, unless otherwise stated, all references to sections etc are to sections etc in the Act.*

*Please answer each question unless directed elsewhere. Please read the notes (set out at the end of the form) before answering the questions to which they relate.*

*If a question does not provide enough space for your answer, please continue your answer on a separate sheet of paper and mark the sheet with your name (or, in the case of a joint application, with all the applicants' names) and the question number. Please make sure you enclose all additional sheets with your application.*

**Addresses and other preliminaries**

**1.1** Please give the following details for each grant applicant—

Name: ..... **Note 1**  
Title: Mr/Mrs/Miss/Ms/Other (please specify) .....  
Address: .....  
.....  
.....  
Address for correspondence (if different from above):  
.....  
.....  
Telephone numbers: (home) .....  
(work) .....

**1.2** Please give your (or the applicant's) age and date of birth: **Note 2**

Date of birth: .....  
Age: ..... years

**1.3** Are you, or is the applicant, a "person from abroad" within the meaning of the Housing Benefit (General) Regulations? **Note 3**

Yes   
No

**1.4** If someone else (e.g., a relative, a friend or an organisation) is handling this application on your behalf, please give the name, address and telephone number of the person to be contacted about this application.

Name: .....  
Title: Mr/Mrs/Miss/Ms/Other (please specify) .....  
Address: .....  
.....  
.....  
Telephone numbers: (home) .....  
(work) .....

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**1.5** Please give the name, address and telephone number of the person who may be contacted to gain access to the property (e.g. to carry out an inspection).

Name: .....

Title: Mr/Mrs/Miss/Ms/Other (please specify) .....

Address: .....

.....

.....

Telephone numbers: (home) .....

(work) .....

**Parsonages etc**

**1.6** Are you applying in respect of the residence house or the glebe of an ecclesiastical benefice?

Yes

No

**Note 4**

**The property where the works are to be carried out**

**1.7** Please give the address of the property at which the works are to be carried out:

.....

.....

.....

.....

Is this a house or a flat? (please delete as appropriate):

*house/flat*

**Note 5**

**1.8** Was the property built, or provided by conversion, more than 10 years ago?

Yes

No

**Note 6**

**1.9** Have you or has anyone else been served with a notice under section 189 or 190 of the Housing Act 1985 regarding the property?

Yes

**Note 7**

Please give details, including the date the notice was served:

.....

.....

No

**Previous applications for grant or assistance**

**1.10** Have you previously made an application for any type of grant or assistance for this property?

Yes

**Note 8**

Please give the date of your application and Council reference (if known):

Date: ..... Reference: .....

No

**1.11** Do you know of any previous application for grant or assistance made by another person for this property?

Yes

Please give details (if known): ..... **Note 8**

.....

No

**Planning permission and building regulations approval**

**1.12** Have you applied for planning permission for the works? **Note 9**

Yes

Please give the date, reference number and outcome of your application:

Date: ..... Reference number: .....

Outcome (please delete as appropriate): *granted/refused/no decision yet*

No

**1.13** Have you applied for building regulations approval? **Note 9**

Yes

Please give the date, reference number and outcome of your application:

Date: ..... Reference number: .....

Outcome (please delete as appropriate): *granted/refused/no decision yet*

No

**Who will carry out the works?**

**1.14** Will you or a member of your family carry out the works? **Note 10**

Yes

No

**1.15** Do you agree for any grant approved to be paid to your builder (either directly or by cheque made out to your builder)? **Note 11**

Yes

No

**Preliminary or ancillary services and charges**

**1.16** Please give details of any preliminary or ancillary services or charges which you wish to have considered for grant: **Note 12**

.....  
.....  
.....  
.....  
.....

**1.17 Have you already begun or finished the works for which you are applying for grant?**

- begun the works? Yes  **Note 13**  
No
- finished the works? Yes  **Note 13**  
No

**Which grant(s) and which kind(s) of application?**

**1.18** Which grant(s) are you applying for and by which kind(s) of application? Please tick as appropriate:

**Renovation grant**

Owner's application

- a conversion application accompanied by at least one owner-occupation certificate  **Note 14**
- any other application accompanied by an owner-occupation certificate  **Note 15**

A tenant's application

(Please go to **Part 2A**)

**Disabled facilities grant**

Disabled adaptations to a dwelling

- an owner's application (other than a landlord's application)  **Note 16**
- a tenant's application

Disabled adaptations to the common parts of a building containing one or more flats

- an owner's application (other than a landlord's application)  **Note 16**
- a tenant's application

(Please go to **Part 2B**)

**Tenants' application for common parts grant**

- without a participating landlord  **Note 17**
- with the landlord participating in the application

(Please go to **Part 2C**)

**PART 2**

**INFORMATION SPECIFIC TO THE APPLICATION YOU ARE MAKING**

*Please answer only the questions which relate to the particular grant(s) for which you are applying, and to the particular type(s) of application which you are submitting.*

**PART 2A**

**RENOVATION GRANT**

**2A.1** Is the property currently unoccupied?

Yes

No

**2A.2** Which certificate(s) are you providing with your application(s)? (Please tick as appropriate.)

**Owner's application**

Conversion application

— ..... owner-occupation certificate(s)\*

**Note 14**

— ..... certificate(s) of intended letting\*

**Note 18**

*(\*Please state how many of each certificate you are providing)*

(Please go to question 2A.3)

Other application

Owner-occupation certificate

**Note 15**

(Please go to question 2A.3)

**Tenant's application**

Tenant's certificate

**Note 19**

Certificate of intended letting

**Note 18**

(Please go to question 2A.13)

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**OWNER'S APPLICATION FOR RENOVATION GRANT**

*This is the application you should make if you own the freehold of the property or hold a tenancy of it with at least 5 years still to run, or if you are proposing to acquire either of these interests.*

*If you hold a tenancy of the property with less than 5 years still to run, you are not eligible to make an owner's application for renovation grant. You should consider making a tenant's application instead (question 2A.13 onwards).*

**2A.3** Do you (alone or jointly with others), own the freehold of the property or hold a tenancy of it with at least 5 years still to run?

Yes  **Note 20**

Please indicate which interest you own  
(please delete as appropriate):  
*Freehold/tenancy with at least 5 years still to run*

If you hold the interest jointly with other people, please give the names and addresses of your co-owners:

.....  
.....  
.....

(Please go to question 2A.5)

No

**2A.4** Do you (alone or jointly with others) propose to acquire the freehold of the property or a tenancy of it with at least 5 years still to run?

Yes

Please indicate which interest you propose to acquire  
(please delete as appropriate):  
*Freehold/tenancy with at least 5 years still to run*

When do you propose to acquire the interest? ..... **Note 21**

If you propose to acquire it jointly with other people, please give the names and addresses of the other proposed co-owners:

.....  
.....  
.....

No  **Note 22**

**2A.5** Will the works involve converting the property to provide one or more dwellings?

Yes

(Please go to question 2A.7)

No

**2A.6** Will the works involve improving and/or repairing an existing dwelling?

Yes

(Please go to question 2A.9)

No  **Note 23**

**OWNER'S APPLICATION FOR RENOVATION GRANT—CONVERSION OF HOUSE OR BUILDING TO PROVIDE ONE OR MORE DWELLINGS**

**2A.7** Please describe the conversion to be carried out and say how many dwellings will be provided by the conversion:

**Note 24**

Description of conversion works: .....  
.....  
.....  
.....  
.....  
Number of dwellings to be provided by the conversion: .....

**2A.8** Please give the name and address of everyone (whether or not the person is also named under question 2A.3 or 2A.4) who proposes to reside in the dwelling(s) to be provided by the conversion:

.....  
.....  
.....  
.....  
.....

*If this is the only owner-occupier's application you are making, please go to Part 3  
If you are making any other owner-occupier's application,  
please complete Part 2B or Part 2C (as appropriate) before going to Part 3*

**OWNER'S APPLICATION FOR RENOVATION GRANT—WORKS OF REPAIR AND/OR IMPROVEMENT TO A DWELLING**

**2A.9** Please describe the repairs and/or improvements to be carried out to the dwelling:

**Note 24**

Description of repairs/improvements: .....  
.....  
.....  
.....  
.....

**2A.10** Have you, or (in the case of a joint application) has any of the joint applicants, owned the freehold of the dwelling, or a tenancy of it with at least 5 years still to run, throughout the last three years?

**Note 25**

Yes

Please indicate which interest (please delete as appropriate):  
*Freehold/tenancy with at least 5 years still to run*

Please give the name of every such applicant, and the period during which you or he/she owned the the interest in the dwelling:

.....  
.....  
.....  
.....

No

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**2A.11** Have you, or (in the case of a joint application) has any of the joint applicants, lived in the dwelling as your (or his/her) only or main residence throughout the last three years?

**Note 26**

Yes

Please give the name of every such applicant, and the period during which you or he/she has lived in the dwelling as his/her only or main residence:

.....  
.....  
.....

No

**2A.12** Please give the name and address of everyone (whether or not the person is also named in any of questions 2A.3, 2A.4, 2A.10 or 2A.11) who proposes to reside in the dwelling:

.....  
.....  
.....  
.....  
.....

*If this is the only owner-occupier's application you are making, please go to Part 3*

*If you are making any other owner-occupier's application, please complete Part 2B or Part 2C (as appropriate) before going to Part 3*

**TENANT'S APPLICATION FOR RENOVATION GRANT**

*If you own the freehold of the property or hold a tenancy of it with at least 5 years still to run, or if you are proposing to acquire either of these interests, you are not eligible to make a tenant's application for renovation grant. You must make an owner's application instead (questions 2A.3 to 2A.12 inclusive).*

**2A.13** Please describe the repairs and/or improvements to be carried out to the dwelling:

**Note 24**

Description of repairs/improvements: .....  
.....  
.....  
.....  
.....

