

CONTENTS

	Page
<u>Chapter 1: Executive Summary</u>	3
<u>Chapter 2: Introduction</u>	15
<u>Chapter 3: Alignment with National and Local Strategies</u>	17
<u>Chapter 4: Housing Renewal – Working with Local Partners</u>	28
<u>Chapter 5: Local Issues, Needs and Expectations – Evidence Base</u>	30
<u>Chapter 6: Private Sector Housing Priorities</u>	43
<u>Chapter 7: Policy Tools</u>	49
• Financial Assistance	49
• Energy Efficiency Assistance	55
• Other Forms of Assistance	57
• Private Sector Housing Enforcement	59
• Area Renewal and Group Repair Assistance	63
<u>Chapter 8: Appeals and Customer Complaints</u>	67
<u>Chapter 9: Performance Management</u>	68
<u>Chapter 10: Resource Allocation for the Policy</u>	70
<u>Chapter 11: Transitional Arrangements</u>	71
<u>Chapter 12: Implementation of the Policy</u>	72
<u>Appendix A: Qualifying Criteria, Conditions etc</u>	73
• Renovation Grant	73
• Emergency Repair Grant	80
• Disabled Facilities Grant	80
• Home Repair Assistance Grant	81
• Problem Vacant Property Grant	87
• Conversion Grant	93
• Group Repair	99
• Regeneration Grant	104

THE VALE OF GLAMORGAN COUNCIL

PRIVATE SECTOR HOUSING RENEWAL POLICY 2005-2008

EXECUTIVE SUMMARY

- 1.1 “People’s homes and their environment are critical to the quality of their lives. For most people, they are the foundation upon which their every day life is based. They should be somewhere where people feel safe and comfortable. This means wind and weather-tight, well insulated and energy efficient, and with good amenities in a safe congenial neighbourhood”. (The National Assembly for Wales: Better Homes for People in Wales – A National Strategy for Wales.)
- 1.2 The Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 came into force on the 18th of July 2002. The Order repealed much of the prescriptive legislation governing the provision of housing renewal grants and replaced them with a wide-ranging power to enable housing renewal.
- 1.3 Poor quality housing can have an impact on the health of the occupants and on the quality of life in an area. It is primarily the responsibility of homeowners to maintain their own property. However, the Council is committed to improving housing quality across all tenures including the owner-occupied sector and fully accepts that some homeowners, particularly the elderly and most vulnerable, do not have the necessary resources to keep their homes in good repair. The Council therefore has an important role to provide assistance in these cases.
- 1.4 The Council has a statutory duty to review the condition of the housing stock in its area from time to time and also has extensive powers to intervene where it considers housing conditions are unacceptable. In some cases it can take formal enforcement action under housing legislation especially in relation to private rented accommodation.
- 1.5 This Policy has been developed and reviewed in accordance with Welsh Assembly Government Circular Guidance 20/02 and has therefore been influenced using the following drivers:
 - Alignment of housing renewal policy with wider strategic objectives.
 - Local partnership working.
 - An evidence base of local issues, needs and expectations.
 - The Vale of Glamorgan Council Private Sector House Condition Survey revealed disproportionate levels of unfitness and cold conditions affecting the homes of the most vulnerable (e.g. people on means tested benefits, older people and people with disability) who are least able to fund essential works due to low incomes.
 - The survey also revealed that 923 owner-occupied households in receipt of means-tested benefits live in unsatisfactory dwellings. Among this group, 423 households live in dwellings that are unfit.

- It identified 593 owner-occupied elderly households, not on means tested benefits, occupying unfit dwellings. An additional 583 similar households live in dwellings that are in poor repair.
- Compared to a previous survey of private housing conditions completed in 1993 the general condition of the private housing stock has remained at best static. To improve unsatisfactory housing to an enhanced standard for 10 year retention will incur costs of £57.20 million while 30 year dwelling retention will involve investment of £107.90 million
- Prioritised assistance and enforcement.
- Dealing with complaints and redress.
- Monitoring and performance indicators
- Experience of the first Housing Renewal Policy in use.

1.6 The following Policy Statements have been developed through a review process and will enable the Council to provide assistance and enforcement where necessary to ensure the Strategic Renewal of poor quality housing stock in the Vale of Glamorgan:

POLICY STATEMENT 1

The Council will aim to ensure that its Private Sector Housing Renewal Policy supports and/or informs the strategic and collaborative objectives identified for the repair and improvement of houses, community development, regeneration, planning and the improvement of public health and the environment in the :

Vale of Glamorgan Community Strategy 2003-2013

Vale of Glamorgan Council Corporate Plan 2005-2009

Housing and Community Safety Service Plan 2005/2006

Vale of Glamorgan Council Social Care Plan

Vale of Glamorgan Council Children's Service Plan

Health Social Care and Well Being Draft Strategy

Health Improvement Programme

Review of Health and Social Care in Wales (Wanless)

Strategy for Older People in Wales

Vale of Glamorgan Council Unitary Development Plan

Better Homes for People in Wales

Warm Homes and Energy Conservation Act 2000 – A Fuel Poverty Commitment for Wales (2003)

Vale of Glamorgan Crime and Disorder Reduction Strategy 2002-2005

Vale of Glamorgan Black and Minority Ethnic Housing Strategy and Action Plan

Vale of Glamorgan Homelessness Strategy

Vale of Glamorgan Local Housing Strategy 2004-9

POLICY STATEMENT 2

The Council will continue to work with all relevant partner agencies in order to work towards our common goals and objectives.

POLICY STATEMENT 3

The Council will ensure that its Private Sector Housing Renewal Policy provides equality in the renewal of Private Sector Housing, supported by an evidence base that demonstrates the demand for assistance, recognises the needs of an applicant and is influenced by the general condition of the Vale's housing stock.

POLICY STATEMENT 4

The Council will ensure that its Private Sector Housing Renewal Policy will focus on the following priorities:

- **Area Based**
 - Improve the health and wellbeing of residents, workers and visitors in the Penarth Central Renewal Area through strategic area renewal.
 - Continue to identify and prioritise further areas suitable for area renewal activity.
- **Client Based**
 - Target available resources to older people, persons with disabilities and vulnerable families with pre-school or school age children.
- **Sector Based**
 - Reduce the risks to health and safety in private rented accommodation.
 - Improve the quality of information on the empty homes register and provide advice and guidance to owners.
- **Theme Based**
 - Target advice and energy grants to older persons, persons with disabilities and families with pre-school or school age children who are in fuel poverty.

POLICY STATEMENT 5

The Council will provide assistance and undertake enforcement action through its Private Sector Housing Renewal Policy in the following ways:

5.1 FINANCIAL ASSISTANCE

Financial Assistance will be given subject to specified qualifying criteria and conditions, as contained in Appendix A, and the following outline criteria:

DISABLED FACILITIES GRANT

These grants will be available Vale wide but subject to assessment and prioritisation by the Occupational Therapist.

Where appropriate they will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

These grants will also be provided through Care and Repair in the Vale in relation to their Client group.

This form of assistance is mandatory but will be allocated depending on a means test of resources.

The grant is limited to the maximum statutory limit of £30,000.

DISCRETIONARY DISABLED FACILITIES GRANT

These grants will be available for the purposes specified in legislation and other instances where work is required to facilitate adaptations or relocation.

In addition, where the cost of the adaptations / improvements exceed £30,000 this form of assistance may also be considered.

RENOVATION GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

The grant will generally be available to follow on from a Group Repair Scheme and will usually include internal work only.

Full renovation will also be available where Group Repair is unsuitable.

The grant will be a means tested grant and will also be available to Landlords for repairs, improvements and the provision of means of escape from fire where necessary.

For landlords there is no means test but 10-year letting conditions will be required (units must be available as rented accommodation). Grant aid will be limited to 75% of the eligible works up to a maximum of £10,000 per unit accommodation.

The grant will be subject to a limit of £20,000 or, in Houses of Multiple Occupation, a limit of £10,000 per unit of accommodation.

REGENERATION GRANT

These grants will be available in Renewal Areas only

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

They will be available where a housing need has been identified and will involve the conversion of non-residential buildings into dwellings. The grant may also include the complete demolition and rebuilding of buildings where this is considered appropriate e.g. where a building is an eyesore, has been a public nuisance or is no longer required as a commercial undertaking. The grant will be available to provide owner occupied or tenanted accommodation.

For landlords there is no means test but 10 year letting conditions will be required (units must be available as rented accommodation) and grant aid will be limited to 75% of the eligible works up to a maximum of £10,000 per unit of accommodation.

The grant will be subject to a limit of £20,000 for a single dwelling house or a limit of £10,000 per unit of accommodation in multiply occupied properties.

EMERGENCY GRANT

These grants will be available in Renewal Areas only.

They will be provided through Care and Repair in the Vale for their client group and for families with pre-school or school age children.

The eligible works will include repairing leaking roofs, heating system maintenance, etc.

The grant will be available to those on any means tested benefits and is subject to a limit of £500.

HOME REPAIR ASSISTANCE GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

The purpose of the grant is to provide interim assistance until group repair programmed work is undertaken or in place of a full Renovation Grant.

