

Discretionary Assistance Application



Empty Homes Assistance – Maximum assistance £15,000, to enable reoccupation of homes empty for over 6 months.

**Please carefully read the following notes on assistance conditions before completing this form
Please complete in block capitals and with black ink.**

If you require any assistance or advice regarding assistance or adaptations please contact our Housing Administration on 01386 565610 or write to: Housing Administrator, Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, Worcs. WR10 1PT.

These conditions apply to assistance issued in accordance with the Council's Housing Assistance Policy. Free copies of the full policy are available on the Councils websites www.malvern hills.gov.uk or www.wychavon.gov.uk

Summary of conditions

1. Should the council be unsatisfied with the status of any application it shall use its discretion at any time to cease or refuse assistance. Applicants must immediately notify any change in their financial circumstances.
2. Except in the case of Disabled Facilities Grant and Home Move, no assistance shall be given if the applicant or relevant person(s) are tenant(s) or licensee(s) of a Local Authority, or if the applicant or relevant person(s) are tenant(s) or licensee(s) of a Registered Social Landlord.
3. The applicant is responsible for obtaining all permissions and statutory consents, prior to assistance approval, such as Planning, Building Regulation, Party wall etc. Act 1996, and access to adjoining property. The applicant is responsible for paying any such associated fees should the works not go ahead.
4. The council shall not entertain applications in respect of premises less than ten years from their construction or conversion.
5. Assistance is not available for works already started or completed, or for repairs covered by household insurance.
6. The applicant must submit a minimum of two acceptable quotations from suitable competent contractors and contractors must submit to the council, before works commence, a copy of their current public liability insurance.
7. All works must be undertaken in accordance with current health and safety requirements, in accordance with manufacturer's recommendations and to the satisfaction of the council within six months from date of approval, or period otherwise agreed in writing. Occupation of the property must be carried out within 6 months of completion of works, otherwise the financial assistance will be repaid in full.
8. Payment of assistance shall be made, in whole or by part payment, on receipt of contractors invoice following satisfactory completion and inspection of the eligible works.
9. Where assistance conditions are not met or where false or fraudulent information is supplied, the Council may recover the whole amount from the applicant and or contractor, where appropriate a local land charge shall be entered against the property for the purpose of debt recovery.
10. Assistance repayable if the property is disposed of and will be secured as a local land charge against the property.
11. Common parts – The reasonable sum of proportion relating to the applicants liability.
12. If the owner does not intend to occupy the property, they must be willing to advertise the property for rental or Home Choice Plus for a period of 6-8 weeks to enable customers to register an interest in the property. If after this time no suitable applicant is identified, the owner can market the property for rental themselves.

Property type - please tick as appropriate

detached semi mid terrace end terrace house bungalow flat

Was the dwelling constructed, or built by conversion, less than 10 years ago? YES NO

Property description including number of floors, room types, construction type and age

Current Occupancy Owner Occupied Tenant Multi Occupied Empty

Applicant name and address

Date of birth:

Email:

Phone:

Ownership and occupancy details

Name of all persons with a freehold interest in the dwelling

Name of all persons with leasehold interest in the dwelling

Name of all persons with any other interest in the dwelling

Have you previously made an application for assistance on this or any other dwelling?

YES NO (If yes please give details)

Is the dwelling subject to formal notice issued under the Housing Acts?

YES NO (If yes please give details)

Date property became empty

Is the dwelling a listed building or within a conservation area?

YES NO (If yes please give details)

Have any of the works started or been completed? YES NO (If yes please give details)

Do you agree for the assistance to be paid directly to the contractor? YES NO

Please describe the proposed works and give approximate cost

Are there any additional ancillary fees? YES NO Please give details with approximate costs

Is planning permission or listed building consent required? YES NO

Is building regulation approval required? YES
 NO If yes

please give details and reference number(s)

Additional documentation required

Proof of Ownership and Title - Current Tenancy Agreements - Plans and specifications
- A minimum of two quotations from reputable approved contractors

We will hold, process and store your information in accordance with Data Protection Law. For more information please see our privacy notices on our website.

I have read, understood and agree to the conditions.

I declare the information given is correct and authorise the Housing Assistant to check the information given against existing records held by the HM Revenue & Customs, Credit Reference Agencies and Malvern Hills & Wychavon District Councils.

Signed _____ Date _____

Please return this form together with the relevant paperwork to Housing Administrator
Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, Worcs, WR10 1PT

Useful Contact Numbers

Housing - 01386 565610

Planning Department - 01386 565565

Building Regulation - 01684 862223 Energy

Saving Trust (EST) - 0300 1231234 Gas

Safe Register - 0800 408 5500

Care and Repair - 01684 579456

Conservation and Heritage - 01386 565327

Act On Energy - 0800 988 2881

OFTEC (to locate oil engineers) – 01473 626298