**2A.14** Do you (alone or jointly with others) propose to acquire the freehold of the property or a tenancy of it with at least 5 years still to run?

Yes  **Note 27**

No

**2A.15** Are you obliged, by the terms of your tenancy, to carry out the works for which you are seeking a grant?

Yes

Please give details of your obligation: ..... **Note 28**

.....  
.....

No  **Note 29**

**2A.16** If you are a joint tenant, please give the names and addresses of your fellow joint tenants:

.....  
.....  
.....  
.....  
.....  
.....

**2A.17** Have you, or (in the case of a joint application) has any of the joint applicants, held the tenancy of the dwelling throughout the last three years? **Note 30**

Yes

Please give the name of every such applicant, and the period during which you or he/she has held the tenancy of the dwelling:

.....  
.....  
.....  
.....

No

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**2A.18** Have you, or (in the case of a joint application) has any of the joint applicants, lived in the dwelling as your (or his/her) only or main residence throughout the last three years?

**Note 26**

Yes

Please give the name of every such applicant, and the period during which you or he/she has lived in the dwelling as his/her only or main residence:

.....  
.....  
.....

No

**2A.19** Please give the name and address of everyone (whether or not the person is also named in any of questions 2A.16 to 2A.18) who resides or proposes to reside in the property:

.....  
.....  
.....  
.....  
.....  
.....

**2A.20** Please give the name, address and telephone number of your landlord or your landlord's agent:

Name: .....  
(landlord/landlord's agent\*)

Business address: .....

.....

Tel: .....

(Please delete as appropriate.)

*If this is the only tenant's application you are making, please go to Part 3*

*If you are making any other tenant's application,  
please complete Part 2B or Part 2C (as appropriate) before going to Part 3*

**PART 2B**  
**DISABLED FACILITIES GRANT**

**2B.1** Who is the disabled occupant, or who are the disabled occupants, for whose benefit the adaptations are proposed? (Please tick as appropriate.) **Note 31**

- yourself?
- someone living with you?

Please give each such disabled occupant's name and describe his/her disability (giving the medical name of the condition, where known):

.....  
.....  
.....  
.....

**2B.2** Are the works, for which disabled facilities grant is sought:

- (a) works to a dwelling (i.e., a house or flat)? **Yes**   
**No**
- (b) works to the common parts of a building containing one or more flats? **Yes**   
**No**  **Note 32**

**2B.3** Please describe the works briefly:

.....  
.....  
.....  
.....  
.....

**2B.4** Are you also applying for a renovation grant? **Note 33**

- Yes**
- No**

**2B.5** Which certificate(s) are you providing with your application? (Please tick as appropriate.) **Note 34**

**Owner's application**  
Owner's certificate  **Note 35**  
(Please go to question 2B.6)

**Tenant's application**  
Tenant's certificate  **Note 36**  
Owner's certificate   
(Please go to question 2B.9)

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**OWNER'S APPLICATION FOR DISABLED FACILITIES GRANT**

*This is the application you should make if you own the freehold of the property or hold a tenancy of it with at least 5 years still to run, or if you are proposing to acquire either of these interests.*

*If you hold a tenancy of the property with at least 5 years still to run, you are not eligible to make an owner's application for disabled facilities grant. You should consider making a tenant's application instead (question 2B.9 onwards).*

**2B.6** Do you (alone or jointly with others), own the freehold, or a tenancy with: at least 5 years still to run, of the dwelling and/or (in the case of an owner's application for disabled adaptations to the common parts of a building containing one or more flats) the common parts of the building?

Yes  **Note 20**

Please indicate which interest you own  
(please delete as appropriate):  
*Freehold/tenancy with at least 5 years still to run*

If you own the interest jointly with other people, please give the names and addresses of your co-owners:

.....  
.....  
.....

(Please go to question 2B.8)

No

**2B.7** Do you (alone or jointly with others) propose to acquire the freehold, or a tenancy with at least 5 years still to run, of the dwelling and/or (in the case of an owner's application for disabled adaptations to the common parts of a building containing one or more flats) the common parts of the building?

Yes

Please indicate which interest you propose to acquire  
(please delete as appropriate):  
*Freehold/tenancy with at least 5 years still to run*

When do you propose to acquire the interest? ..... **Note 21**

If you propose to acquire it jointly with other people, please give the names and addresses of the other proposed co-owners:

.....  
.....  
.....

No

**2B.8** Please give the name and address of everyone (whether or not the person is also named in any of questions 2B.1, 2B.6 or 2B.7) who resides or proposes to reside in the dwelling or (in the case of an owner's application for disabled adaptations to the common parts of a building) in the relevant flat(s) in the building:

.....  
.....  
.....  
.....  
.....  
.....

*If this is the only owner-occupier's application you are making, please go to Part 3*

*If you are making any other owner-occupier's application, please complete Part 2A or Part 2C (as appropriate) before going to Part 3*

**TENANT'S APPLICATION FOR DISABLED FACILITIES GRANT**

*If you own the freehold of the property or hold a tenancy of it with at least 5 years still to run, or if you are proposing to acquire either of these interests, you are not eligible to make a tenant's application for disabled facilities grant. You should consider making an owner's application instead (questions 2B.6 to 2B.8 inclusive).*

**2B.9** Are you the tenant of a house, or of a flat in a building (other than under a tenancy with at least 5 years still to run)?

- |                                  | Yes                      | No                       |
|----------------------------------|--------------------------|--------------------------|
| — tenant of a house              | <input type="checkbox"/> | <input type="checkbox"/> |
| — tenant of a flat in a building | <input type="checkbox"/> | <input type="checkbox"/> |

**2B.10** Which type of tenancy do you have of the house/flat? (Please tick one box):

**Note 37**

- introductory tenancy
- secure tenancy
- statutory tenancy under the Rent (Agriculture) Act 1976 or the Rent Act 1977
- protected occupancy under the Rent (Agriculture) Act 1976
- assured agricultural occupancy under Part I of the Housing Act 1988
- service occupancy
- tenancy other than the above

**2B.11** Do you (alone or jointly with others) propose to acquire the freehold of the property or a tenancy of it with at least 5 years still to run?

**Note 27**

- Yes
- No

**2B.12** If you are a joint tenant of the dwelling, please give the names and addresses of your fellow joint tenants:

.....

.....

.....

.....

.....

.....

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**2B.13** Please give the name and address of everyone (whether or not the person is also named under question 2B.12) who resides or proposes to reside in the property:

.....  
.....  
.....  
.....  
.....  
.....

**2B.14** Please give the name, address and telephone number of your landlord or your landlord's agent:

Name: .....  
*(landlord/landlord's agent\*)*

Business address: .....  
.....

..... Tel: .....  
*(\*Please delete as appropriate.)*

**TENANT'S APPLICATION FOR DISABLED FACILITIES GRANT—WORKS TO  
THE COMMON PARTS OF A BUILDING**

**2B.15** Which of the works to the common parts of the building do you have a duty or a power to carry out?

All of the works Yes  No   
Please give details of your duty or power:  
..... **Note 38**  
.....

Some of the works    
Please give details of your duty or power and specify the works for which  
you have **no such duty or power**:  
..... **Note 38**  
.....  
.....

None of the works   **Note 39**

**2B.16** Do you have your landlord's written permission to carry out those works to the common parts of the building which you have no duty or power to carry out?

Yes

Please supply a copy of the written permission with your application.

No  **Note 40**

When do you expect to get this permission?  
Please give date: .....

*If this is the only tenant's application you are making, please go to Part 3  
if you are making any other tenant's application,  
please complete Part 2A or Part 2C (as appropriate) before going to Part 3*

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**PART 2C**

**COMMON PARTS GRANT—TENANT'S APPLICATION  
(WITH OR WITHOUT PARTICIPATING LANDLORD)**

**2C.1** How many flats are there in the building?

Please state number: ..... flats

**2C.2** Are you the landlord of the building?

Yes  **Note 41**

(Please do not complete this form)

No

**2C.3** Do you have a tenancy of a flat in the building of one of the following types?

(Please indicate which):

Yes  **Note 42**

— long tenancy at a low rent

— assured tenancy

— protected tenancy

— secure tenancy

— statutory tenancy under the Rent (Agriculture) Act 1976  
or the Rent Act 1977

— protected occupancy under the Rent (Agriculture) Act 1976

— assured agricultural occupancy under Part I of the  
Housing Act 1988

No  **Note 43**

**2C.4** If you are a joint tenant of your flat, please give the names and addresses of your fellow joint tenants:

.....  
.....  
.....  
.....  
.....  
.....

**2C.5** Do you, or does any of your fellow applicants, occupy your flat as your (or his/her) only or main residence?

Yes

No  **Note 44**

**2C.6** Are you submitting a section 16(2) certificate?

**Note 45**

Yes   
No

**2C.7** Please give the name and address of everyone (whether or not the person is also named under question 2C.4) who resides or proposes to reside in the flat:

.....  
.....  
.....  
.....  
.....  
.....

**2C.8** Which of the works to the common parts of the building do you have a duty to carry out?

*Yes*  *No*

All of the works

Please give details of your duty: .....

**Note 46**

Some of the works

Please give details of your duty and specify the works for which you have no such duty: .....

**Note 46**

None of the works

**2C.9** Do you have a duty to contribute to the cost of carrying out any of the works to the common parts for which grant is sought? Please specify which:

*Yes*  *No*

All of the works

Please give details of your duty: .....