Eligible works for this grant include, for example, re-wiring, gas boiler replacement, roof repairs, new windows.

The grant will be available to those over 60 or on any means tested benefit and will be subject to a limit of £5,000 per grant.

HOME SAFETY GRANT

These grants will be available in Renewal Areas only.

The grant will be administered by Care & Repair in the Vale on behalf of the Council.

The purpose of the grant is to provide assistance for measures to improve safety in the home.

The criteria for the Home Safety grant will be related to issues affecting health and will be determined by the District Environmental Health Officer in accordance with published guidance.

The grant will be subject to a limit of £2,000.

PROBLEM VACANT PROPERTY GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

For landlords there is no means test but 10 year letting conditions will be required (units must be available as rented accommodation) and grant aid will be limited to 75% of the eligible works up to a maximum of £10,000 per unit of accommodation.

The grant will be subject to a limit of £20,000 for a single dwelling house or a limit of £10,000 per unit of accommodation in multiply occupied properties.

CONVERSION GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

They will be means tested for owner-occupiers, up to a limit of £10,000.

For landlords there is no means test but 10 year letting conditions will be required (units must be available as rented accommodation) and grant aid will be limited to 75% of the eligible works up to a maximum of £10,000 per unit of accommodation.

5.2 ENERGY EFFICIENCY ASSISTANCE

HOME ENERGY EFFICIENCY SCHEME (HEES) GRANT

The Council will promote the HEES grant to encourage eligible residents to take up offers of grant aid.

HEALTH THROUGH WARMTH INITIATIVE

The Council will continue to support the scheme, which not only includes HEES and Energy Efficiency Commitment (EEC) funded measures but also includes crisis funding provided by npower (Energy Supplier) and the Welsh Assembly Government.

Assistance will be available to those suffering ill health and living in poorly heated or poorly insulated properties.

The Council aims to enable referrals to be made by co-ordinating training for key front line staff in all relevant partner agencies.

ENERGY EFFICIENCY COMMITMENT FUNDING

The Council will promote across the Vale the availability of discounted insulation measures offered and promoted by energy suppliers.

The Council will also target promotional activity in the more affluent areas of the Vale, where poor levels of insulation, etc. have been identified.

These grants are available to everyone and limited only by demand, availability of contractors and participating energy suppliers.

ENERGY ADVICE

The Council, in conjunction with the South East Wales Energy Advice Centre, will provide an Energy Advice Service to Vale of Glamorgan residents.

ENERGY EFFICIENCY PROMOTION

The Council will also introduce initiatives to encourage private householders to improve the efficiency of their homes at their own cost.

5.3 OTHER FORMS OF ASSISTANCE

CARE AND REPAIR IN THE VALE INITIATIVES: Handy Person Scheme / Hospital Admission Prevention Scheme.

The Handy Person service will be delivered by Care and Repair in the Vale (C&RV) and will be offered throughout the Vale of Glamorgan area. The assistance will be available to C&RV clients only.

The Hospital Admission Prevention Scheme is available in renewal areas only.

The Council will enter into a contract with C&RV and will ensure that all referrals from the Council are made through a formalised reporting system.

LOANS / EQUITY RELEASE

The Council will work with external financial bodies, non-profit making institutions and other local authorities to obtain value for money and readily accessible loans and equity release facilities.

The Council will investigate and take part in a pilot for the provision of these services and seek to introduce these at the earliest opportunity. It is intended that the loans/equity release schemes be used in their own right or as part of a financial package e.g. 50% grant and 50% loan/equity release.

The Council will bid for resources, either internally or in partnership, to introduce a Loans and Equity Release Service for homeowners from 2006/07.

In the meantime, however, the Council will give advice and encouragement, where appropriate, for applicants to access private loans and equity release funding.

HOUSING ADVICE

The Council will provide a Housing Advice Service to help homeowners to maintain their homes, to tackle homelessness and to ensure that private sector tenants' health and wellbeing are safeguarded. The advice will be provided through the Housing and Community Safety Offices at 2-8 Holton Road, Barry and the Penarth Central Renewal Area Office at 88 Glebe Street, Penarth.

The Council will bid for resources, either internally or in partnership, to introduce a wider Housing Advice Service for owner-occupiers, landlords and tenants from 2006/07.

5.4 PRIVATE SECTOR HOUSING ENFORCEMENT

All enforcement action will be taken in accordance with the 'Enforcement Concordat', adopted by the Council.

REACTIVE PRIVATE SECTOR HOUSING SERVICE

The Council will provide a reactive service request function in respect of unfit tenanted properties, nuisance properties etc.

It will take appropriate enforcement action, where necessary to ensure dwellings are not a statutory nuisance and are fit for human habitation.

PROACTIVE INSPECTION OF HIGH RISK HOUSES IN MULTIPLE OCCUPATION (HMOs)

The Council will undertake a proactive inspection programme of high risk HMOs.

HOUSES IN MULTIPLE OCCUPATION REGISTRATION SCHEME

The Council will continue to identify high risk Houses in Multiple Occupation and to take enforcement action against those who fail to register their properties and will prepare for and implement as and when required the national mandatory licensing provisions contained in the Housing Act 2004.

EMPTY HOMES

The Council will make interventions throughout the Vale of Glamorgan in relation to Empty Homes. The interventions will include the external inspection of the properties and letters to the owners encouraging them to bring the properties back into use.

In relation to problem vacant premises, the Council will work in partnership, where necessary, to recommend and implement compulsory purchase throughout the Vale of Glamorgan.

CARAVAN SITE LICENSING

The Council will inspect every caravan/mobile home site in the Vale at least once each year to ensure compliance with site licence conditions.

The Council will review and update as necessary the site licence conditions of two caravan sites each year.

FUTURE DEVELOPMENT IN ENFORCEMENT ACTIVITY

The Council will continue to work with partners in the private rented sector to develop an accreditation scheme.

5.5 AREA RENEWAL / GROUP REPAIR ACTIVITY

The Council will continue its commitment to support strategic regeneration in Renewal Areas.

It will continue to prioritise and target grant assistance for the repair and improvement of unfit houses in Renewal Areas, including individual properties where group repair is not feasible.

It will work with partner agencies and others to deal with empty properties and problem land in Renewal Areas.

PENARTH CENTRAL RENEWAL AREA (PCRA)

The Council is committed to the regeneration of Central Penarth through the adopted and published 4-year strategy.

The Council will make annual bids to the Welsh Assembly Government for Renewal Area housing, socio-economic and environmental projects agreed by the Area Renewal Groups and the PCRA Neighbourhood Forum.

CADOXTON RENEWAL AREA

The Council will implement the agreed Forward Strategy to protect the investment already made and to support the sustainability of the area.

FUTURE HOUSING RENEWAL ACTIVITY

The Council will continue to undertake small area surveys in areas with high concentrations of poor housing. The surveys will enable the Council to recommend resources to be targeted to areas of greatest need in conjunction with other corporate initiatives.

POLICY STATEMENT 6

The Council will monitor the Housing Renewal Policy to ensure all services are adequately publicised and delivered in an effective, efficient and equitable manner. Quarterly reports will be submitted to the Council's Community and Wellbeing Scrutiny Committee.

The Council will actively publicise the Housing Renewal Policy to Black and Minority Ethnic groups and individuals.

The Council will deal with all appeals/complaints in accordance with its 'Formal Complaints' Procedure.

POLICY STATEMENT 7

The Council will use annual performance indicators to monitor its performance in delivering all types of assistance and enforcement. Performance monitoring results will be reported quarterly to the Council's Community Wellbeing and Safety Scrutiny Committee.

- 1.7** It is proposed that the Council's General Capital Funding and an external competitive bidding process for Specific Capital Grant, awarded by the Welsh Assembly Government, are used to fund the provision of assistance under the Private Sector Housing Renewal Policy.
- 1.8** General Capital Funding is obtained through an internal bidding process within the Council. General Capital Funding provides the major source of funding for all types of assistance. The bid for resources for assistance for Private Sector Housing has to compete against high priority corporate capital schemes proposed by other Departments.

