

Appendix C Policy Tools Tables

Renewal Policy	PSH A2 Loan Fund Assistance - To remedy decent home standard failures
Purpose	To enable the provision of subsidised loans for homeowners to improve living conditions to meet the Decent Homes Standard.
Eligibility	<p>Loan assistance will be made available to households whose homes fail to meet the Decent Homes Standard.</p> <p>To qualify the following criteria must be met:</p> <ul style="list-style-type: none"> ▪ The applicant must own and occupy the property as their sole residence, ▪ The applicant must have sufficient disposable income to cover the loan repayments, based on the assessment made by the Wessex Home Improvement Loans officer ▪ The applicant must <u>not</u> have a disposable income <u>in excess</u> of £125 per week. ▪ Must have sufficient equity available in the property to secure the loan. ▪ The property must be in Council Tax Bands A - D (to be introduced if seen to be appropriate in 2010)
Eligible Work	Eligible work must be directed towards achieving the Decent Homes Standard and priority will be given to removing all Category 1 hazards.
Financial Arrangements	<p>Wessex Home Improvement Loans will make an assessment of the household's financial circumstances and the amount and type of loan available will depend on the outcome of this assessment.</p> <p>The minimum loan available is £1000. There is no limit on the number of loans available; however, the maximum loan value is £15,000 at any one time or in a 10 year period if multiple loan applications are made.</p> <p>Loan limits will be subject to Wessex assessment of affordability to meet repayments and sufficient equity available upon which to secure the loan.</p> <p>In some circumstances Home Stay Assistance may be given in conjunction with a loan – see Home Stay Assistance policy.</p>
Application	<p>East Devon District Council will approve referrals to be made to Wessex Home Improvement Loans following:</p> <ul style="list-style-type: none"> ▪ An inspection of the property to ascertain Decent Homes Standard failings ▪ An initial financial assessment ▪ Proof of ownership being obtained
Approvals	Wessex Home Improvement Loans will issue the formal loan agreement, on the recommendation from East Devon District Council and having regard to financial commitments within the Loan Fund held by Wessex Home Improvement Loans. Approvals remain valid for 6 months from the date of approval. Approvals will be made within the adopted policy and budgets available at the time of application.

Payment	Following inspection of the works, receipt of satisfactory invoices, relevant certificates/warranties. and approval from the client, payment will be made directly to the applicant.
Conditions	As outlined in the loan agreement between the client and Wessex Home Improvement Loans, loans are secured with a Land Registry Title Restriction on the value of the loan and this charge is only removed when the loan has been repaid.

Assistance for Owner/ Occupiers:

Renewal Policy	PSH A1 Home Stay Assistance (HSA)
Purpose	This is a small safety net grant and is only available to improve and make safe, living conditions for owner-occupiers who do not qualify for a subsidised loan.
Eligibility	<p>HSA is available to OWNER / OCCUPIERS whose properties represent a risk to the occupants due to the presence of Category 1 Hazards* or for essential disrepair works AND who meet one of the following financial criteria:</p> <p>1a. All resident owners are in receipt of Income Support ,or 1b. The case has been referred to Wessex Home Improvement Loans but WHIL officers made assessment that owners cannot afford loan repayments AND a family member living within the household is vulnerable**.</p> <p>2a. HSA is also available as top up to a loan which has been agreed in principal by Wessex, but where the maximum loan offered by Wessex based on client affordability does not cover the full cost of the works OR 2b. As a top up where a loan has been agreed in principal but the necessary scope of work exceeds the maximum loan OR 2c. Where <u>unforeseen works</u> take the cost above the loan limit.</p> <p>The following criteria must also be met to qualify for MWA:</p> <ul style="list-style-type: none"> ▪ Dwelling must have been built over ten years ago ▪ The property must be in Council Tax bands A-D ▪ The same works have not been grant aided within the previous five years ▪ Assistance is not available where works have begun prior to the application being made <p>* <i>Category 1 Hazards or essential disrepair works– see General Notes</i></p> <p>** <i>Vulnerable households are those where members living in the household are either:</i></p> <ul style="list-style-type: none"> ▪ <i>in receipt of a means tested or long term disability benefit; or</i> ▪ <i>aged 60 years or over or</i> ▪ <i>a child aged less than 16 years.</i>
Eligible Work	<u>Eligible work will include works necessary to reduce or remove a Category 1 Hazard or remedy essential items of disrepair or in the case of a Loan approval (see item 2 above) work that has already been agreed under the Loan Policy.</u>