**Note 46**

Some of the works

Please give details of your duty and specify the works for which you have no such duty: .....

**Note 46**

None of the works

**Note 47**

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**2C.10** Please give the name, address and telephone number of your landlord or your landlord's agent:

Name: .....  
(landlord/landlord's agent\*)

Business address: .....

.....

..... Tel: .....

(\*Please delete as appropriate.)

**2C.11** Is your landlord participating in your application?

Yes

No

*If this is the only application you are making as an owner-occupier or tenant,  
please go to Part 3*

*If you are making any other application as an owner-occupier or tenant,  
please complete Part 2A or Part 2B (as appropriate) before going to Part 3*

**PART 3**

**FINANCIAL INFORMATION ABOUT YOU AND YOUR FAMILY**

*Please note: a separate Part 3 should be completed for each of the following persons:*

Applications for renovation grant and common parts grant

- *the applicant, or each of the applicants, and*
- *any person who is not an applicant but is entitled to make the application and lives or intends to live in the dwelling or, as the case may be, in a flat in the building.*

Applications for disabled facilities grant

*either*

- *the disabled occupant, or each of the disabled occupants, and*
- *the spouse or partner of the/each disabled occupant*

*or*

- *where the disabled occupant, or any of the disabled occupants, is aged less than 18, his/her parents or the person(s) who is/are responsible for him/her within the meaning of regulation 8 of the Housing Renewal Grants Regulations 1996 (S.I. 1996/2890).*

**3.1** Are you, your partner and everyone else (and their partners) whom you have mentioned above as residing (or proposing to reside) in the dwelling or as having (or proposing to acquire) an owner's interest in the dwelling or as having a qualifying tenancy of the dwelling, all receiving income support or an income-based jobseeker's allowance?

**Notes 48 & 49**

Yes

No

**3.2** Do you have a partner who lives with you?

**Note 49**

Yes

Please give the following details of your partner:

**Note 50**

Full name: .....

Title: Mr/Mrs/Miss/Ms/Other .....

Date of birth: .....

Age: ..... years

No

**3.3** Are you, or is your partner, registered as blind?

	<i>You</i>	<i>Your partner</i>
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>

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**3.4** Have you, or has your partner, formerly been registered as blind, but ceased to be so registered because of regaining eyesight?

*You      Your partner*  
Yes       Yes

Please give the date on which the registration ceased:

You: ..... Your partner: .....

No       No

**3.5** Are you, or is your partner, unable to work because of sickness, and have you, or has your partner, been so for at least the last 28 weeks?

**Note 51**

*You      Your partner*  
Yes       Yes

Please give details including dates: .....

.....

.....

.....

No       No

**3.6** Have you been incapable of work, or treated as incapable of work, for at least the last 364 days continuously?

**Note 52**

Yes

Please give details including dates: .....

.....

No

**3.7** If you are terminally ill, have you been incapable of work, or treated as incapable of work, for at least the last 196 days continuously?

**Note 53**

Yes

Please give details including dates: .....

.....

No

**3.8** Are you or is your partner provided with an invalid carriage or other vehicle, or receiving an allowance in respect of such a vehicle (including via the mobility scheme)?

*You      Your partner*  
Yes       Yes

Please give details: .....

.....

.....

.....

No       No

**3.9** Do you or your partner receive any of the following allowances or benefits in respect of illness or disability? (Please delete as appropriate.)

	<i>You</i>	<i>Your partner</i>	
Attendance allowance	Yes/No	Yes/No	<b>Note 54</b>
Disability living allowance	Yes/No	Yes/No	<b>Note 54</b>
Disability working allowance	Yes/No	Yes/No	
Invalid care allowance	Yes/No	Yes/No	<b>Note 55</b>
Incapacity pension	Yes/No	Yes/No	<b>Note 56</b>
Long-term incapacity benefit	Yes/No	Yes/No	<b>Note 57</b>
Mobility supplement	Yes/No	Yes/No	
Severe disablement allowance	Yes/No	Yes/No	
Short-term incapacity benefit:			<b>Note 58</b>
— equal to the long-term rate	Yes/No	Yes/No	
— above the long-term rate	Yes/No	Yes/No	

**3.10** If you receive, or your partner receives, the care component of disability living allowance (whether or not the allowance also consists of the mobility component), is the care component awarded at the highest, middle or lowest rate?

	<i>You</i>	<i>Your partner</i>
Highest rate	Yes/No	Yes/No
Middle rate	Yes/No	Yes/No
Lowest rate	Yes/No	Yes/No

**3.11** If you do not, or your partner does not, receive attendance allowance or the care component of disability living allowance at the highest or middle rate, is this because you are or your partner is undergoing treatment?

	<i>You</i>	<i>Your partner</i>
Yes	<input type="checkbox"/>	Yes <input type="checkbox"/>
No	<input type="checkbox"/>	No <input type="checkbox"/>

**3.12** If you answered "No" to the part of question 3.9 which asks about invalid care allowance, have you or has your partner received that allowance at any time in the last 8 weeks?

	<i>You</i>	<i>Your partner</i>
Yes	<input type="checkbox"/>	Yes <input type="checkbox"/>
No	<input type="checkbox"/>	No <input type="checkbox"/>

**3.13** Does anyone receive an invalid care allowance for caring for you or your partner?

	<i>You</i>	<i>Your partner</i>
Yes	<input type="checkbox"/>	Yes <input type="checkbox"/>

Please give details, including the name of the person who receives the allowance and whether it is paid for caring for you or your partner: .....

.....

No  No



**3.18** Does any child named in question 3.15 have any savings or other investments?

**Note 65**

Yes

Please give details, including current value(s) where known:

<i>Name of investment</i>	<i>Type of investment</i>	<i>Current value</i>
.....	.....	£ .....
.....	.....	£ .....
.....	.....	£ .....
.....	.....	£ .....

No

**3.19** Does any child named in question 3.15 own any land, property, business or have any other capital whatsoever?

**Note 66**

Yes

Please give details, including current value(s) where known:

<i>Name of property</i>	<i>Type of property</i>	<i>Current value</i>
.....	.....	£ .....
.....	.....	£ .....
.....	.....	£ .....
.....	.....	£ .....

No

**3.20** Apart from your partner or any dependent children, does anyone aged 18 or over live with you?

**Note 67**

Yes

Please give details:

<i>Name</i>	<i>Relationship to you/your partner</i>
.....	.....
.....	.....
.....	.....
.....	.....

No

**3.21** Does any person named in question 3.15 receive attendance allowance or the care component of disability living allowance at the highest or middle rate?

Yes

Please give details, including the name of any person receiving the allowance:

.....  
.....  
.....

No

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**Your and your partner's income**

**Note 68**

**3.22** Are you, or is your partner, receiving income support or an income-based jobseeker's allowance?

Yes  (Please go to the Declaration at the end of this Part)  
No

**3.23** If you or your partner are currently in paid employment, please give the following details for each job held (i.e., including second, part-time or casual jobs) during the last 12 months:

**Note 69**

	<i>You</i>	<i>Your partner</i>	
Name/address of employer:	.....	.....	
Occupation/job title:	.....	.....	
Gross pay:	£ .....	£ .....	<b>Note 70</b>
How often paid:	.....	.....	
Income tax paid:	£ .....	£ .....	
NI contributions:	£ .....	£ .....	
Occupational or personal pension scheme contributions:	£ .....	£ .....	<b>Notes 71 &amp; 72</b>
Retirement annuity contract contributions:	£ .....	£ .....	<b>Note 73</b>
Average hours worked per week (if less than 16 hours per week)	.....	.....	<b>Note 74</b>

**3.24** Have you, or has your partner, received an advance of earnings, or a loan, from an employer in the last 12 months?

*You*      *Your partner*  
Yes       Yes

Please give details, including whether the advance or loan has been spent:

.....  
.....  
.....

No       No

**3.25** Are you, or is your partner, self-employed?

*You*      *Your partner*  
Yes       Yes

Please give details: **Note 75**

.....  
.....  
.....

No       No

**3.26** If you receive, or your partner receives, a pension or retirement annuity of any kind, please give details of all such pensions or annuity payments received during the last 12 months:

**Note 76**

	<i>You</i>		<i>Your partner</i>		
	Amount	How often paid	Amount	How often paid	
Occupational pension:	£ .....		£ .....		<b>Note 71</b>
Pension for victims of National Socialist persecution:	£ .....		£ .....		<b>Note 77</b>
Personal pension:	£ .....		£ .....		<b>Note 72</b>
Retirement annuity:	£ .....		£ .....		<b>Note 73</b>
Retirement pension:	£ .....		£ .....		
Serviceman's widow's supplementary pension:	£ .....		£ .....		<b>Note 78</b>
War disablement pension (or compensation for the non-payment of such a pension):	£ .....		£ .....		<b>Note 79</b>
War widow's pension (or compensation for the non-payment of such a pension):	£ .....		£ .....		<b>Note 79</b>
Widow's armed forces pension (or compensation for the non-payment of such a pension):	£ .....		£ .....		<b>Note 80</b>
Widow's payment under the Dispensation Instruments:	£ .....		£ .....		<b>Note 81</b>
Widow's pension:	£ .....		£ .....		
Widow's pension at the supplementary rate under the Personal Injuries (Civilians) Scheme:	£ .....		£ .....		<b>Note 82</b>
Any other pension(s):	£ .....		£ .....		
	£ .....		£ .....		
	£ .....		£ .....		

**3.27** Are you or your partner aged 60 or over?

	<i>You</i>	<i>Your partner</i>
Yes	<input type="checkbox"/>	Yes <input type="checkbox"/>
		(If yes for either, go to question 3.28)
No	<input type="checkbox"/>	No <input type="checkbox"/>
		(If no for both, go to question 3.29)

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**3.28** Do you or does your partner belong to a personal pension scheme or retirement annuity contract scheme under which you or your partner receive no income or forego income?