- 1.9** A Housing Assistance General Capital Funding bid for the allocation of grants of £1.5m has been made for 2005/2006 of which, in excess of £0.7 m is already committed as a result of Grant Approvals issued in the financial year 2004-2005. Under the prescribed system, these will fall due for payment in the financial year 2005-2006.
- 1.10** This Housing Renewal Policy framework has been developed based on existing likely resources. The development of the evidence base, however, revealed that there has been a significant increase in the funds needed to meet the demand for Mandatory Disabled Facilities Grants and associated works.
- 1.11** As all the Council's uncommitted General Capital Funding allocation for grants should be earmarked for Mandatory Disabled Facilities Grants, the only other funding available is for Housing Renovation Grants in Renewal Areas.
- 1.12** In the Welsh Assembly Government letter inviting Specific Capital Grant bids Councils are advised that the Council's commitment to a scheme, for example by the amount of General Capital Funding a Council is prepared to allocate to a scheme, will be a factor when allocating these resources. It is essential therefore that the Council makes funding available to support strategic and Renewal Area schemes in order to maximise the Specific Capital Grant funds it can receive. For 2005/2006 the Council has allocated £500,000 to support the WAG Specific Capital Grant Funding in the Penarth Central Renewal Area.
- 1.13** Proposed allocation of funding for 2005/2006 is outlined in the table below;

PRIVATE HOUSING – GENERAL CAPITAL FUND	Amount (£)
Match funding for Renewal Area (Capital Bid)	£500,000
Balance for new Disabled Facilities Grant (Capital Bid)	£1,500,000
Sub Total - General Capital Fund (Capital Bids)	£2,000,000
Funding for DFG's in Council Homes (PROPOSED)	£ 250,000
Welsh Assembly Government Specific Capital Grant for Renewal Areas	£1,700,000
TOTAL HOUSING RENEWAL BUDGET 2005/6	<u>£3,950,000</u>

- 1.14** The Private Sector Housing Renewal Policy will be monitored quarterly in accordance with National Performance Indicators and the following local performance indicators;

Development and Monitoring of Local Performance Indicators

Private Sector Housing Enforcement – Reactive Service

Ref. No.	Performance Indicator Description	Target 2004/5	Target 2005/6
EH 1	% of service requests responded to within 5 working days	95%	96%
EH 2	% of service requests completed within 3 months	95%	96%
EH 3	No. of proactive HMO inspections carried out	24	20
EH 4	No. of Empty Home interventions undertaken.	N/A	50

Housing Assistance

Ref. No.	Performance Indicator Description	Target 2004/5	Target 2005/6
HA 1	Average time taken to deliver a disabled Facilities Grant	Baseline to be established	
HA 2	Renovation and disabled facilities grants approved within 6 months of receipt of a formal application	100%	100%
HA 3	Applications for Home Repair Assistance approved within 4 weeks of receipt of an application	100%	100%
HA 4	The percentage of Capital resources available under the authority's capital programme for investment in all tenures of housing that was allocated to the renewal of the private sector stock.	N/A	

Energy Efficiency

Ref. No.	Performance Indicator Description	Target 2004/5	Target 2005/6
EM 1	Rate of referrals for assistance under the Health Through Warmth Scheme (from 63% to 75% - Based on No. trained and referrals received)	63%	75%
EM 2	Undertake 2 Health Through Warmth Scheme training sessions per month for front line staff.	24	24

- 1.15** The Private Sector Housing Renewal Policy will be reviewed when there are significant legislative, resource or service demand changes. The Council welcomes any comments in relation to the provisions and omissions of this policy.

2. INTRODUCTION

- 2.1** “People’s homes and their environment are critical to the quality of their lives. For most people, they are the foundation upon which their every day life is based. They should be somewhere where people feel safe and comfortable. This means wind and weather-tight, well insulated and energy efficient, and with good amenities in a safe congenial neighbourhood”. (The National Assembly for Wales: Better Homes for People in Wales – A National Strategy for Wales.)
- 2.2** The Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 came into force on the 18th July 2002. The Order repealed much of the prescriptive legislation governing the provision of housing renewal grants and replaces them with a wide-ranging power to enable housing renewal.
- 2.3** Poor quality housing can have an impact on the health of the occupants and on the quality of life in an area. It is primarily the responsibility of homeowners to maintain their own property. However, the Council is committed to improving housing quality across all tenures including the owner-occupied sector and fully accepts that some homeowners, particularly the elderly and most vulnerable, do not have the necessary resources to keep their homes in good repair. The Council therefore has an important role to provide assistance in these cases.
- 2.4** The Council has a statutory duty to review the condition of the housing stock in its area from time to time and also has extensive powers to intervene where it considers housing conditions are unacceptable. In some cases it can take formal enforcement action under housing fitness legislation especially in relation to private rented accommodation.
- 2.5** This Policy has been developed and reviewed in accordance with Welsh Assembly Government Circular Guidance 20/02 and has therefore been influenced using the following drivers:
- Alignment of housing renewal policy with wider strategic objectives.
 - Local partnership working.
 - An evidence base of local issues, needs and expectations.
 - The Vale of Glamorgan Council Private Sector House Condition Survey revealed disproportionate levels of unfitness and cold conditions affecting the homes of the most vulnerable (e.g. people on means tested benefits, older people and people with disability) who are least able to fund essential works due to low incomes.
 - The survey also revealed that 923 owner-occupied households in receipt of means-tested benefits live in unsatisfactory dwellings. Among this group, 423 households live in dwellings that are unfit.
 - It identified 593 owner-occupied elderly households, not on means tested benefits, occupying unfit dwellings. An additional 583 similar households live in dwellings that are in poor repair.
 - Compared to a previous survey of private housing conditions completed in 1993 the general condition of the private housing stock has remained at best static. To improve unsatisfactory housing to an enhanced standard for 10 year retention will incur costs of £57.20 million while 30 year dwelling retention will involve investment of £107.90 million

- Prioritised assistance and enforcement.
- Dealing with complaints and redress.
- Monitoring and performance indicators
- Experience of the first Housing Renewal Policy in use.

2.6 The following Policy Statements have been developed through a review process and will enable the Council to provide assistance and enforcement where necessary to ensure the Strategic Renewal of poor quality housing stock in the Vale of Glamorgan:

3. ALIGNMENT WITH NATIONAL AND LOCAL STRATEGIES.

3.1. The Vale of Glamorgan Community Strategy 2003-2013

The Community Strategy vision for the Vale is a place that is safe, clean and attractive, where individuals and communities have opportunities to improve their health, prosperity and wellbeing.

The Community Strategy also states that the Vale of Glamorgan is comparatively wealthy and many of its residents enjoy a high standard of living. However, there are areas within the Vale, which suffer from significant economic, environmental and social difficulties such as high unemployment, substandard housing, low educational achievement, poor health and high levels of crime. The Community Strategy vision is to target those areas for improvement while seeking to conserve and enhance the best features of the Vale so as to raise the quality of life for all who live in the area or visit it for work or recreation.

Priorities for action are addressed within five broad themes, to which this strategy contributes as follows:

- Economic Regeneration;
- Lifelong Learning;
- Community Safety;
- Health and Wellbeing;
- Environmental Improvement;

Economic Regeneration

There is a need to encourage investors in relation to our 'problem vacant' properties in order to bring them back into use. Approximately £2.5 million each year is currently being invested in the local economy through the local building trade carrying out group repair work and other grant initiatives. This investment has become a significant factor in maintaining a healthy and vibrant local building industry. Through Renewal Area activity there is scope for numerous environmental improvements to be undertaken which contribute to our urban regeneration.

- *Provide appropriate information services and assistance to those considering investing in the Vale of Glamorgan.*
- *Maximise the job creation potential of established employment areas by upgrading their infrastructure and investing in environmental improvements.*
- *Undertake environmental improvements in town centres.*

Lifelong Learning

Initiatives aimed at improving poor housing conditions such as cold, damp and disrepair in our housing stock will create healthier home environments for adults and children, which should enable them to flourish in their education.

- *Identify and remove barriers, which prevent individuals, communities and organisations from learning in order to widen the level of participation.*

Community Safety

Grant and group repair specifications will be developed in conjunction with the advice from the local Crime Prevention Police Officers. The provision of double glazing through housing assistance and security measures through energy efficiency grants as 'target hardening' measures, can provide essential protection for occupiers from the risk of burglaries. The measures will also significantly reduce the fear of crime levels for the most vulnerable groups in the Vale.

Through proactive inspection of high risk houses in multiple occupation (HMO) and effective enforcement, vulnerable private sector tenants can be protected from fire by ensuring adequate means of escape from fire and suitable fire detection equipment is provided by their landlords. Community safety needs, including safe play areas for children, can be provided through renewal area initiatives, which are developed in conjunction with the local communities.

- *Reduce fear of crime by redesigning existing areas such as car parks and play areas in accordance with 'secure by design', the national police flagship initiative which supports the principles of designing out crime;*
- *Reduce the numbers of repeat victims and vulnerable groups being affected by crime*
- *Provide smoke detection apparatus and home fire safety risk assessments in dwellings of those identified as being at risk in the Vale of Glamorgan;*
- *Identify safety needs of local communities through statistical information and by engaging residents to provide local knowledge;*
- *Establish safe places for children to play, through redesign and supervision.*

Health and Well Being

Improved housing conditions and relief from fuel poverty, for those in greatest need, can be achieved through the provision of relevant housing advice, the delivery of targeted housing assistance and through effective enforcement.

It is well documented that the number of deaths from Coronary Heart Disease increases during cold spells in winter. Targeting assistance and advice at the fuel poor and other vulnerable groups can reduce the numbers of CHD incidents during the winter months. Renewal area activity, which includes addressing environmental and socio-economic issues, as well as improving housing standards, can have a positive effect on the health and well being of our local communities.

- *Improve the accessibility of services so that access is fair and recognises the needs of individuals.*
- *Enable vulnerable adults and their carers to live as independently as possible.*
- *Improve the wellbeing of older people and promote their independence.*
- *Reduce premature deaths from coronary heart disease.*

- *Encourage individuals and communities to take a greater responsibility for their health and well being by providing information and support to those who need it.*
- *Enhance the well being of local communities through encouraging the provision of good quality and cost effective housing.*

Environmental Improvement

The development of the Old Penarth Residents Forum in Penarth Central Renewal Area will assist in the creation of a sustainable community. The local community can work with the Council to ensure environmental problems are identified and dealt with and local green spaces and historic buildings are enhanced and developed for the benefit of all.