Financial Arrangements	<p>HSA is not subject to further means testing.</p> <ol style="list-style-type: none"> 1. Unsecured grant is available for amounts up to £2,000; secured grant is available (subject to a local land charge) for amounts over £2,000 and up to £10,000 where applicants are unable to access any loan funding or loan funding will not be sufficient to cover the cost of eligible works. 2. When HSA is being given as top up to a loan, the combined assistance in these circumstances <u>must not exceed £15,000</u> in total and the <u>HSA component must not exceed £10,000</u>. 3. HSA given where a loan has already been agreed and unforeseen works would take the cost above the maximum loan limit of £15,000 <u>must not exceed £2,000</u>. <p>HSA can include payments for professional fees and ancillary costs associated with the application or can be used to supply materials as part of an agreed scheme of work.</p> <p>A maximum grant of £10,000 is available in any five-year period (excluding assistance for adaptations). The maximum unsecured amount of grant in any five-year period is £2,000 and any further grant monies given which exceed this amount will only be given as a secured grant (ie. Land Charge will be applied for a period of 20 years).</p>
Application	<p>Applications for HSA will be made using the East Devon District Council HSA application form.</p> <p>Additional information will include:</p> <ul style="list-style-type: none"> ▪ Two estimates for the cost of the works ▪ Proof of financial situation i.e. income support or evidence of Wessex Home Improvement Loan decision ▪ Proof of ownership and occupation – completion of owner-occupier’s certificate. ▪ Planning/Building regulations approval (where requested)
Approvals	<p>Approvals remain valid for six months from the date of approval. Approvals will be made within the adopted policy and budgets available at the time of application. Approval will be determined within 21 working days of the receipt of a valid application.</p>
Payment Provisions	<p>Payment will be paid directly to the contractor or agent, with a signed authorisation from the applicant. Interim payments may be paid up to 90% on receipt of satisfactory invoices. Final payment will only be paid on receipt of satisfactory invoices and relevant certificates and warranties.</p>

Conditions	<p>Secured grant will be subject to a local land charge and will be repayable upon any relevant disposal of the dwelling occurring within a 20 year period commencing upon completion of works. The full amount will be repayable within this period should the conditions regarding disposal be breached.</p> <p>The dwelling must remain occupied by a family member as their main home throughout the condition period.</p>
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Assistance for Adaptations:

Renewal Policy	PSH A1 Disabled Facilities Grant (DFG)
Purpose	Mandatory Disabled Facilities Grant (DFG) is given to enable independent living, privacy, confidence and dignity for disabled people and other members of their household.
Eligibility	<p>Disabled Facilities Grant is available to applicants for a scheme of work following referral from an Occupational Therapist.</p> <p>Applicants will be considered from all tenures.</p>
Eligible Work	<p>DFG is available to support mandatory works as listed in Section 23 of the Housing Grants Construction and Regeneration Act 1996 as amended.</p> <p>A council officer, on the recommendation of a suitably qualified Occupational Therapist, will provide a schedule of the works necessary to suitably adapt the property for the disabled occupant.</p> <p>If the property can not be suitably adapted consideration will be given to assisting the disabled person to relocate to a more suitable property</p>
Financial Arrangements	<p>DFG is available to support schemes of work up to the £30,000 mandatory DFG limit.</p> <p>DFG means testing regulations apply.</p>
Application	<p>An application for DFG will be made using the DFG application form and supported by the following additional information:</p> <ul style="list-style-type: none"> ▪ Two itemised competitive estimates or, where the cost of the works exceeds £10,000, three itemised competitive estimates. ▪ Proof of financial circumstances ▪ Proof of ownership and occupation (for owners) or Consent from landlords (for tenants)
Approvals	<p>Approvals remain valid for twelve months from the date of the grant approval.</p> <p>Approvals will be made within the adopted policy and budgets available at the time of application.</p>