Notes 72 & 73

*You*      *Your partner*  
 Yes       Yes

For each such scheme, please give the following details:

Name and address of pension fund holder: .....

.....

.....

Reference or policy number identifying the personal pension scheme or retirement annuity contract: .....

.....

No       No

**3.29** Please give details of all state benefits received by you or your partner during the last 12 months, including any of the following:

Notes 69 & 83

	<i>You</i>		<i>Your partner</i>		
	Amount	How often paid	Amount	How often paid	
Child benefit:	£ .....		£ .....		
Contribution-based jobseeker's allowance:	£ .....		£ .....		Note 48
Disability working allowance:	£ .....		£ .....		
Earnings top-up:	£ .....		£ .....		Note 84
Family credit:	£ .....		£ .....		
Incapacity benefit:	£ .....		£ .....		
Income-based jobseeker's allowance:	£ .....		£ .....		Note 48
Income support:	£ .....		£ .....		Note 48
Invalid care allowance:	£ .....		£ .....		
One-parent benefit:	£ .....		£ .....		
Severe disablement allowance:	£ .....		£ .....		
Statutory maternity pay:	£ .....		£ .....		
Statutory sick pay:	£ .....		£ .....		
Unemployment benefit:	£ .....		£ .....		Note 48
Any other benefit(s):	£ .....		£ .....		
	£ .....		£ .....		
	£ .....		£ .....		
	£ .....		£ .....		

**3.30** If you or your partner receive invalid care allowance, has that allowance been, or will it be, paid to you or your partner in respect of a period before the date of the award?

	<i>You</i>	<i>Your partner</i>
Yes	<input type="checkbox"/>	Yes <input type="checkbox"/>

Please give details: .....

.....

.....

.....

No <input type="checkbox"/>	No <input type="checkbox"/>
-----------------------------	-----------------------------

**3.31** Please give details of any other income received by you or your partner (or you and your partner jointly) over the last 12 months, including any of the following:

**Notes 69 & 85**

		<i>You</i>		<i>Your partner</i>	
	Amount	How often paid	Amount	How often paid	
Adoption allowance:	£ .....		£ .....		
Annuities (other than a retirement annuity contract):	£ .....		£ .....		<b>Note 73</b>
Charitable income and voluntary payments:	£ .....		£ .....		
<i>(Please give details of what the payments are intended to cover, e.g., heating, meals)</i>					
Government training allowance:	£ .....		£ .....		
Income from tenants, sub-tenants, or persons to whom board and lodging is provided:	£ .....		£ .....		<b>Note 86</b>
<i>(Please give the terms of the letting and what the payments are intended to cover, e.g., heating, meals etc.)</i>					
Maintenance from former partner:	£ .....		£ .....		
Other scholarships and bursaries etc.:	£ .....		£ .....		
Parent's or partner's contribution (whether or not paid) to student grant:	£ .....		£ .....		
Student grant:	£ .....		£ .....		
Student loan:	£ .....		£ .....		
Youth training allowance:	£ .....		£ .....		<b>Note 87</b>
Any other income:	£ .....		£ .....		
	£ .....		£ .....		
	£ .....		£ .....		
	£ .....		£ .....		

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**Savings, investment and other capital**

**3.32** Do you or your partner (or you and your partner jointly) have any cash, savings or other investments?

**Note 88**

Yes

No  (Go to question 3.34)

**3.33** Please give details of savings or other investments (both individually and jointly owned), including any of the following:

**Note 89**

	<i>You</i>	<i>Your partner</i>
Bank current account:	£ .....	£ .....
Bank deposit account:	£ .....	£ .....
Bank other account(s):	£ .....	£ .....
Building society account(s):	£ .....	£ .....
	£ .....	£ .....
Cash savings:	£ .....	£ .....
	£ .....	£ .....
National Savings Certificates:	Issue No .....	Issue No .....
	Date .....	Date .....
	Number held .....	Number held .....
Post Office investment account:	£ .....	£ .....
Post Office ordinary account:	£ .....	£ .....
Premium Bonds:	£ .....	£ .....
Stocks, shares, unit trusts etc:	Details .....	Details .....
	Current value (if known)	Current value (if known)
	£ .....	£ .....
Any other investments:	Details .....	Details .....
	Current value (if known)	Current value (if known)
	£ .....	£ .....

**3.34** Please give details (including the date, where known) of any one-off payments received by you or your partner (or you and your partner jointly) over the past 12 months:

**Note 90**

.....  
 .....  
 .....  
 .....  
 .....

**3.35** Do you or your partner (or you and your partner jointly) own any land, property, business, or have any other capital whatsoever?

**Note 91**

*You*      *Your partner*  
Yes       Yes

Please give details: .....  
.....  
.....  
.....

No       No

**Outgoings—contributions to student grants**

**3.36** Do you or your partner make, or are either of you treated as making, a contribution in respect of a student grant for a son, daughter or partner?

**Note 92**

*You*      *Your partner*  
Yes       Yes

Please give details: .....  
.....  
.....  
.....

No       No

**Outgoings—relevant child care charges**

**3.37** Do you pay for the care of any child named in question 3.15 who is under 11 years old?

**Note 93**

Yes  (Go to question 3.38)  
No  (Go to the  
**Declaration** at the  
end of this **Part**)

**3.38** Do one or more of the following apply?

	<i>Yes</i>	<i>No</i>	
The child, or one or more of the children, is cared for by a child minder registered under the Children Act 1989;	<input type="checkbox"/>	<input type="checkbox"/>	
The child, or one or more of the children, is aged 8 and over but under 11 and the care is provided out of school hours by a school on school premises or by a local authority;	<input type="checkbox"/>	<input type="checkbox"/>	
The care is provided by a child care scheme operating on Crown property where registration under the Children Act 1989 is not required;	<input type="checkbox"/>	<input type="checkbox"/>	
The care is provided in a school or establishment exempted from registration under the Children Act 1989;	<input type="checkbox"/>	<input type="checkbox"/>	<b>Note 94</b>

(If "Yes" for one or more, go to question 3.39)

(If "No" for all, go to the **Declaration** at the end of this **Part**)

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**3.39** Please answer the following:

- |  | <i>Yes</i>               | <i>No</i>                |                |
|--|--------------------------|--------------------------|----------------|
| (a) Are you a lone parent and engaged in remunerative work?  | <input type="checkbox"/> | <input type="checkbox"/> |                |
| (b) Are both you and your partner engaged in remunerative work?  | <input type="checkbox"/> | <input type="checkbox"/> |                |
| (c) Are you a member of a couple of whom one is engaged in remunerative work and the other is incapacitated? | <input type="checkbox"/> | <input type="checkbox"/> | <b>Note 95</b> |

If "Yes", which of you is in remunerative work and which incapacitated, and into which of the categories listed in **Note 92** does the incapacity fall?

.....  
.....  
.....

(If "Yes" for one or more of (a) to (c), go to question **3.40**)  
(If "No" for all, go to the **Declaration** at the end of this **Part**)

**3.40** Please give the following details for each child whose care you pay for:

Child's full name: .....

Date of birth: ..... Age: ..... years

Name, address and telephone number of person or organisation providing care for the child:

.....  
.....  
.....  
.....

On which days of the week, and during which hours, is child care provided?

.....  
.....  
.....

Amount charged: £ .....

How often paid: .....

**DECLARATION**

**WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT  
YOU MAY BE LIABLE TO PROSECUTION**

I declare that to the best of my knowledge, information and belief the information in this application is correct.

Signature: .....

Date: .....

**AUTHORISATION**

**(For persons receiving certain income related benefits)**

- (a) If you receive income support or an income-based jobseeker's allowance it may be possible for the Council to process your application more quickly if you give permission for your local Department of Social Security office to confirm this fact. If you wish to do this, please complete the authorisation below. If not, go to Part 4.

I authorise the Department of Social Security to confirm on request by the Council that I now receive income support/an income-based jobseeker's allowance\*.

Name: .....

DSS reference number (case paper or national insurance number), if known:

.....

Signature: .....

Date: .....

*\*Please delete as appropriate.*

- (b) If you receive housing benefit (HB) or council tax benefit (CTB), but not income support or an income-based jobseeker's allowance, it may be possible for the Council to process your application more quickly if you give permission for them to refer to your HB or CTB records. They can only do this with your consent. If you are content for the Council to refer to your existing HB or CTB records, please sign the authorisation below.

For the purpose of this application, I give my consent to the Council to refer to information provided by me for the purposes of my application(s) for housing benefit/council tax benefit\*.

Name: .....

HB/CTB\* reference, if known: .....

Signature: .....

Date: .....