- *Work with community groups to reduce the problems of litter, graffiti and dog fouling in the area.*
- *Improve public green spaces and protect such areas from inappropriate development.*
- *Preserve and protect historic buildings.*

3.2. The Corporate Plan 2005-2009

Our Corporate priorities as outlined in the Corporate Plan

This service contributes to the achievement of the following corporate priorities outlined in the Corporate Plan:

- **Community Leadership**
'To work with partners from the voluntary, public, private and other sectors to deliver the shared vision for the future of the Vale, and to ensure a co-ordinated approach to realising this vision.'
- **Corporate Resources**
'To manage the Council's workforce, money and assets efficiently and effectively in order to maximise its ability to achieve its service aims.'
- **Community Wellbeing**
'To make the Vale a safe, healthy and enjoyable place in which individuals, children and families can live their lives to the full'.
- **The Environment**
'To achieve a quality environment through the promotion and use of sustainable practices, and by making the best use of current and future resources'.
- **Regeneration**
'To encourage the development of a diversified and sustainable community and to work in partnership with others to promote regeneration and economic development'.

Corporate Plan Key Objectives

Community Well Being

- Promote low cost home ownership initiatives and improve the supply of affordable rented accommodation in the public and private sectors. **(2008)**
- Complete the housing improvements within the Penarth Housing Renewal Area. **(2009)**

3.3. Housing and Community Safety Service Plan

Our service aim is;

Contribute to the health, wellbeing and safety of communities in the Vale and to ensure the provision of good quality, affordable and appropriate accommodation for individuals and families.

Our objectives: -

- Enable people to live in good quality, affordable housing.
- Reduce crime and the fear of crime.
- Encourage participation and partnerships in all our services.

Our values: -

Fairness - fair and equal access to services, equitable and consistent treatment.

Integrity - transparency and accountability.

Improvement - seeking innovative and effective ways to enhance quality with cost effectiveness.

Involvement - working in partnership with stakeholders, consulting and involving the community to ensure local ownership of local issues.

Sustainability - integrated service delivery across organisational boundaries, and consideration of the needs of all groups within our community both now and for future generations.

Our customers

- All Residents of the Vale of Glamorgan
- All households and empty properties in the Vale
- Council Tenants and Homes4U Applicants
- Homeless families
- Residents with support needs
- Community Lifeline Users
- Victims of crime
- Managers of Council buildings and schools

Activity Analysis

- Ensure that all residents have access to good quality, affordable and appropriate accommodation that is sufficient for their needs.

- Manage and maintain high quality accommodation that contributes to improving the health and social well being of our tenants.
- Encourage tenants and residents to participate in the management of our housing stock.
- Provide a comprehensive, proactive and accessible homelessness and housing advice and information service.
- Audit, monitor and identify the support needs of Vale residents and develop, plan and initiate new supported housing projects.
- Improve the quality of the housing stock through advice and grant aid and undertake fair and effective enforcement.
- Improve the energy efficiency of homes and Council buildings.
- Co-ordinate the work of the Community Safety Partnership in reducing crime and disorder.
- To manage the Town Centre CCTV service.
- Ensure that crime and disorder is taken into account in all activities undertaken by the Council.

Key outcomes

- A community where people feel safer and there is less crime and disorder.
- The Council's housing stock is in good condition and people want to live, and enjoy living, in their homes.
- Vulnerable people can live where they want to, accessing the services, benefits and help they need.
- Sufficient good quality housing is developed and existing housing maintained and improved, reflecting local markets and need.
- Housing conditions and standards are improved.
- Reduction of fuel poverty and improvement of energy efficiency in homes and Council buildings.

3.4. Vale of Glamorgan Council Social Care Plan

The Vale of Glamorgan Council Social Care Plan vision statement is; 'to contribute to the well being and safety of communities in the vale and to ensure the provision of quality, affordable and appropriate services for individuals and families'.

In order to achieve this, the plan has the following goal, which is related to this Housing Renewal Policy;

- To increase the proportion of older people, including assistance to carers, who are assisted to remain at home, where long-term care seems likely following illness, minor trauma or crisis.

3.5. Vale of Glamorgan Council Children's Service Plan

The Vale of Glamorgan Council Children's Service Plan vision statement is; 'to ensure that the Vale of Glamorgan is a place which values families, listens to children and which gives all children the best possible start and opportunities in life'.

In order to achieve this the plan has the following principles, which are related to this Housing Renewal Policy;

- To offer early support for all children, and their families, especially those in areas of social deprivation.
- To assist all children to reach their potential and prepare them for citizenship by support for their social and educational development and health.

3.6 Health, Social Care and Wellbeing Draft Strategy

The Vale of Glamorgan Council Health, Social Care and Wellbeing Strategy provides a planning framework that integrates commissioning and service arrangements between the Vale of Glamorgan Local Health Board and the Council.

The strategy provides a summary of the key issues facing the Vale of Glamorgan and LHB when determining ways to improve the health and wellbeing of the population.

Aims and Objectives of the Vale of Glamorgan Health, Social Care and Wellbeing:

Aim

- The overall aim of the Strategy is to improve the experience of health and wellbeing for individuals and communities in the Vale of Glamorgan

Objectives

- To develop new ways of engaging with patients and the public in order to create a step-change in individuals' and communities' acceptance of responsibility for their health.
- To develop a whole systems approach, and critically examine the interface between all aspects of the health and social care system.

3.7 The Health Improvement Programme

In April 2003 the Local Health Board inherited the legacy statements of its predecessor organisations, which identified priority areas for action and existing commitments to services and developments. The Vale of Glamorgan LHB has identified commissioning priorities which include the following which are relevant to this Policy;

- Improving services to older people with a greater emphasis on prevention.
- Preventing inappropriate admission to hospital and delayed discharges through whole systems working.
- Work with partner organisations to pool budgets as part of whole systems model.
- Maximising use of resources.

3.8 The Review of Health and Social Care in Wales (Wanless) 2003

The review concluded that there should be a strategic adjustment of services to focus on prevention and early intervention. The Housing Renewal Policy has a significant part to play in addressing this especially in relation to area renewal, fuel poverty and the provision of disabled facility grants.

3.9 The Vale of Glamorgan Council - Strategy for Older People in Wales

The Strategy outlines a development plan in the form of a framework for progress.

The Strategy has the following housing related key aims:

INTEGRATED CARE FOR OLDER PEOPLE

- To promote and improve the health and well being of older people through integrated planning and service delivery frameworks and more responsive diagnostic and support services.
- To promote and improve the health and well being of older people through integrated planning and service delivery frameworks and more responsive diagnostic and support services.

The allocation of Disabled Facilities Grants will enable disabled older people to remain safely in their homes with an improved quality of life. Regeneration of run down neighbourhoods through Renewal Area initiatives also help older residents by increasing social inclusion opportunities and by reducing their fear of crime.

3.10. Vale of Glamorgan Council Unitary Development Plan 1996-2011

The Housing Renewal Policy has significant links to the UDP in relation to the Environment and Housing. The relevant UDP priorities include;

Environment

“...protection and enhancement of the natural and built environment....”.

Housing

“...to ensure the availability of an adequate range and choice of housing sites throughout the Vale. This includes provision of all housing types and requirements, including dwellings available to those persons not easily able to compete in the existing, predominantly private market.”

3.11. Better Homes for People in Wales

The Welsh Assembly Government's target for 2012 is to improve and repair the whole of the housing stock so that all houses in Wales should be in a good state of repair, be safe and secure, be adequately heated, be fuel efficient and well insulated, contain up to date kitchens and bathrooms and in the case of tenanted properties, be well managed, be located in attractive and safe environments and as far as possible suit the specific requirements of the household. The new Private Sector Housing Renewal Policy will assist in the achievement of that target.

3.12. Warm Homes and Energy Conservation Act 2000 – A Fuel Poverty Commitment for Wales (2003)

This sets out the overall target date of 2010 to end fuel poverty in vulnerable households and a target date of 2018 for non-vulnerable households. It also includes measures to end fuel poverty.. Vulnerable households are defined as those with elderly, very young, disabled or long-term ill occupants. The government aims to monitor progress so that programmes can be reviewed and revised as needed. The common UK approach is to tackle fuel poverty through;

- Home Energy Efficiency Schemes (HEES)
- Continuing action to keep fuel bills low and supporting industry initiative; and
- Continuing action to tackle general poverty, low incomes and social exclusion.

3.13. Vale of Glamorgan Crime and Disorder Reduction Strategy

The Crime and Disorder Reduction Strategy has identified a number of key priorities of which the following relate to this policy;

To further reduce the level of house burglary.

Strategic Statement

- To work in partnership to reduce household burglaries;
- To reduce house burglaries and the fear of house burglary by education, positive press and proactive crime prevention.

To reduce incidents of crime against vulnerable individuals and groups.