<p>Payment Provisions</p>	<p>Payment will be paid directly to the contractor or agent, applied under Section 39 of the DFG legislation.</p> <p>Owner's contribution must be paid before the assistance is paid.</p> <p>Interim payment can be paid up to 90% on receipt of satisfactory invoices and the final payment can only be paid on receipt of satisfactory invoices, relevant certificates and warranties.</p>
<p>Conditions</p>	<p>All equipment installed shall be offered to the Council for possible recycling, when the equipment is no longer required and is still in good working order and condition.</p> <p>Recyclable equipment will typically include stair lifts, through lifts and prefab extension units.</p> <p>Applicants will sign a certificate to say they intend to occupy premises for 5 years.</p> <p>Specific conditions apply including a Local Land Charge on grants over £5000 (for further details see application form).</p>

Assistance for Landlords:

Renewal Policy	PSH A3 Loan Fund Assistance – For owners of empty properties To be developed with Wessex Reinvestment Trust – date to be announced when available
Purpose	To encourage and assist owners of non-decent empty properties to bring their properties back into use.
Property	Loan assistance will be made available to owners of empty properties when the following criteria is met: <ul style="list-style-type: none"> ▪ The applicant must have owned the property for at least 6 months ▪ The property must have been empty for at least 6 months (according to council tax records). ▪ The property must fail the decent homes standard ▪ The applicant must have /or agree to obtain Planning and Building Regulation approval for the agreed scheme should it be appropriate
Eligible Work	Assistance will be available for: Works of conversion, repair, or improvement to provide living accommodation to meet housing needs as identified by the Council's Housing Advice Team. Eligible work must include work necessary to bring the property up to Decent Homes Standard,
Financial Arrangements	Wessex Home Improvement Loans will make an assessment of the landlord's financial circumstances and the amount of loan available will depend on the outcome of this assessment. All loans agreed will be on capital repayment terms only. The minimum loan available is £1000. There is no limit on the number on loans available; however, the maximum loan value is £15,000 on any dwelling. The definition of 'dwelling' is based on the property address at the start of the process. The loan value will be based on the lower of two valid estimates for the cost of the agreed works.
Application	East Devon District Council will approve referrals to be made to Wessex Home Improvement Loans following: <ul style="list-style-type: none"> ▪ An inspection of the property and schedule of works required to make the property decent and not be subject to risk of enforcement action under the Council's enforcement policy. ▪ An initial financial assessment ▪ Proof of ownership for at least the previous 6 months ▪ A certificate of letting stating that the applicant will let the property to someone nominated by EDDC Housing Advice within 2 months of loan draw down, for a period of at least 2 years and at an affordable rent level.*

Approvals	<p>Wessex Home Improvement Loans will issue the formal loan agreement on the recommendation from the Council and having regard to financial commitments within the Loan Fund held by WRT.</p> <p>The loan will be available for a period of 6 months and the work must be completed within this period or the loan agreement will be cancelled.</p>
Payment	<p>Payment will be made directly to the owner / applicant on a pro rata basis on receipt of relevant satisfactory invoices. Final payment can only be paid on receipt of relevant certificates and warranties.</p>
Conditions	<p>As outlined in the loan agreement between the client and Wessex Home Improvement Loans, loans are secured with a Local Land Charge against the property and this charge is only removed when the loan has been repaid.</p> <p>Should a landlord default on repayments, Wessex will follow standard default procedures.</p> <p>The Council will enforce any breach of the Certificate of Letting and demand full repayment of the loan subsidy payment if the property is not let for the two-year period.</p>