*\*Please delete as appropriate.*

## PART 4

### DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION

4.1 Please indicate which documents you are enclosing with your application:

	<i>Yes</i>	<i>No</i>	
(a) Two estimates from different contractors of the cost of carrying out the works (unless otherwise instructed by the Council)	<input type="checkbox"/>	<input type="checkbox"/>	<b>Note 96</b>
(b) Particulars of any preliminary or ancillary services and charges	<input type="checkbox"/>	<input type="checkbox"/>	<b>Note 97</b>
(c) The certificate(s) required for your application (please indicate which certificates you are enclosing and, in the case of a conversion application for renovation grant or a common parts application for disabled facilities grant, how many of each certificate):			
<u>Renovation grant</u>			
..... owner-occupation certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>	
..... certificate(s) of intended letting	<input type="checkbox"/>	<input type="checkbox"/>	
Tenant's certificate	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Disabled facilities grant</u>			
..... owner's certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>	
..... tenant's certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Common parts grant</u>			
Section 16(2) certificate	<input type="checkbox"/>	<input type="checkbox"/>	

*You must submit these documents with your application in any event. The Council may require you to submit, or you may wish to submit, other documents (for example, copies of planning permissions, building regulations approvals, tenancy/licence agreements) in support of your application. The questions and notes draw your attention to points on which supporting documentation may be required or helpful.*

*If you are in any doubt, the Council will be pleased to guide you.*

## NOTES

*In these notes, "the Act" means the Housing Grants, Construction and Regeneration Act 1996 and, unless otherwise stated, all references to sections etc are to sections etc in the Act.*

1. If the applicant is a company or similar body, give the official (registered) address.

2. You cannot apply for a grant unless you are aged 18 or over on the date of your application. In the case of joint applicants, any applicant aged under 18 on the date of the application will be left out of account. See section 3(1).

3. The Council is not allowed to pay a grant to someone who is a "person from abroad" within the meaning of regulation 7A of the Housing Benefit (General) Regulations 1987 (S.I. 1987/1971 as amended): regulation 3 of the Housing Renewal Grants Regulations 1996 (S.I. 1996/2890).

If you answered "Yes" to question 1.3, you should not be making an application for grant. If you are unable to answer "No" to this question, do not proceed any further with this application.

Regulation 7A of the Housing Benefit (General) Regulations 1987 can be summarised as follows—

(1) Subject to paragraphs (2) and (3), a "person from abroad" is a person who has limited leave to enter or remain in the United Kingdom which was given in accordance with any provision of Home Office immigration rules relating to—

- (a) there being, or there needing to be, no recourse to public funds, or
- (b) there being no charge on public funds,

during that limited leave.

(2) "Person from abroad" does **not** include a person who—

- (a) is a national of a European Economic Area State, a state which is a signatory to the European Convention on Social and Medical Assistance signed in Paris on 11th December 1953 (Cmd. 9512), a state which is a signatory to the Council of Europe Social Charter signed in Turin on 18th October 1961, the Channel Islands or the Isle of Man; or
- (b) has, during any period of limited leave, supported himself/herself without recourse to public funds but is temporarily (i.e., for no more than a total of 42 days during any period of limited leave) without funds because remittances to him/her from abroad have been disrupted; provided that there is a reasonable expectation that his/her supply of funds will be resumed; or
- (c) is an asylum seeker, that is, a person who submits on his/her arrival (other than on his/her re-entry) in the United Kingdom from a country outside the Common Travel Area (i.e., the United Kingdom, the Channel Islands, the Isle of Man and the Republic of Ireland collectively) a claim for asylum to the Secretary of State and that claim is recorded by the Secretary of State as having been made; or
- (d) becomes, while present in Great Britain, an asylum seeker; or
- (e) is a sponsored immigrant (see paragraph (3)(f) below) and the person or persons who undertook to provide for his/her maintenance and accommodation has or have died; or
- (f) is in receipt of income support; or
- (g) is on an income-based jobseeker's allowance.

(3) "Person from abroad" **includes** any person, other than a person to whom any of sub-paragraphs (c) to (g) of paragraph (2) applies, who—

- (a) having a limited leave to enter or remain in the United Kingdom, has remained without further leave beyond the time limited by the leave; or
- (b) is the subject of a deportation order requiring him/her to leave and prohibiting him/her from entering the United Kingdom, except where his/her removal from the United Kingdom has been deferred in writing by the Secretary of State; or
- (c) is adjudged by the immigration authorities to be an illegal immigrant who has not subsequently been given leave to enter or remain in the United Kingdom except a person who has been allowed to remain in the United Kingdom with the consent in writing of the Secretary of State; or
- (d) is a national of a European Economic Area State and is required by the Secretary of State to leave the United Kingdom; or

- (e) is not habitually resident in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man, but no person shall be treated as not habitually resident in the United Kingdom who—
  - (i) is a worker for the purposes of Council Regulation (EEC) No. 1612/68 or (EEC) No. 1251/70 or a person with a right to reside in the United Kingdom pursuant to Council Directive No. 68/360/EEC or No. 73/148/EEC; or
  - (ii) is a refugee within the definition of Article 1 of the Convention relating to the Status of Refugees signed at Geneva on 28th July 1951 (Cmd. 9171), as extended by Article 1(2) of the Protocol relating to the Status of Refugees signed at New York on 31st January 1967 (Cmnd. 3906); or
  - (iii) has been granted exceptional leave to remain in the United Kingdom by the Secretary of State; or
  - (iv) falls within paragraph (2)(b) above; or
  - (v) is the subject of a deportation order requiring him/her to leave and prohibiting him/her from entering the United Kingdom, and whose removal from the United Kingdom has been deferred in writing by the Secretary of State; or
  - (vi) is adjudged by the immigration authorities to be an illegal immigrant, has not subsequently been given leave to enter or remain in the United Kingdom but has been allowed to remain in the United Kingdom with the consent in writing of the Secretary of State; or
- (f) has been given leave to enter, or remain in, the United Kingdom by the Secretary of State upon an undertaking given by another person or persons in writing to be responsible for his/her maintenance and accommodation; and he/she has not been resident in the United Kingdom for a period of at least 5 years beginning from the later of the date of entry or the date on which the undertaking was given in respect of him/her; or
- (g) while he/she is a person to whom paragraph (1) or any of sub-paragraphs (a) to (d) and (f) of this paragraph applies, submits a claim to the Secretary of State, which is not finally determined, for asylum under the Convention relating to the Status for Refugees.

4. Most of the qualifying conditions for renovation grant, disabled facilities grant and HMO grant are waived for applications in respect of glebe land or the residence house of an ecclesiastical benefice: see section 95. There is no similar waiver of the qualifying conditions for common parts grant.

A landlord's application in respect of the residence house or the glebe land of an ecclesiastical benefice should be made on the separate form for landlord's applications, obtainable from the Council.

5. A flat is a dwelling which is a separate set of premises, whether or not on the same floor, divided horizontally from some other part of the building.

6. Under section 4, the Council is not allowed to entertain an application for a grant if the property was built or was provided by conversion less than 10 years ago. This general rule does not apply where the application is for a disabled facilities grant.

7. A notice under section 189 of the Housing Act 1985 is a repair notice for premises which are unfit for human habitation. A notice under section 190 of the 1985 Act is a repair notice for premises which, although fit for human habitation, require substantial repair. A section 189 or 190 notice specifying works to the common parts of a building may be served on a person who is an owner of that part of the building (or the building as a whole) who, in the opinion of the Council serving the notice, ought to carry out the works.

8. Please give details of all previous grant applications of which you are aware, and of any contribution notified under a group repair scheme (if known to you). Please also mention any minor works assistance and home repair assistance you have received. Previous grant approvals may affect the works for which a grant may be given—and also, in the case of previous approvals of applications made by you, the amount of grant payable.

9. Planning permission or building regulations approval may or may not be required. If you are not sure whether permission or approval is required, contact the relevant department of the Council. Where permission or approval has already been obtained, please enclose a copy with your application.

10. Under section 37(4), payment of grant can be made only against an invoice, demand or receipt for payment for the works which is acceptable to the Council; and an invoice given by you or a member of your family is not acceptable. Thus, for example, where you or a member of your

family carry out the works, an invoice (which can be authenticated) from a third party will be needed for the cost of the materials.

Section 98(1) defines "member of a family" by reference to section 113 of the Housing Act 1985. The definition includes spouses; persons who live together as husband and wife; parents; grandparents; children; grandchildren; brothers; sisters; uncles; aunts; nephews; and nieces.

**11.** Under section 39, the Council may pay a grant (or part of a grant) either directly to the contractor or by cheque made out to the contractor but given to the grant applicant. The Council can do this only if, before approving the grant application, they informed the applicant that this would or might be the method of payment.

**12.** Under the Housing Renewal Grants (Services and Charges) Order 1996 (S.I. 1996/2889), the preliminary or ancillary services and charges which may be included in a grant application are the cost of: confirmation, if sought by the Council, that you have an owner's interest in the property; technical and structural surveys; design and preparation of plans and drawings; preparation of schedules of the relevant works; assistance in completing forms; advice on financing the cost of the relevant works which are not met by grant; applications for building regulations approval or planning permission (including the application fee and the preparation of related documents); obtaining estimates for the relevant works; advice on contracts; consideration of tenders; supervision of the relevant works; disconnection and reconnection of electricity, gas, water or drainage utilities where this is made necessary by the relevant works (but not charges arising from non-payment of bills); and payment of contractors.

Where the application is for a disabled facilities grant, the services and charges of an occupational therapist in relation to the relevant works may be included in your application.

If you are unsure whether to include a service or charge in your application, please ask the Council for advice. Please also see note **10** for the documentation which the Council will require from you before they can pay any grant.

**13.** Under section 29, grant will not normally be paid if you, or anyone acting on your behalf, begin works before you receive written approval of this application. An exception may be made where the Council is satisfied that there were good reasons for beginning the works before the application was approved; but the application will be treated as excluding any works already completed. Where all the works have been completed, the Council is not allowed to approve the application.

Section 29 does not apply to grant approval for works required to render a dwelling fit for human habitation or to comply with a notice under section 189 or 190 of the Housing Act 1985: section 29(5) and (6).

**14.** A conversion application, in relation to an application for a renovation grant, means an application for works to provide one or more dwellings by the conversion of a house or other building: section 58.