Strategic Statement

- To work in partnership to reduce crime against vulnerable groups;
- To reduce crime against vulnerable groups and the fear of crime experienced by such groups, by education, positive press and proactive crime prevention.

To help create a safer environment for communities.

Strategic Statement

- To develop and implement strategies to encourage sustainability and social inclusion within communities.

Initiatives proposed within this Housing Renewal Policy, such as the Home Energy Efficiency Scheme, provide security measures in addition to energy efficiency measures for people on means tested benefit. Renewal Area activity will also address issues such as social inclusion, youth annoyance and environmental problems such as litter, lack of play facilities etc.

3.14. The Vale of Glamorgan Black and Minority Ethnic Housing Strategy and Action Plan

In the development of the strategy and action plans research highlighted the following issues;

- The Vale of Glamorgan Council has a BME population of 2576 out of a total population of 119,292 (or 2.16%) based on the 2001 Census.
- In terms of housing tenure, BME households in the Vale of Glamorgan are generally over represented in the private rented sector.
- Negative aspects included poor state of repair of homes
- There was a lack of familiarity with system relating to grant assistance for repairs etc.
- Female participants in the survey felt that language was the most important barrier.

The strategy has the following objectives;

- To ensure that partners corporate policies and processes demonstrate a commitment to promoting race equality
- To ensure that services provided by partners are accessible and offer choice to people from minority ethnic communities.
- To ensure that services of all partners deliver and promote race equality and eliminate discrimination.
- To ensure that all partners in their role as employers actively promote race equality.
- To formalise and maintain the partnership.

3.15 The Vale of Glamorgan Council Homelessness Strategy 2004-9

The strategy sets out the Council's approach to preventing homelessness and effectively responding to homelessness when it occurs. It has been shaped by the findings of a comprehensive review of homelessness in the County.

Key findings include;

- The number of homelessness presentations has risen from 327 in 2000/1 up to 1,226 in 2003/4. A significant increase and problem for the Council.
- The main reason for homelessness for households accepted as homeless by the Council was parents and other relatives/friends no longer willing to accommodate the individual or household.
- The use of temporary accommodation is rapidly growing.

- The quality of Bed and Breakfast accommodation used to house the homeless people is variable with some being not only exceptionally poor in terms of physical standards but also inappropriate for the client group.

The relevant homelessness strategy objectives prevention plan;

- Objective 1: Preventing homelessness and repeat homelessness from occurring wherever possible.
 - Ensure greater corporate connectivity around homelessness prevention
- Objective 2: Ensuring the provision of effective homelessness and housing advice services;
 - Ensure appropriate staff training
- Objective 3: ensuring the adequate supply of appropriate support and accommodation, both temporary and permanent;
 - Work proactively with private landlords to increase the supply of good quality private rented accommodation.
- Objective 4: Informing the public and involving service users in developing and improving services;
 - Sign post young people to sources of information and advice.
 - Work in partnership with Race Equality First to raise awareness of housing and homelessness services amongst BME communities.

3.16 The Vale of Glamorgan Council - Local Housing Strategy

The Housing Strategy sets out the council's priorities to meet the county's housing needs and aspirations and thereby contributes to the overall long-term aim to improve the quality of life for all citizens in the Vale of Glamorgan. Consequently, this Housing Strategy is a plan for housing for everyone in Vale of Glamorgan. It covers all tenures and the needs of all citizens. This Housing Strategy sets out the key issues facing housing in the Vale of Glamorgan, the priorities that need to be tackled, the actions that need to be taken, resources and the outcomes expected.

The objectives laid out in the Local Housing Strategy are as follows;

HSSO1 Strategic Objective 1

- Promote a good quality private housing sector

HSSO2 Strategic Objective 2

- Improve supply and facilitate broader access to the private rented sector

HSSO3 Strategic Objective 3

- Facilitate broader access to home ownership

HSSO4 Strategic Objective 4

- Protect and improve the condition of properties and communities through area renewal

HSSO5 Strategic Objective 5

- Improve the supply of affordable rented accommodation in the public sector across the Vale of Glamorgan

HSSO6 Strategic Objective 6

- Improve the quality and condition of local authority housing stock

HSSO7 Strategic Objective 7

- Eradicate homelessness

HSSO8 Strategic Objective 8

- Develop housing and support solutions for vulnerable adults, young people and children

HSSO9 Strategic Objective 9

- Ensure people from black and minority ethnic communities have equal access to housing that meets their needs

HSSO10 Strategic Objective 10

- Ensure that the public has accessible, high quality advice and information in relation to housing matters

HSSO11 Strategic Objective 11

- Improve joint working to achieve strategic objectives

HSSO12 Strategic Objective 12

- Improve data collection relating to strategic housing objectives

3.17 POLICY STATEMENT 1

The Council will aim to ensure that its Private Sector Housing Renewal Policy supports and/or informs the strategic and collaborative objectives identified for the repair and improvement of houses, community development, regeneration, planning and the improvement of public health and the environment in the:

Vale of Glamorgan Community Strategy 2003-13

Vale of Glamorgan Council Corporate Plan 2005-2009

Housing and Community Safety Service Plan 2005/2006

Vale of Glamorgan Council Social Care Plan

Vale of Glamorgan Council Children's Service Plan

Health Social Care and Well Being Draft Strategy

Health Improvement Programme

Review of Health and Social Care in Wales (Wanless)

Strategy for Older People in Wales

Vale of Glamorgan Council Unitary Development Plan

Better Homes for People in Wales

Warm Homes and Energy Conservation Act 2000 – A Fuel Poverty Commitment for Wales (2003)

Vale of Glamorgan Crime and Disorder Reduction Strategy 2002-2005

Vale of Glamorgan Black and Minority Ethnic Housing Strategy and Action Plan

Vale of Glamorgan Homelessness Strategy

Vale of Glamorgan Local Housing Strategy 2004-9

HOUSING RENEWAL – WORKING WITH LOCAL PARTNERS

4.1. Care and Repair in the Vale

The Care and Repair in the Vale agency provides high levels of support for the over 60s and disabled people who might not otherwise be able to cope with the disruption and organisation of repairs and adaptations.

The Council provides Care & Repair in the Vale with funding for a 'Handy Person' scheme and we work with them on grant matters, the Hospital Admission Prevention Scheme (HAPS), Rapid Response Adaptation Project (RRAP) and referrals for people who fall outside the grant regime.

It is proposed to extend this partnership by providing Care & Repair in the Vale with a budget to provide emergency repair grants in the Council's Renewal Areas and to work closely with them to ensure that their client group in the Renewal Areas receive any necessary additional support during Group Repair and Renovation works. It is also proposed to introduce a new grant in Renewal Areas only, which focuses on home safety and will be administered by Care and Repair in the Vale on a fee basis. It is also proposed that Care & Repair will be based in the Renewal Area Office, one day each week to provide their core services to residents in area.

4.2. South Wales Energy Advice Centre

The Council will continue to work in partnership with the South Wales Energy Advice Centre to provide advice for homeowners and tenants on energy efficiency measures and how to access funding for improvements. The Council will also assist the South Wales Energy Advice Centre in providing an occasional advice and information service from the Council's offices in Barry and Penarth. The SWEAC will also work with the relevant grant funding agencies, such as the Energy Action Grants Agency, to ensure energy efficiency advice and funding is targeted to reduce fuel poverty for our most vulnerable residents.

4.3. Llamau

The Council will continue to work in partnership with Llamau Limited to implement the recently introduced Private Sector Nomination Scheme by continuing to provide units of accommodation in 2005/2006. Llamau Limited assists the Council by providing bond guarantees, tenancy support and support for Children's Services and the Homeless. Llamau's 'Jigso Project' also aims to provide a range of flexible and adaptable housing solutions to meet the changing needs of their very diverse client group.

4.4. Vale Housing Federation

The Council will continue to support The Vale Housing Federation, whose role is to work side by side with the landlords and tenants who live in the Vale of Glamorgan, to provide advice and support on all sector-housing issues. The Federation also works with the Council to provide two-way communication channels between private sector tenants and landlords. The Council will also work with the Federation in identifying the housing needs of BME communities in the Vale. For 2005/2006 the Council is seeking to sign up to a contract with the VHF to provide a mediation service for all residents.

4.5. Energy Suppliers

Funding from energy suppliers for energy efficiency measures is available to all private householders under the UK Government's Energy Efficiency Commitment. The Council has set up a scheme called the 'Heat Project' with Enact Energy Consultants providing grant funding for insulation measures for private sector householders in the Vale. This will be promoted to the private housing sector through door-to-door leaflet drops, energy information days and adverts in local publications (e.g. Recycling & Local Amenity Guide delivered to all Vale households). We have also set up the Health Through Warmth scheme with NPower, to tackle fuel poverty amongst vulnerable groups. The Council will continue to keep up to date on the availability of EEC funding and look to maximise take up of this funding by private households in the Vale.

4.6. The Vale of Glamorgan Health Alliance

The Vale Health Alliance has an executive Project Board comprising representatives from a variety of statutory and independent sector agencies. The Project Board decides on the overall direction of the Alliance, the means to promote Health Alliance activity and the themes on which the Co-ordinator should focus. The work is undertaken through Task and Finish groups on specific topics or by joining other work groups on tasks related to health improvement.