Renewal Policy	<p>PSH A2 Loan Fund Assistance – For properties let to vulnerable households by private landlords</p> <p>To be developed with Wessex Reinvestment Trust – date to be announced when available</p>
Purpose	To enable decent homes standard improvements to be made to privately let properties occupied by a vulnerable tenant.
Property	<p>Loan assistance will be made available to households whose homes fail to meet the Decent Homes Standard.</p> <p>To qualify the following criteria must be met:</p> <ul style="list-style-type: none"> ▪ The applicant must own the property. ▪ The tenant must meet the PSA7 definition of vulnerable (i.e. be in receipt of a means tested or long term disability benefit).
Eligible Work	Eligible work covers work necessary to bring the property up to Decent Homes Standard
Financial Arrangements	<p>Wessex Home Improvement Loans will make an assessment of the landlord's financial circumstances and the amount of loan available will depend on the outcome of this assessment.</p> <p>All loans agreed will be on capital repayment terms only.</p> <p>The minimum loan available is £1000. There is no limit on the number on loans available; however, the maximum loan value is £15,000 for any one dwelling.</p>
Application	<p>East Devon District Council will approve referrals to be made to Wessex Home Improvement Loans following:</p> <ul style="list-style-type: none"> ▪ An inspection of the property to ascertain Decent Homes Standard failings ▪ An initial financial assessment ▪ Proof of ownership being obtained ▪ A signed Certificate of Letting stating that the property is to be let for a period of 5 years to a vulnerable household and to be let at an affordable rent level*.
Approvals	Wessex Home Improvement Loans will issue the formal loan agreement, on the recommendation from the Council and having regard to financial commitments within the Loan Fund held by WRT.
Payment	Payment will be made directly to the applicant, following inspection of the completed works and approval from the client.
Conditions	<p>As outlined in the loan agreement between the client and Wessex Home Improvement Loans. Loans are secured with a Local Land Charge against the property and this charge is only removed when the loan has been repaid.</p> <p>Should a landlord default on repayments, Wessex will follow standard default procedures.</p> <p>Should the landlord breach the conditions contained in the Certificate of Letting the council will demand repayment in full of loan subsidy amount paid.</p>

Renewal Policy	PSH A2 HMO Energy Efficiency and Heating Scheme To be developed with WRT – date to be announced when loan part of scheme will be available
Purpose	To assist towards the provision of suitable insulation and heating systems in HMO's where there is identified Category 1 Hazard (Excess Cold and/or Damp and Mould)
Eligibility	Landlords of Houses in Multiple Occupation where the Category 1 Hazard (Excess Cold and/or Damp and Mould has been clearly identified.
Eligible Work	Loft insulation, cavity wall insulation, draught proofing and adequate affordable heating.
Financial Arrangements	Maximum assistance that will be available will be £1,000 with provision for loan assistance (when developed with WRT) of £4,000
Application	Application forms will be developed and a schedule of works will be provided following the HHSRS inspection of the whole property. <ul style="list-style-type: none"> ▪ Two itemised competitive estimates ▪ Certificate of letting
Approvals	Approval of grant only will be via a certificate will be issued by the Council and will be made within the adopted policy and budgets available at the time of application. Wessex Home Improvement Loans will issue the formal loan agreement, on the recommendation from the Council and having regard to financial commitments within the Loan Fund held by WRT.
Payment Provisions	Payments will be made on completion of the approved works and subject to the submission of appropriate invoices. 10% of applications will be selected for inspection of the relevant works.
Conditions	Repayment of grants in full if availability for letting condition contravened within 3 years. The offer of this financial assistance will not compromise the Local Authorities enforcement functions regarding Category 1 Hazards, under the Housing Act 2004.