A conversion application is treated as an owner-occupier's application if it is a conversion application for the provision of two or more dwellings and any of the certificates accompanying the application is an owner-occupation certificate: section 30(2). For owner-occupation certificate, see note **15**.

- 15.** An owner-occupation certificate (for renovation grant) certifies that you—
- (a) have or propose to acquire an owner's interest in the dwelling or building, and
  - (b) intend that you or a family member will live in the dwelling as your (or that member's) only or main residence throughout the period of 5 years beginning with the date when the Council certify the works as completed to the Council's satisfaction. See section 8(2).

**16.** A landlord's application for disabled facilities grant means an owner's application for works to a dwelling which is or is intended to be let, or to the common parts of a building in which a flat is or is intended to be let, by the applicant(s): section 31(2).

**17.** A participating landlord is a landlord who has an owner's interest in the building and a duty or power to carry out any of the relevant works, and who joins in a tenants' application for a common parts grant: section 15(4).

A participating landlord should not join in a tenants' application for common parts grant by completing the form in the Schedule, but rather a form (or one of the forms) provided by the local housing authority for landlord's applications. There is a specimen recommended form for landlord's applications in Annex J2 to Circular 17/96, which authorities are free to draw on as they see fit.

**18.** A certificate of intended letting (for renovation grant) certifies that you (or, in the case of a tenant's application, the landlord)–

- (a) have or propose to acquire an owner's interest in the dwelling or building, and
- (b) intend that, throughout the period of 5 years beginning with the date when the Council certify the works as completed to the Council's satisfaction, the dwelling will be let or available for letting as a residence (and not for a holiday) to a person who is not connected with the owner for the time being of the dwelling. See section 8(3).

In (b), "letting" includes the grant of a licence to occupy premises, but does not include a letting on a long tenancy (a tenancy for a term of over 21 years): section 8(4). Under section 98(2), a person is "connected with" the owner of a dwelling if he/she is a member of the owner's family (see note 10) or if he/she has a beneficial interest in the dwelling, or the proceeds of sale of the dwelling, under a will or trust.

**19.** A tenant's certificate relating to an application for renovation grant certifies–

- (a) that you are a tenant of the dwelling and are required by your tenancy to carry out the works, and
- (b) that you or a member of your family intend to live in the dwelling as your (or that member's) only or main residence. See section 9(2).

A tenant's application must also be accompanied by a certificate of intended letting (see note 18) from the landlord. The Council may waive this requirement if they consider it unreasonable in any particular case. See section 9(3).

**20.** These are the "owner's interests" as defined by section 101.

**21.** If you have exchanged contracts on a purchase, give the date that the purchase is to be completed. The Council cannot approve an owner's application for renovation grant until they are satisfied that you have acquired an owner's interest.

**22.** If you have answered "No" to both questions 2A.3 and 2A.4, you should not be making an owner's application. If you cannot answer "Yes" to one of these questions, and you are unable to apply as a tenant (questions 2A.13 to 2A.19), do not proceed any further with this application.

**23.** If you have answered "No" to questions 2A.5 and 2A.6 you should not be applying for a renovation grant. If you cannot answer "Yes" to one of these questions, do not proceed any further with this application.

**24.** Give as full a description as you can of the proposed works. It will help you to supply plans and in the case of works of improvement or conversion these should be of the property before and after the works have been carried out.

**25.** Under section 10, the Council may not entertain this type of owner's application for a renovation grant unless they are satisfied that you have had an owner's interest in the dwelling throughout the three years ending with the date of your application. The Council may waive this requirement in a particular case or particular types of case.

**26.** Under section 10, the Council may not entertain this type of owner's application for a renovation grant unless they are satisfied that you have lived in the dwelling as your only or main residence throughout the three years ending with the date of your application. The Council may waive this requirement in a particular case or particular types of case.

**27.** If you own or intend to buy the freehold of the property, or if you have or are proposing to take a tenancy with at least 5 years of the term still to run, you cannot make a tenant's application. You should instead consider making an owner's application.

**28.** Please produce evidence of your obligations by enclosing with your application a copy of your lease or tenancy agreement.

**29.** If you have answered "No" to question 2A.14, then you are not eligible to make a tenant's application for a renovation grant: see section 7(5)(a).

**30.** Under section 10, the Council may not entertain a tenant's application for a renovation grant unless they are satisfied that you were a qualifying tenant of the dwelling (i.e., that you were a tenant of the dwelling and were required by your tenancy to carry out the works) throughout the three years ending with the date of your application. The Council may waive this requirement in a particular case or particular types of case.

**31.** The disabled occupant, in relation to an application for disabled facilities grant, means the disabled person for whose benefit it is proposed to carry out any of the relevant works: section 20.

Section 100 gives the meaning of “disabled person” for the purposes of the housing renewal grants legislation.

**32.** If you have answered “No” to both questions (a) and (b) of question **2B.2**, you cannot apply for disabled facilities grant.

**33.** Under section 24, a property’s fitness for human habitation is one of the matters which the Council can take into account in assessing whether the proposed disabled adaptation works would be “reasonable and practicable” (which is a requirement of the section). Where the property is unfit for human habitation and/or in serious disrepair, you should consider also making an application for renovation grant (which is the appropriate grant for works to remedy unfitness or disrepair) as well as for disabled facilities grant.

**34.** Under sections 21 and 22, the Council is not allowed to entertain an application for disabled facilities grant unless the application is accompanied (in the case of an owner’s application) by an “owner’s certificate” (see note **35**), or (in the case of a tenant’s application) both a “tenant’s certificate” (see note **36**) and an “owner’s certificate”, relating to the dwelling. The requirement for an owner’s certificate to accompany a tenant’s application may be waived by the Council where they consider it unreasonable in the circumstances.

**35.** Under section 21(2), an “owner’s certificate” relating to an application for disabled facilities grant certifies that the applicant—

- (a) has or proposes to acquire a qualifying owner’s interest in the property on which the relevant works are to be carried out, and
- (b) intends that the disabled occupant will live in the dwelling or flat as his only or main residence throughout the grant condition period or for such shorter period as his health and other relevant circumstances permit.

**36.** Under section 22(2), a “tenant’s certificate” relating to an application for disabled facilities grant certifies—

- (a) that the application is a tenant’s application, and
- (b) that the applicant intends that he (if he is the disabled occupant) or the disabled occupant will live in the dwelling or flat as his only or main residence throughout the grant condition period or for such shorter period as his health and other relevant circumstances permit.

**37.** Under section 19(1)(b) and (5), for the purposes of disabled facilities grant “tenant” means someone who has a tenancy (other than a tenancy with at least 5 years still to run) and is expressly stated to include—

- a secure tenant under the Housing Act 1985 or an introductory tenant under the Housing Act 1996,
- a statutory tenant under the Rent (Agriculture) Act 1976 or the Rent Act 1977,
- a protected occupier under the Rent (Agriculture) Act 1976 or a person in occupation under an assured agricultural occupancy under the Housing Act 1988, or
- a service licensee (i.e., someone who occupies the dwelling for the better performance of his/her duties as an employee).

Please also see note **27**.

**38.** Please document your duty and/or power by enclosing with your application a copy of your lease, tenancy agreement or licence agreement.

**39.** If you have neither a duty nor a power to carry out works to the common parts of the building, you cannot apply for a disabled facilities grant towards such works.

**40.** If you have neither a power nor a duty nor your landlord’s permission to carry out works to the common parts, you are not eligible to apply for disabled facilities grant for works to the common parts of the building.

**41.** A participating landlord (see section 15(4)) should not join in a tenants’ application for common parts grant by completing this form, but rather a form (or one of the forms) provided by the local housing authority for landlord’s applications under section 31. There is a specimen recommended form for section 31 landlord’s applications in Annex J2 to Circular 17/96, which authorities are free to draw on as they see fit.

This applies even to landlords who also have a tenancy of a flat in the building and the tenancy

is of a kind that would entitle them to join in a tenants' application for common parts grant as a tenant. If you are in this position, you should complete a landlord's application form (obtainable from the Council).

**42.** Under section 14(2), for the purposes of common parts grant "occupying tenant" means a person who has in relation to the flat (alone or jointly with others)–

- a long tenancy at a low rent to which section 1 of the Landlord and Tenant Act 1954 or Schedule 10 to the Local Government and Housing Act 1989 applies,
- an assured tenancy under Part I of the Housing Act 1988,
- a protected tenancy under the Rent Act 1977,
- a secure tenancy under the Housing Act 1985,
- a statutory tenancy under the Rent (Agriculture) Act 1976 or the Rent Act 1977, or
- a protected occupancy under the Rent (Agriculture) Act 1976 or an assured agricultural occupancy under Part I of the Housing Act 1988.

**43.** If you have answered "No" to both questions **2C.2** and **2C.3**, you are not eligible to apply for common parts grant either as a tenant or as a participating landlord.

**44.** If you have answered "No" to question **2C.5**, you are not eligible to apply for common parts grant as a tenant. If you cannot answer "Yes", then do not join in making this application.

**45.** The Council is not allowed to entertain a tenants' application for common parts grant unless a certificate complying with section 16(2) is submitted with the application.

A section 16(2) certificate is signed by each of the applicants and–

- (a) specifies the interest of each of the applicants in each flat in the building, and
- (b) certifies that the required proportion (i.e., two-thirds) of the flats in the building is occupied by "occupying tenants" (for the meaning of which please see note **42**).

**46.** Please attach copies of any documentation (e.g., your lease or tenancy agreement) containing or evidencing your duty (or, if you are a participating landlord, your duty or power: see question **2C.13**). If other people share your duty (or duty or power), please state how many people do so. For this purpose, an interest held jointly by two or more people should be counted as if it were held by one person.