The Alliance has chosen to co-ordinate work on health and wellbeing on a number of areas including the following, which are relevant to this policy;

- Injury Prevention (Vale Safe Strategy)
- Health and Housing.

Having a multi-agency focus through the Health Alliance will greatly help to address the housing related health problems especially in the Renewal Areas.

4.7. Statutory Agencies

The Council will continue its membership of and participation in the HMO Liaison Group where neighbouring authorities meet on a regular basis with the South Wales Fire Authority in relation to fire safety issues in Houses in Multiple Occupation. The section is committed to developing further joint initiatives with the South Wales Fire Authority, particularly in relation to home safety and the installation of smoke detectors.

4.8 The Vale of Glamorgan Community Safety Partnership

We will work with task Groups set up under this partnership in relation to the following priority areas;

- Household Burglary – Through grant specifications utilising 'Secure by Design' principles.
- Creating a Safer Environment – through Area Renewal and Housing Standards enforcement including dealing with empty homes.

4.9. Registered Social Landlords

The Council will continue to develop partnership working with the principal Registered Social Landlords (Housing Associations) operating locally. In particular to develop their role as Managing Agents for private sector landlords who are unable to provide satisfactory standards of management in Houses in Multiple Occupation. The Council will also work in partnership with Registered Social Landlords in relation to problem vacant dwellings.

4.10 Landlords' Forum

The Council has held its first meeting with private sector landlords which was considered a success. Further meetings are planned to continue the development of the forum and will include provision of information, consultation and development of proactive initiatives such as HMO Accreditation schemes.

4.11. POLICY STATEMENT 2

The Council will continue to work with all relevant partner agencies in order to work towards our common goals and objectives.

5. LOCAL ISSUES, NEEDS AND EXPECTATIONS – EVIDENCE BASE

5.1. Vale of Glamorgan Council Private Sector House Condition Survey 2002

Consultants David Adamson and Partners carried out the Vale of Glamorgan Private Sector House Condition Survey 2002 on behalf of the Council.

There are about 51,600 dwellings in the Borough, of which just under 47,000 are privately owned and the remainder are Council properties. Of the privately owned stock most are owner-occupied (87%), the remainder are privately rented (6%) and registered social landlord rented (5%).

The independent research reveals significant problems in the Vale's Private Sector Housing stock with an overall level of unfitness of 6.0%. Living in an unfit home means people's health or safety is at significant risk from problems such as:

- serious disrepair (e.g. dangerous electrics) and
- dampness.

The current fitness standard is very basic and excludes other health and safety problems, notably:

- cold conditions, and
- poor internal arrangement (e.g. steep staircases)

The research also revealed disproportionate levels of unfitness and cold conditions affecting the homes of the most vulnerable (e.g. people on means tested benefits, older people and people with disability) who are least able to fund essential works due to low incomes.

- The survey revealed that 923 owner-occupied households in receipt of means-tested benefits live in unsatisfactory dwellings. Among this group, 423 households live in dwellings that are unfit.
- The survey revealed that 593 owner-occupied elderly households not on means tested benefit occupy unfit dwellings. An additional 583 similar households live in dwellings that are in poor repair. The current waiting list for Renovation Grants (suspended in February 2002) comprises 245 cases of which almost 20% are applicants over the age of 70 and 57% are over the age of 60.
- Compared to a previous survey of private housing conditions completed in 1993 the general condition of the private housing stock has remained at best static. To improve unsatisfactory housing to an enhanced standard for 10 year retention will incur costs of £57.20 million while 30 year dwelling retention will involve investment of £107.90 million. The scale of the problem is highlighted by comparison with Council expenditure over the last 5 years, which although totalling £15.3 million is now reduced to only £1.8 million in for 2002-03.
- To illustrate investment requirements within the private housing sector we have assumed a ten year comprehensive retention standard. The housing stock can be sub-divided into three categories.

TABLE 1

CATEGORY	Dwellings	Average Cost	Total Cost
1: Unfit Dwellings	2818	£10,967	£30.90 million
2: Dwellings in Disrepair	3177	£7,411	£23.55 million
3: Dwellings in Good Condition	40878	£1677	£68.57 million

The survey identified a number of key local issues within this investment framework, including:

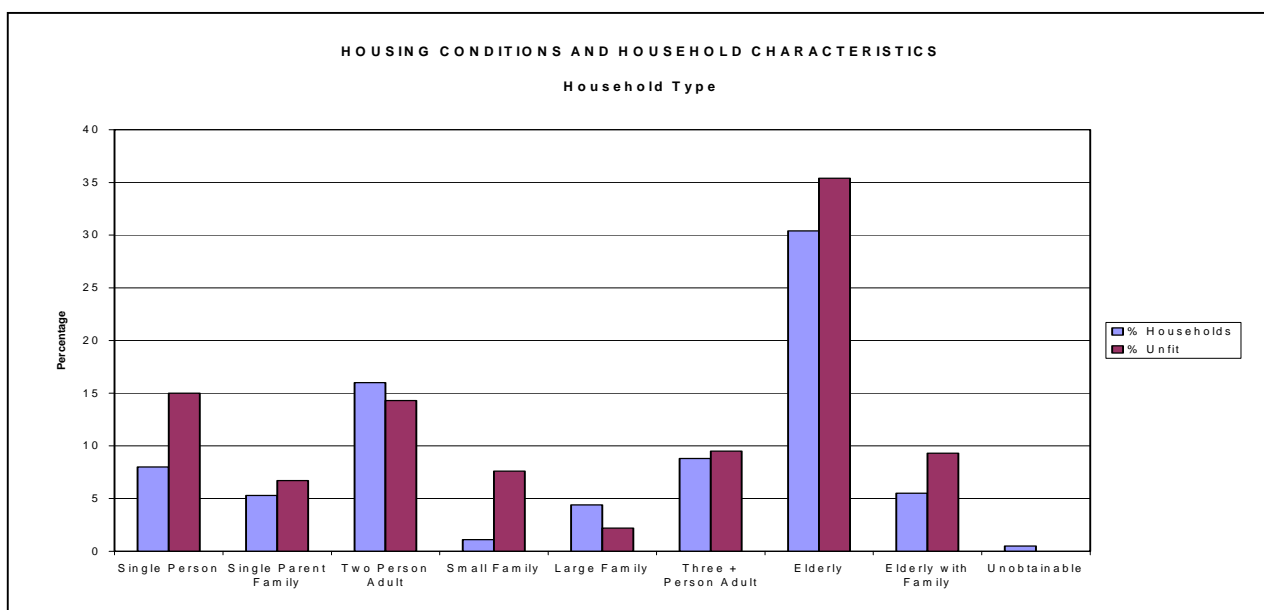
- A remaining core of older unfit private housing largely treatable on a single dwelling basis but with significant smaller hotspots of poor housing condition, associated with pre-1919 terraced housing in the centres of Barry and Penarth, that would benefit from more comprehensive area based approaches. The current waiting list for Renovation Grants (suspended in February 2002) comprises 245 cases of which over 70% are applicants resident in Barry and almost 20% are resident in Penarth/Dinas Powys.
- An uneven distribution of physical housing problems across the housing stock with above average rates of unsatisfactory housing conditions in:
 - Vacant dwellings
 - The private rented sector
 - Converted flats/Houses in Multiple Occupation
 - The pre-1919 housing stock
 - Terraced housing

- A strong correlation between physical housing condition problems and socio-economic disadvantage. Young and elderly households are particularly affected together with those on low incomes and means tested benefit:
- Households in receipt of means tested benefit comprise 18.0% of all households in the area but comprise 25.6% of all households living in unfit dwellings.
- Single person households comprise only 8% of all households in the area but account for 15.0% of all households living in unfit dwellings.

TABLE: 2 HOUSING CONDITIONS AND HOUSEHOLD CHARACTERISTICS

HOUSEHOLD CHARACTERISTIC	ALL HOUSEHOLDS		CONDITION CATEGORY					
	No	%	GOOD CONDITION		DISREPAIR		UNFIT	
	No	%	No	%	No	%	No	%
MEANS TESTED BENEFIT								
Benefits received	8298	18.0	7031	17.4	636	20.5	649	25.6
No benefits	37701	82.0	33343	82.6	2471	79.5	1886	74.4
HOUSEHOLD TYPE								
Single Person	3683	8.0	3037	7.7	266	6.7	380	15.0
Single Parent Family	2418	5.3	2015	5.1	234	5.9	169	6.7
Two Person Adult	7374	16.0	6599	16.4	412	13.3	363	14.3
Small Family	9717	1.1	9150	22.7	375	12.1	192	7.6
Large Family	2044	4.4	1810	4.5	178	5.7	56	2.2
Three + Person Adult	4032	8.8	3106	7.7	685	22.0	242	9.5
Elderly	13984	30.4	12341	30.6	745	24.0	898	35.4
Elderly with Family	2510	5.5	2086	5.2	190	6.1	235	9.3
Unobtainable	236	0.5	214	0.5	23	0.6	0	0.0

Fig. 1



The Vale of Glamorgan's Private Sector Housing – Key Facts
(Source – Private Sector House Condition Survey 2002)