Renewal Policy	PSH A4 PLEA - Private Landlords for Energy Action Grant
Purpose	The PLEA initiative is in Partnership with West Country Energy Action (WcEA) and aims to increase the uptake of energy efficiency measures by private sector landlords, providing information about government grants and discounts on a range of home energy efficiency measures for their rented properties.
Eligibility	This grant targets the very low energy efficiency levels in private rented dwellings which have significant numbers of the most needy and vulnerable people, and is available to landlords of rented dwellings where: <ul style="list-style-type: none"> • At least one of the tenants is an occupying tenant under a statutory tenancy arrangement and • There is an existing tenant who is not an immediate relative of the landlord and • The Landlord agrees to the property being made available to rent for a three year period following completion of the grant aided works.
Eligible Work	Assistance will be available for: <ul style="list-style-type: none"> ▪ £500 towards a new Gas condensing boiler ▪ £750 towards a new Oil condensing boiler ▪ £500 towards loft and/or cavity wall insulation ▪ £1200 towards a new/replacement Gas central heating system ▪ £2000 towards a new/replacement Oil central heating system ▪ Wood burning stoves and Night Storage heaters are also available but only if gas and oil central heating are not viable. ▪ Enquiries for renewable technologies (e.g. ground/air source heat pumps, biomass systems etc.) will be considered and WcEA will refer these to the Council for individual consideration before any approval is issued <p>A Landlord may apply for assistance on a maximum limit of 5 dwellings. The absolute maximum for any grant is £2000 and grant approvals will be made at a rate of 50% of the eligible expense of works within the above guidelines.</p>
Financial Arrangements	The Council provide WcEA with a budget from which approvals and payments are able to made directly by WcEA
Application	Applications are to be made to WcEA who check eligibility in accordance with the Partnership arrangements and Service Level Agreement (SLA)
Approvals	Issued by WcEA in accordance with SLA
Payment Provisions	Payments will be made on completion of the approved works and subject to the submission of appropriate invoices. 10% of applications will be selected for inspection of the relevant works.
Conditions	Repayment of grants in full if availability for letting condition contravened within 3 years.

Renewal Policy	PSH A4 Warm Zone Warm Up East Devon Scheme To be developed with WCEA
Purpose	To run in conjunction with the Devon Warm Zone scheme and provide assistance to those people who are just above the benefit cut off levels and are not able to access Free Insulation or Cavity Wall Insulation measures.
Eligibility	Owner Occupiers and Private Tenants who are 60yrs or over or who's household income is below £18,000.
Eligible Work	Loft insulation, Top-up loft insulation, clearing lofts and providing loft insulation, cavity wall insulation
Financial Arrangements	Maximum assistance of £100 - £400 or 50% whichever is less, to provide the above eligible works. The Council provide WcEA with a budget from which approvals and payments are able to made directly by WcEA
Application	Applications are to be made to WcEA who check eligibility in accordance with the Partnership arrangements and Service Level Agreement (SLA)
Approvals	Issued by WcEA in accordance with SLA
Payment Provisions	Payments will be made on completion of the approved works and subject to the submission of appropriate invoices. 10% of applications will be selected for inspection of the relevant works.
Conditions	There are no conditions associated with Warm Zone East Devon Warm Up assistance

Renewal Policy	PSH A2 Lodgers Scheme
Purpose	To reduce the number of people accessing the Housing Waiting List and to reduce the under occupation of large properties.
Eligibility	The property must be Owner Occupied and have sufficient accommodation to provide a bed/living room with whb and hot and cold water, and access to a suitably sized bath/shower and WC and access to Kitchen facilities. Planning and Building Regulations permissions or agreements must be provided with the application
Eligible Work	Grant assistance may be applied for to provide:- a) WHB, with hot and cold water and suitable drainage within the bedroom to be available for a lodger b) Small scale conversion work to provide a suitable room to be used for a lodger.
Financial Arrangements	The maximum amount of grant assistance that will be available is £2,000
Application	An application form will be required to be completed and approved before works are commenced. Two estimates for the work as stated in the schedule/list will be required as part of the estimate. Planning and Building Regulation permissions or agreements must be provided A land registry search will be carried out at an appropriate cost to identify ownership of the property prior to approval of the grant - this amount will be deducted from the grant amount.
Approvals	The budget will be available for 5 properties per annum and will be on a first come first served basis only. A waiting list will be compiled.
Payment Provisions	Payments will be made on completion of the approved works and subject to the submission of appropriate invoices. 10% of applications will be selected for inspection of the relevant works.
Conditions	A charge will be placed on the property and will be refundable on the sale of the property or if the property stops providing lodging accommodation within 5 years.