**47.** If you have answered "No" to both questions **2C.8** and **2C.9**, you are not eligible to join in a tenants' common parts application. If you cannot answer "Yes" to one of these questions, do not proceed any further with this application.

**48.** The jobseeker's allowance (JSA) replaced unemployment benefit and income support for the unemployed with effect from 7th October 1996. Contribution-based JSA replaced unemployment benefit and income-based JSA replaced income support.

If you answered "Yes" to question **3.1** you do not need to answer the remaining questions in **Part 3** (the test of resources). It may help the Council to process your application more quickly if each person who receives income support or an income-based jobseeker's allowance completes the **authorisation** at the end of **Part 3**. However, there is no obligation to do this, and you may instead go straight to **Part 4** if you wish.

**49.** A partner is someone of the opposite sex who lives with you as husband or wife whether you are married or not.

You should answer "No" to question **3.2** if such a person who normally lives with you is absent and is likely to remain so for more than 52 weeks; but you should answer "Yes" if that person's absence is owing to exceptional circumstances beyond his/her control and is unlikely to be substantially more than 52 weeks.

**50.** If you have more than one partner, and you are married polygamously under the law of a country which permits such marriages, you should give the details requested in respect of each partner living with you, and answer questions **3.3** to **3.40** in respect of each of them. You should also ensure that your answers to questions **3.14** to **3.19** cover all children and young persons for whom you or any of your partners are responsible and who normally live with you.

**51.** Even if you or your partner have been capable of work in recent weeks, you may still qualify for the "disability premium" if you or your partner have a long record of incapacity. If you think this applies to you, you should still answer "No" to this question, but give full details.

**52.** Where two or more periods of incapacity are separated by a break or breaks each of not more than 56 days, those periods are treated as one continuous period of incapacity.

**53.** A person is terminally ill if he/she suffers from a progressive disease and his/her death in consequence of that disease can reasonably be expected within 6 months. Where two or more periods of incapacity are separated by a break or breaks each of not more than 56 days, those periods are treated as one continuous period of incapacity.

**54.** You should answer "Yes" to this question if payment of this benefit to you or your partner has been suspended, or if the amount of the benefit has been reduced because you or your partner are receiving free in-patient treatment within a hospital or similar institution (but not a prison or youth custody institution).

**55.** Answer "Yes" to this question if you or your partner—

- (a) would be entitled to invalid care allowance but for an overlapping benefit (i.e., injury benefit, unemployability supplement, industrial death benefit, war pensions death benefit, and training allowance); or
- (b) receive a concessionary payment by way of compensation for the non-payment of invalid care allowance; or
- (c) would receive the allowance, but for the person for whom you were, or your partner was, caring being an in-patient in a hospital or similar institution for a period exceeding 28 days.

**56.** Answer "Yes" to this question if you or your partner ceased to receive this pension because of payment of a retirement pension. (After 12th April 1995 invalidity pension was replaced by long-term incapacity benefit.)

**57.** Answer "Yes" to this question if you or your partner ceased to receive long-term incapacity benefit because of payment of a retirement pension. (After 12th April 1995, long-term incapacity benefit replaced invalidity pension for week 53 onwards of a person's incapacity.)

**58.** Answer "Yes" to the appropriate part of this question if you or your partner ceased to receive short-term incapacity benefit at a rate equal to or greater than the long-term rate because of payment of a retirement pension. (After 12th April 1995, short-term incapacity benefit replaced sickness benefit and invalidity benefit for weeks 1 to 52 of a person's incapacity.)

**59.** A dependent child or young person is someone—

- who is under the age of 19;
- for whom you or your partner are responsible;
- in respect of whom you or your partner receive child benefit, or who is treated as a child for child benefit purposes; and
- who normally lives with you.

You should not include any young person who is on income support or an income-based jobseeker's allowance.

You should answer "No" if a child or young person who normally lives with you is absent and is likely to remain so for more than 52 weeks; but you should answer "Yes" if that child or young person's absence is owing to exceptional circumstances beyond his/her control and is unlikely to be substantially more than 52 weeks.

**60.** If you or your partner are receiving income support or an income based job-seeker's allowance, you need not answer questions 3.16 and 3.17.

**61.** Do not include any who are under 16 or who are still in full time education.

**62.** In calculating the number of hours worked per week, you should look at the last cycle of the child's working hours (if the child has a recognisable cycle) or (if not) at the last five weeks, immediately prior to this application. You should not include any day on which the child who would otherwise be working is on maternity leave or is absent from work because he/she is ill.

**63.** You should include benefits, charitable and voluntary payments, and maintenance payments.

**64.** You do not need to include attendance allowance, disability living allowance or mobility supplement.

**65.** You should include any of the following:

- cash savings;

- money in bank, building society or Post Office accounts;
- National Savings Certificates and Premium Bonds;
- stocks, shares and unit trusts.

**66.** You should include details of any capital payable in instalments, including in particular the total amount of any outstanding instalment or instalments.

**67.** For this purpose, a person lives with you if they share with you a room or rooms other than a bathroom, lavatory or communal area e.g. hall; but not if you pay separately for your accommodation to a landlord.

**68.** The Council may ask you to provide evidence of earnings covering the last 52 weeks in respect of any paid employment, together with details of any private pension plan payments made in the same period.

The Council may also ask you to provide evidence of all other income received in the last 52 weeks.

**69.** If you have a partner and you are paid jointly, as a couple, enter the details in one or other column (it does not matter which) but not both.

**70.** Gross pay should include bonus or commission, overtime, holiday pay, sick pay or maternity pay.

**71.** "Occupational pension" means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases.

**72.** "Personal pension scheme" has the same meaning as in section 191 of the Social Security Administration Act 1992 and, in the case of a self-employed earner, includes a scheme approved by the Board of Inland Revenue under Chapter IV of Part XIV of the Income and Corporation Taxes Act 1988.

"Personal pension" means a pension or other periodical payment under a personal pension scheme.

**73.** "Retirement annuity contract" means a contract or trust scheme approved under Chapter III of Part XIV of the Income and Corporation Taxes Act 1988.

"Retirement annuity" means a periodical payment under a retirement annuity contract.

**74.** In calculating the number of hours worked per week, you should look at the last cycle of your working hours (if you have a recognisable cycle) or (if you have not) at the last five weeks, immediately prior to this application. You should not include any day on which the person who would otherwise be working is on maternity leave or is absent from work because he/she is ill. If you or your partner work at a school or college or in a job where there are school holidays or similar periods during which you do not or your partner does not work, you should disregard these periods—and any other periods during which you or your partner are not required to work—in calculating the average hours worked per week.

**75.** Please supply copies of the latest accounts which give details of your self-employment. Please include details of any pension plan or retirement annuity payments, and income tax, national insurance contributions and net VAT paid. "Net VAT" means the excess of any value added tax paid by you in respect of taxable supplies made to you, over any such tax received by you in respect of taxable supplies made by you, calculated with reference to the previous 12 months.

**76.** Give the net amount if your pension or retirement annuity is taxed.

**77.** This means a pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

**78.** Supplementary pensions are paid to servicemen's widows, for example: (i) where the widow is aged 40 or over; (ii) where she cannot support herself; or (iii) in respect of certain children of her late husband.

**79.** Please mention any analogous pension received from a country outside Great Britain. You should also answer this question if you receive compensation for the non-payment of such a pension, whatever its source.

**80.** This means a pension payable to a widow under the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 1983 insofar as that Order is made under the Naval and Marine Pay and Pensions Act 1865 or the Pensions and Yeomanry Pay Act 1884, or is made only under section 12(1) of the Social Security (Miscellaneous Provisions) Act 1977 and any power of Her Majesty to make pension provision for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown.

Please mention any analogous pension received from a country outside Great Britain. You should also answer this question if you receive compensation for the non-payment of such a pension, whatever its source.

**81.** These payments are made to widows of persons killed before 31st March 1973 on service analogous to service in the armed forces of the Crown.

**82.** Under this Scheme, pensions and allowances are paid to or in respect of civilians who were injured or killed in the 1939–45 War.

**83.** You do not need to include any of the following:

- attendance allowance;
- council tax benefit;
- disability living allowance;
- guardian's allowance;
- housing benefit;
- any jobseeker's allowance or income support (see questions **3.1** and **3.22**);
- payments from the Macfarlane Trusts, the Independent Living Fund, the Independent Living (Extension) Fund or the Independent Living (1993) Fund;
- payments from the Fund, i.e., money made available by the Secretary of State under a scheme set up on 24th April 1992 or, in Scotland, on 10th April 1992;
- payments under the "business on own account" scheme, the "personal reader service" or the "fares to work" scheme;
- social fund payments under Part VIII of the Social Security Contributions and Benefits Act 1992.

Certain other benefits and allowances may also be disregarded in calculating your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it can be disregarded.

**84.** Earnings top-up means the allowance paid by the Secretary of State under the Earnings Top-up Scheme. The Scheme, which applies only in certain areas of Great Britain, is an extra-statutory scheme introduced by the Secretary of State for Social Security having effect on 8th October 1996.

**85.** You do not need to include any of the following:

- anything listed in note **83**;
- boarding-out or fostering payments made by a local authority, health authority or voluntary organisation;
- job start allowance;
- "Part III" payments, i.e., payments made by a local authority under section 17 or 24 of the Children Act 1989 in respect of children and young people;
- payments made to you as a holder of the Victoria Cross or George Cross.

Certain other payments may also be disregarded in calculating your income, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it should be disregarded.

**86.** Do not include payments made to you by a health authority, local authority or voluntary organisation for children cared for by you in your household.