STOCK PROFILE

Total	46872	100%
Occupied	45971	98%
Vacant – total	901	2%
Long-term vacants (of over 6 months)	645	72%

UNFITNESS AND DISREPAIR

Unfitness – Total	6.0%
Fitness rate in owner-occupied	5.6%
Fitness rate in private rented	9.7%
Fitness rate in vacant stock	31.6%
Fitness rate in pre 1919 stock	13.6%
Fitness rate in inter-war stock	9.9%
Costs to make fit – short life retention	£17.93 million
For 10 year retention	£30.90 million
For 30 year retention	£52.18 million

SOCIO-ECONOMIC FACTORS

Resident in home for 10 years plus	46.0%
Means tested benefit	18.0%
Means tested benefit & unfit dwelling	25.6%
Disability or long term illness in household	6.8% registered
Disability or long term illness in household	9.4% not registered

ENVIRONMENT

Visual Quality	- above average	26%
	- average	49%
	- below average	25%
Attitudes to Crime	- levels increasing	13%
	- levels static	86%
	- levels reducing	1%

SECURITY MEASURES

Alarm, locks and bolts	27.8%
Locks/bolts to windows & doors	51.8%
Locks/bolts to windows or doors	16.0%
Minimal security	4.4%

ENERGY EFFICIENCY

'Poor' energy rating (SAP under 40)	18.2%
Households in 'Fuel Poverty' (Annual energy costs over 10% income)	28.1%

HOMES OF OLDER PEOPLE

Elderly households	30.4%
Households in unfit dwellings	35.4%
Elderly households in 'Fuel poverty' (Annual energy costs over 10% income)	64.8%

5.2. Vale of Glamorgan Council House Condition (Questionnaire) Survey 2001

As part of the house condition survey it was determined that a stratified sample of 30,000 households be identified and sent a postal survey. Some 10,500 questionnaires were returned and were verified and validated once on the computer database. The survey sought information in relation to the age, type of the property and other socio-economic information including energy efficiency data.

The following graphs relate to the key findings from the survey;