Renewal Policy	<p>PSH A3 Empty Property Assistance (Direct Lets Scheme)</p> <p>To be developed with Exeter Empty Homes Service and EDDC Housing – date to be announced when available</p>
Purpose	To encourage and assist owners of empty properties to bring their properties back into use.
Eligibility	<p>Assistance will be made available to owners of empty properties when the following criteria is met:</p> <ul style="list-style-type: none"> ▪ The applicant must have owned the property for at least 6 months ▪ The property must have been empty for at least 6 months (according to council tax records). ▪ The property does not meet the decent homes standard ▪ The applicant must have /or agree to obtain Planning and Building Regulation approval for the agreed scheme should it be appropriate
Eligible Work	<p>Assistance will be available for works of conversion, repair, or improvement to provide living accommodation to meet housing needs as identified by the Council’s Housing Advice Team.</p> <p>On completion all properties must meet the Decent Homes standard.</p>
Financial Arrangements	Assistance will only be given in return for joining the Council’s Direct Let scheme for a minimum period of 3 years and will be for 75% of the eligible works up to a maximum of £10,000 (per unit of accommodation).
Application	<p>Applications for assistance will be made using the Empty Properties Assistance application form and in addition the following information will be required:</p> <ul style="list-style-type: none"> ▪ Assistance will be based on the lower of two valid estimates for the cost of the agreed works. ▪ Proof of ownership / consent from lender ▪ The owner must make the application (if jointly owned, then all owners must be party to the application). ▪ Planning and Building Regulation approvals. <p>Applications must be made within 4 months of an invitation to make an application being received.</p>

Approvals	<p>Approval will only be valid for the applicant and is not transferable.</p> <p>Approvals will be valid for 6 months from the date of approval and all works must be completed within that period.</p> <p>Approvals for assistance will be made within the adopted policy and budgets available at the time of application.</p> <p>Approval will be determined within 28 working days of receipt of a valid application.</p>
Payment Provisions	<p>Payment will be made directly to the owner / applicant on a pro rata basis on receipt of relevant satisfactory invoices. Final payment can only be paid on receipt of relevant certificates and warranties.</p>
Conditions	<p>Tenants will be households nominated via the EDDC Housing Advice Team.</p> <p>Assistance subject to joining the Council's Direct Let scheme for a minimum period of 3 years and the dwelling must remain available for letting for at least a further 2 years (ie. Dwelling must remain within letting market for at least 5 years.)</p> <p>The property must be occupied within 2 months completion.</p> <p>The full level of assistance will become repayable on any breach of the above conditions ie. a land charge requirement will apply.</p>

Renewal Policy	PSH A3 Living over the shops Scheme (LOTS)
Purpose	To assist towards the provision of social rented accommodation in the major towns within East Devon and working in partnership with RSL's and Exeter Empty Homes Service. To utilise empty space above commercial premises.
Eligibility	Owners expressing an interest in this scheme within the major towns within East Devon will be visited by Exeter Empty Homes Service to identify if the accommodation is suitable for conversion, and discuss with the owner the leasing conditions of the RSL.
Eligible Work	Renovation, conversion and improvement works, following planning and building regulation consent to convert.
Financial Arrangements	Maximum amount of financial assistance is £10,000 per scheme
Application	An application form will be required to be completed and approved before works are commenced. Two estimates for the work as stated in the schedule/list will be required as part of the estimate. Planning and Building Regulation consent or agreements must be provided A land registry search will be carried out at an appropriate cost to identify ownership of the property prior to approval of the grant - this amount will be deducted from the grant amount.
Approvals	The budget will be available for 5 properties per annum and will be on a first come first served basis only. A waiting list will be compiled.
Payment Provisions	Payments will be made on completion of the approved works and subject to the submission of appropriate invoices. 10% of applications will be selected for inspection of the relevant works.
Conditions	Tenants will be households nominated via the EDDC Housing Advice Team. Assistance subject to joining the Council's Direct Let scheme for a minimum period of 3 years and the dwelling must remain available for letting for at least a further 2 years (ie. Dwelling must remain within letting market for at least 5 years.) The property must be occupied within 2 months completion. The full level of assistance will become repayable on any breach of the above conditions ie. a land charge requirement will apply.