**87.** This means an allowance paid to you in respect of your participation in a recognised scheme of youth training established under the Employment and Training Act 1973.

**88.** The Council may ask you to provide evidence of all savings, investments and other capital.

**89.** If you have a partner and hold any savings, investments or other capital jointly, enter the details in one or other column (it does not matter which) but not both.

If you hold any capital jointly with people other than your partner, please include the full amount of that capital (where known) and state how many others have a share in it.

**90.** You do not need to include any of the following:

- council tax benefit;
- housing benefit, or housing benefit transitional payments;
- “Part III” payments (see note **86**);
- payments from the Macfarlane Trusts, the Independent Living Fund, the Independent Living (Extension) Fund or the Independent Living (1993) Fund;
- payments from the Fund (see note **83**);
- payments under the “business on own account” scheme, the “personal reader service” or the “fares to work” scheme;
- “start-up” payments to homeworkers assisted under the Blind Homeworkers’ Scheme;
- social fund payments under Part VIII of the Social Security Contributions and Benefits Act 1992;
- any payment made to you or your partner as holder of the Victoria Cross or George Cross; or
- any back to work bonus payable by way of a jobseeker’s allowance or income support in accordance with section 26 of the Jobseekers Act 1995, or a corresponding payment under article 28 of the Jobseekers (Northern Ireland) Order 1995.

Certain other kinds of savings and capital payments may also be disregarded in calculating your capital, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a payment falls into one of these categories you should include it and provide full details of the nature of the payment so that the Council can decide whether or not it should be disregarded.

**91.** You should include second homes, holiday homes and any other property, including property abroad. Please mention separately any land for which you receive rent under an existing lease or sub-lease.

You do not need to include any of the following:

- your own home;
- the property which is the subject of this application;
- any property occupied by an elderly (i.e. aged 60 or over) or incapacitated relative of yours, or of a member of your family, as his/her only or main residence. “Relative” means any of the following: parents, parents-in-law, step-parents, sons, daughters, sons and daughters-in-law, stepsons and daughters, brothers and sisters, grandparents, grandchildren, uncles and aunts, nephews and nieces;
- if you are self-employed, the assets of your business;
- capital administered by the courts of England and Wales or Scotland for a person under 18, deriving from an award of damages for personal injury to that person or from compensation for the death of one or both parents.

Certain other capital payments may also be disregarded in calculating your capital, but for the purposes of completing this form you should only exclude those payments mentioned above. If you are in any doubt about whether a property or other capital falls into one of these categories you should include it and provide full details so that the Council can decide whether or not it can be disregarded.

**92.** A contribution is a payment which you are treated as making towards the student’s grant, whether or not the payment is actually made to the student.

**93.** You should answer “No” to this question where the care is provided by you or your partner for a child named in question **3.15** and one partner charges the other for providing the care.

**94.** The schools and other establishments referred to, which are exempted from registration under section 71 of the Children Act 1989 by paragraphs 3 and 4 of Schedule 9 to that Act, are:

- (a) by paragraph 3 of Schedule 9—
  - a school maintained or assisted by a local education authority;
  - a school under the management of an education authority;
  - a school in respect of which payments are made by the Secretary of State under section 100 of the Education Act 1944;

- an independent school;
- a grant-aided school;
- a grant maintained school;
- a self-governing school;
- a play centre maintained or assisted by a local education authority under section 53 of the Education Act 1944;

where the child concerned is looked after under day care arrangements made by the person carrying on the establishment as part of its activities or by his/her employee at the establishment authorised to make those arrangements as part of the establishment's activities; and

- (b) by paragraph 4 of that Schedule—

- a registered children's home;
- a voluntary home;
- a community home;
- a residential care home, nursing home or mental nursing home required to be registered under the Registered Homes Act 1984;
- a health service hospital;
- a home provided, equipped and maintained by the Secretary of State;

where the child concerned is looked after under day care arrangements made by the department, authority or other person carrying on the establishment as part of its activities or by an employee at the establishment authorised to make those arrangements as part of the establishment's activities.

**95.** Answer "Yes" to this question if—

(1) you are, or your partner is, aged less than 60 and one or more of the following conditions is satisfied—

- (a) you receive, or your partner receives, attendance allowance, disability living allowance, disability working allowance, mobility supplement, long-term incapacity benefit or severe disablement allowance (but in the case of long-term incapacity benefit or severe disablement allowance only where it is paid in respect of the person receiving the benefit or allowance);
- (b) you have, or your partner has, ceased to receive long-term incapacity benefit (or, if paragraph (2) applies, you or your partner ceased to receive invalidity pension before 13th April 1995) because of payment of a retirement pension and, in the case of your partner, he/she is still a member of your family;
- (c) you were, or your partner was, in receipt of attendance allowance or disability living allowance but payment of benefit has been—
  - (i) suspended under section 113(2) of the Social Security Contributions and Benefits Act 1992, or
  - (ii) otherwise abated because you are, or your partner is, receiving free in-patient treatment within a hospital or similar institution (but not where you are, or he/she is, serving a sentence of imprisonment or of detention in a youth custody institution);
- (d) you are, or your partner is, provided with an invalid carriage or other vehicle or a grant for such a vehicle, under English and Welsh or Scottish legislation;
- (e) you are, or your partner is, a registered blind person or ceased to be so registered not more than 28 weeks ago;
- (f) (i) you are, or are treated as, incapable of work under Part XIIA of the Social Security Contributions and Benefits Act 1992; and  
you have been entitled to statutory sick pay or you have been, or been treated as, incapable of work for at least the last 364 days continuously or, if terminally ill, for at least the last 196 days continuously (include any period of incapacity falling before 13th April 1995 and satisfying condition (f)(ii) below; and disregard any break or breaks each of up to 56 days between periods of incapacity and, once you have completed the qualifying period, any period of employment training or of receipt of a training allowance);  
or  
(ii) immediately before 13th April 1995 you or your partner, in respect of a continuous period of not less than 28 weeks,
  - provided evidence of incapacity in accordance with regulation 2 of the Social Security (Medical Evidence) Regulations 1976 (or comparable Northern Ireland legislation) as then in force in support of a claim for sickness benefit, invalidity pension or severe disablement allowance within the meaning of sections 31, 33

or 68 of the Social Security Contributions and Benefits Act 1992 (or comparable Northern Ireland legislation) as then in force, provided that an adjudication officer had not determined that you or, as the case may be, your partner was not incapable of work, or

— were in receipt of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 as then in force;

and from 13th April 1995 you have or, as the case may be, your partner has continued to be incapable of work in accordance with Part XIIA of the Social Security Contributions and Benefits Act 1992 continuously (disregard any break or breaks each of up to 56 days between periods of incapability);

(2) you are, or your partner is, aged less than 80 but not less than 60 and one or more of conditions (a) to (f) in paragraph (1) is satisfied (but in the case of condition (f)(i), once you have completed the qualifying period, any period of employment training or of receipt of a training allowance may not be disregarded); or

(3) paragraph (1) or (2) would apply to your partner, but for your partner being treated as capable of work by a determination under section 171E of the Social Security Contributions and Benefits Act 1992; or

(4) you have been, or been treated as, incapable of work under Part XIIA of the Social Security Contributions and Benefits Act 1992 for a continuous period of at least 196 days (disregard any break or breaks each of up to 56 days between periods of incapacity); or

(5) one or more of the following (including Northern Ireland equivalents) is payable for you or your partner:

- (a) long-term incapacity benefit;
- (b) short-term incapacity benefit at the higher rate;
- (c) attendance allowance;
- (d) severe disablement allowance;
- (e) disability living allowance;
- (f) increase of disablement pension for constant attendance;
- (g) a pension increase under a war pension scheme or industrial injuries scheme for attendance, constant attendance, or which is analogous to disability living allowance; or

(6) one of (5)(b), (e), (f) or (g) was payable on account of your or your partner's incapacity but ceased to be payable as a result of you or he/she receiving free medical or other treatment as an in-patient in an NHS hospital or similar institution or under arrangements made by an NHS body or the Secretary of State (please note: a person serving a sentence of imprisonment or of detention in a youth custody institution does not count as an "in-patient"); or

(7) you or your partner are provided with an invalid carriage or other vehicle or receive an allowance for such a vehicle (including where the carriage, vehicle or allowance is provided under Northern Ireland legislation).

**96.** The Council will normally ask for two estimates of the costs of works from different contractors; but they may require more or fewer than two estimates in any particular case. The estimates should be itemised. See also note **10**.

**97.** The particulars of any preliminary or ancillary services and charges are for the services and charges identified in question **1.16** (see note **12**). Please include estimates."

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## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations prescribe a form for applications for grants under Chapter I of Part I of the Housing Grants, Construction and Regeneration Act 1996 to which section 30 of that Act (means testing in case of application by owner-occupier or tenant) applies (save for landlord's applications for disabled facilities grant). The Regulations also prescribe particulars to be contained in such applications.

The Regulations reflect the means test rules for owner-occupiers and tenants contained in the Housing Renewal Grants Regulations 1996 (S.I.1996/2890). In substance, the form prescribed in Schedule 1 is principally a consolidation both of Forms 1, 2 and 3 prescribed by the Housing Renovation etc. Grants (Prescribed Forms and Particulars) Regulations 1994 as amended. In appearance, the form differs from those previously prescribed, since a number of questions and notes have been omitted or amalgamated. There are also new questions and notes reflecting provisions specific to the 1996 Act and recent changes to housing benefit rules (the means test for owner-occupier's and tenant's applications for housing renewal grants being closely based on the means test for housing benefit).

By regulation 4, the Regulations do not apply to owner-occupiers' and tenants' applications for grant made before the Regulations came into force.