Renewal Policy	PSH A1 Sanctuary Scheme
Purpose	To provide additional security measures to the families home in order to help them feel safe enough to remain in their own homes.
Eligibility	Any victim of domestic violence irrespective of tenure. This part of the scheme offers financial assistance to the partnership for O/O and private tenants.
Eligible Work	Ranging from provision of extra/new locks to front doors to provision of a safe room within the home that the victim can escape to and call the Police.
Financial Arrangements	Via the Partnership protocol Works on O/O and Private Rented properties will be via Care & Repair Home Improvement Agency
Application	There is no application – the judgement and decision of the Police and Woman’s Aid will be accepted
Approvals	There is no requirement for approvals – the only details to be held by the Environmental Health Service will be the Name, address and specifications of the work carried out.
Payment Provisions	Payment will be made on completion of works to the Care & Repair Agency from the specified account held for the Sanctuary Scheme. The maximum budget for this part of the scheme is £10,000 to be reviewed annually.
Conditions	The Police and Women’s Aid will make the decision who can be assisted with this scheme and what measures will be required. Otherwise there are no further conditions.

Renewal Policy	General terms applicable to all forms of assistance
Review	<p>A review can be made against the following decisions:</p> <ul style="list-style-type: none"> – Not to award assistance. – Amount of the award or level of contribution. <p>Requests must be made using the East Devon District Council Request for a Review Form.</p>
Waiver on Conditions	<p>Conditions may be waived where there is a relevant disposal at the discretion of the Head of Environmental Health and the relevant Portfolio Holder, having regard to the individual circumstances.</p> <p>Specific conditions apply to Disabled Facilities Grants under the Housing, Grants, Construction and Regeneration Act 1996 (as amended) and the Housing Renewal Grants (Amendment) (England) Regulations 2008.</p>
Exceptional Circumstances	Where it is considered that there are 'exceptional circumstances' which warrant consideration outside this policy, an application may be made using the form provided.
Local Land Charge	Where policy conditions state that a local land charge will be registered against the property, this means that when local searches are undertaken by a solicitor prior to the purchase of a property or perhaps a re-mortgage, this condition will be flagged up and will need to be cleared by the owner before the sale or re-mortgage completes. In most circumstances this charge is only removed if the grant is repaid.
Affordable Rent level	This will be subject to agreement with the Head of Housing Service or Housing Needs Manager.
Decent Homes Standard (DHS)	<p>This is a government standard and for a dwelling to be considered 'decent' it must:</p> <ul style="list-style-type: none"> • Be free of serious hazards • Be in a reasonable state of repair • Have reasonably modern facilities and services • Provide a reasonable degree of thermal comfort <p>For further information on the Decent Homes Standard please look at the government website www.communities.gov.uk/decenthomes</p>

<p>Category 1 Hazards</p>	<p>* Category 1 Hazards determined in accordance with guidance under the Housing Act 2004</p> <p>A Category 1 Hazard is determined by a careful assessment of risk. It is based on the likelihood of someone needing medical treatment over a given period, coupled with the type of harm or injury sustained. The resulting score is calculated using a formula which has been developed from statistical evidence gathered from Hospitals, GP Surgeries etc. of reported accidents and illnesses caused by the home environment. The most serious hazards are Category 1 (within which there are three banding levels) less serious hazards are Category 2.</p> <p>Essential repair works include:- leaking roofs/rain water goods, defective standard amenities, defective windows/external doors, defective heating systems (including assistance to access Warm Front grants), safety and security deficiencies, other matters subject to the agreement of the Head of Service or EH Manager Private Sector Housing.</p>
<p>Vulnerable household</p>	<p>Vulnerable households are those where members living in the household are either:</p> <ul style="list-style-type: none"> ▪ in receipt of a means tested or long term disability benefit; or ▪ aged 60 years or over or ▪ a child aged less than 16 years.
<p>Fees and Charges</p>	<p>Fees and charges</p> <p>In addition to the actual costs of carrying out works of improvement or repair, other charges necessarily incurred in undertaking grant-aided works are also eligible for grant assistance.</p> <p>These include</p> <ul style="list-style-type: none"> • Architects' fees • Certain legal fees • Surveyors' fees • Charges for planning permission or building regulations approvals. • Charges made by agency services for advising on or assisting with a client's applications • Charges made to cover electrical, gas, asbestos etc safety checks <p>As with the works themselves, the payment of grant in respect of these fees is dependent on the provision of a satisfactory receipt or invoice and only reasonable and necessary fees and charges will be eligible for assistance</p>