Fig 2

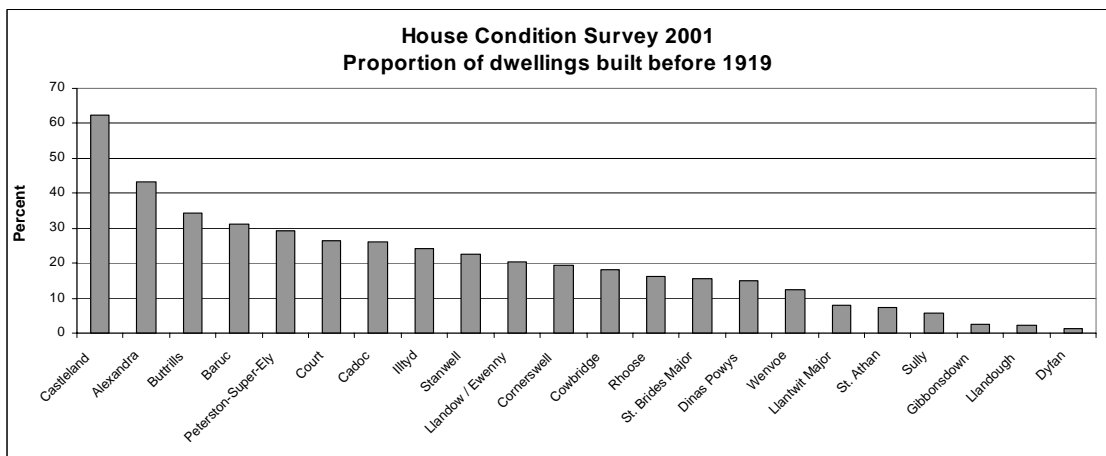


Fig 3

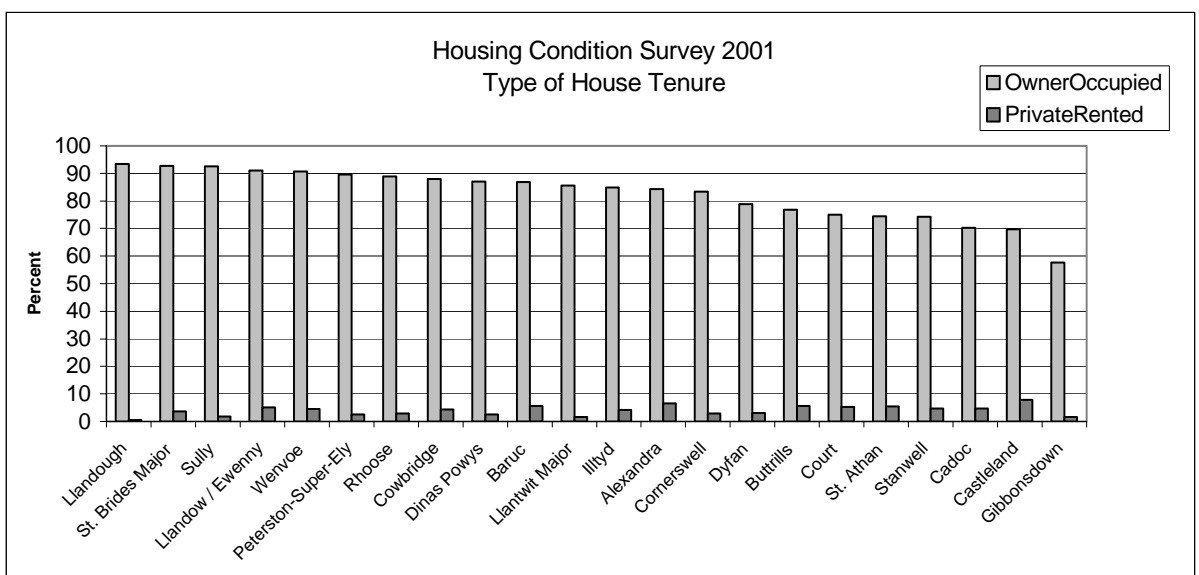


Fig. 4

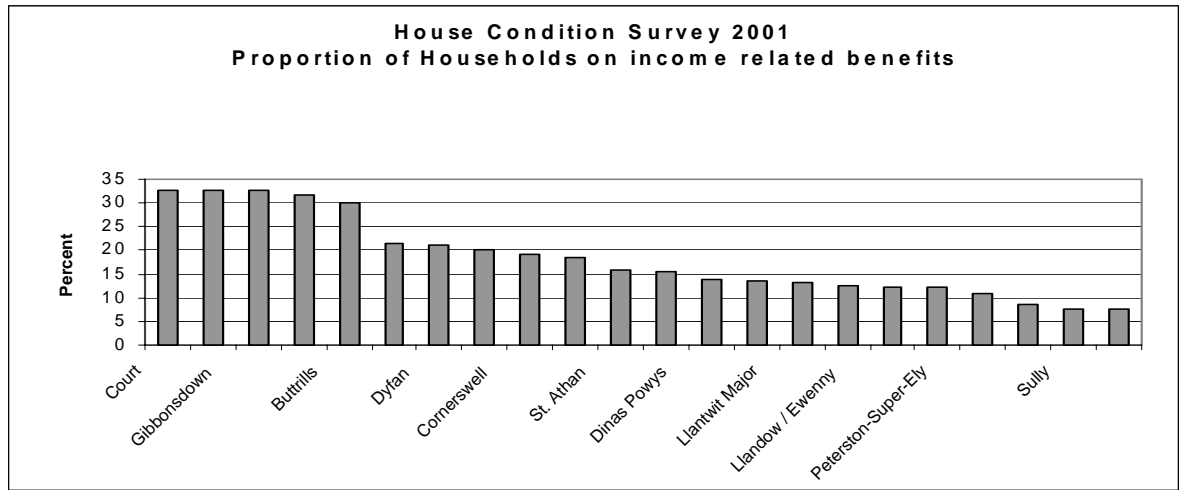


Fig 5

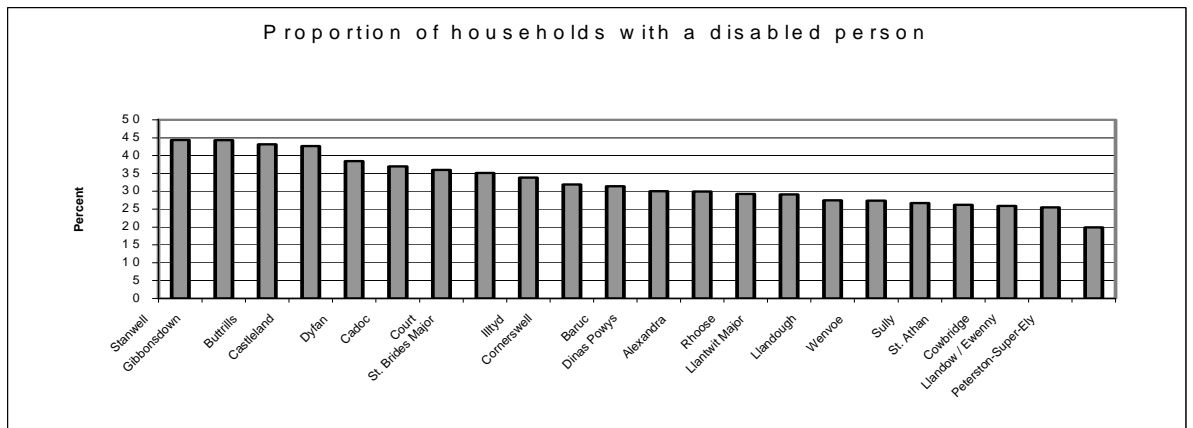
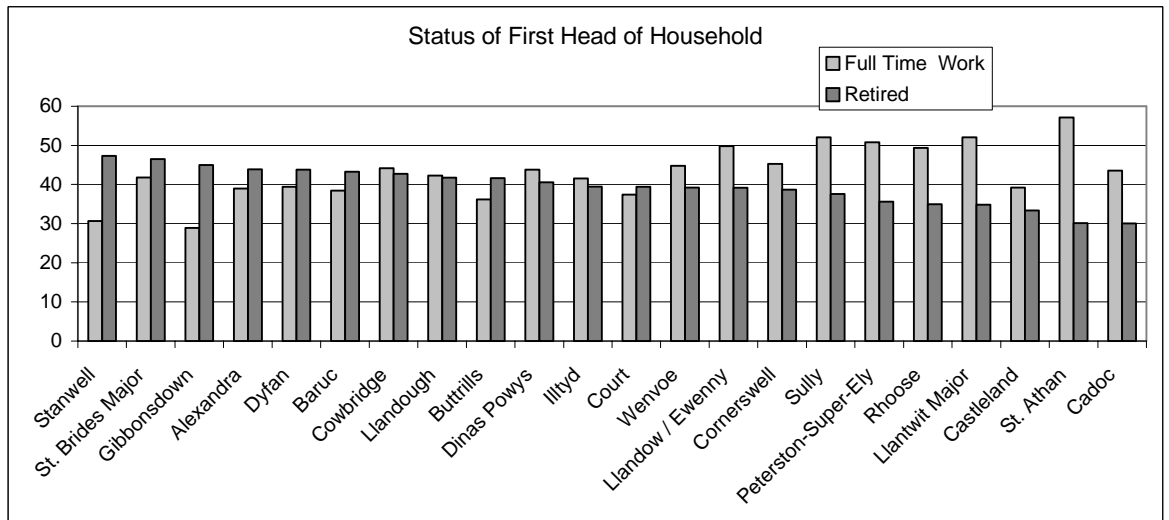


Fig 6



From the graphs Castleland and Alexandra Wards contain the most pre 1919 housing and the greatest concentration of private rented accommodation. This provides essential evidence to support the Council's current policies in relation to the allocation of resources to the 'Objective 2/3' Castleland Ward and the declaration of the Penarth Central Renewal Area in the Alexandra ward.

5.3. Housing and Health Survey 2003

The survey sought to collect information on the relationship between health and housing. Data was obtained from studies, a large scale survey and a series of semi-structured interviews.

The study revealed the following key findings;

- Dampness was a problem in 37% of homes and more than 66% reported problems of condensation.
- In both Court and Cadoc wards over 20% of households did not have a smoke alarm fitted.
- Asthma and bronchitis problems rated **twice** as high in those homes where dampness was reported as a problem.
- Asthma and eczema rated **higher** in those homes where condensation was reported as a problem.
- Asthma rated **three** times as high where frequent mould/mildew was reported as present.
- In the relationship between satisfaction with the quality of air and asthma, prolonged cold symptoms and night time coughing each were **three** times higher in homes who recorded low satisfaction.
- In the relationship between satisfaction with warmth of bedroom and asthma. Asthma was reported **three** times higher in homes that recorded low satisfaction.
- Anxiety and depression was recorded **twice** as high in homes that reported low satisfaction with security measures. This also shows that the fear of crime has a significant impact on health.
- A significant relationship was also identified for those living in flats/maisonettes. Occupiers reported levels **twice** as high for the following compared to other types of dwelling; bronchitis, anxiety, chest complaints, asthma, prolonged cold symptoms and general health status.
- There was also some indication of a **higher** rate of anxiety (10.7%) and depression (14.8%) in those living in over-crowded conditions.

The findings from this survey highlight the likely health costs of people living in cold, damp unfit housing and deprived communities.

The above survey evidence will be used as a baseline for a Retrospective Health Impact Assessment to determine the success or otherwise of the Council's Housing Renewal Policy. It is intended that the survey will be undertaken on a cyclical basis every 5 years with the local House Condition Survey.

5.4. Health Inequalities in the Vale of Glamorgan 2002

The summary findings reveal that there are two identifiable housing issues from the study which are both in need of, and amenable to, improvement, home insulation and the presence of smoke alarms. The new Home Energy Efficiency Scheme included as part of this Housing Renewal Policy makes available both for those on means tested benefit.

One of the conclusions from the report stated, "There are particular high rates of death for cerebrovascular disease, bronchitis and emphysema, asthma and road accidents". It is widely accepted that for all the above, except road accidents, the health of residents is adversely affected by living in cold, damp living conditions, especially for the elderly. It is important that assistance is provided in the Housing Renewal Policy that seeks to remedy these problems for those in greatest need.

The report also concludes that "It is likely that the mortality and morbidity in the most deprived areas is worse than those in the less deprived areas". Area Renewal as referred to in this Housing Renewal Policy, can play an important role in the regeneration of deprived neighbourhoods.

5.5. Welsh Index of Multiple Deprivation

The Vale of Glamorgan, according to the index of multiple deprivation provided by the National Assembly for Wales, has few areas for concern. However, within the overall score, there exist variations such that there are both high and low levels of deprivation within the Vale. In particular, Castleland, Gibbonsdown and Court Wards rank as the three electoral divisions with the highest levels of deprivation. In contrast, Wenvoe, Cowbridge and Dinas Powys are ranked as the three areas with the lowest deprivation score.

5.6. Vale of Glamorgan Council Housing Needs Survey 2002

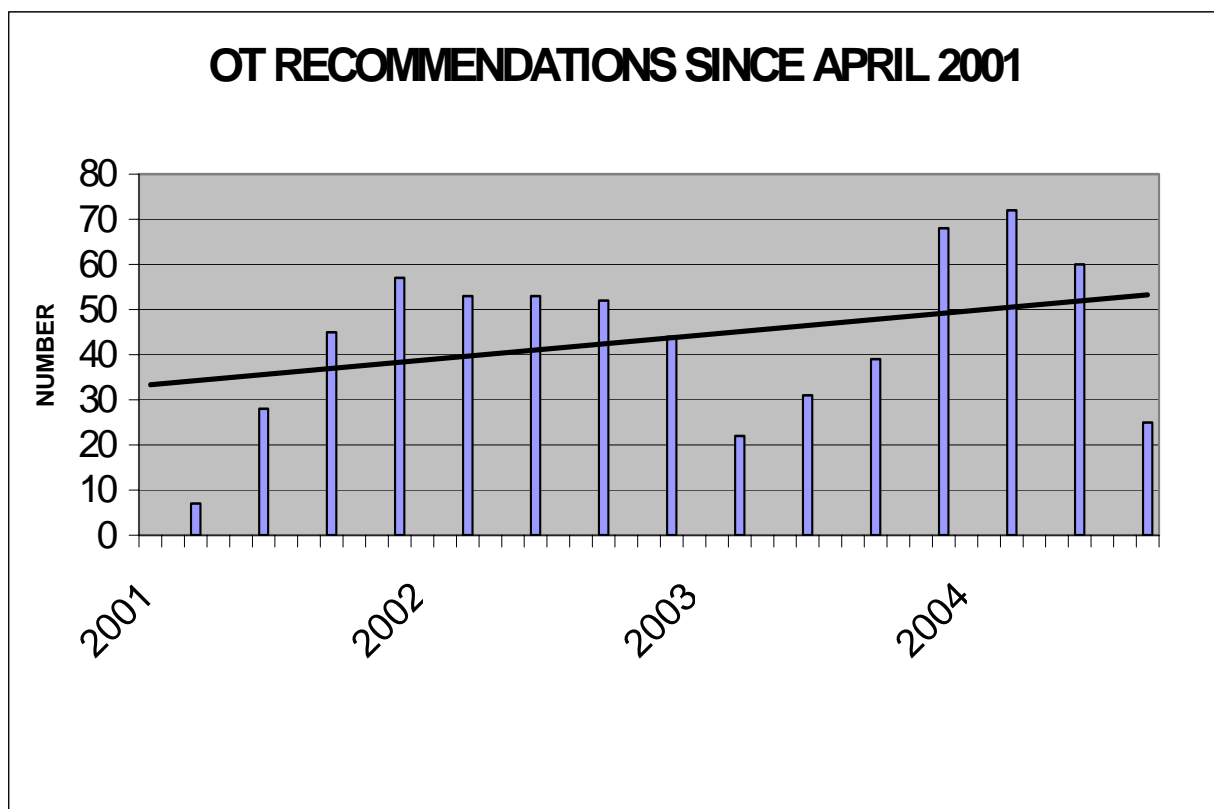
It is estimated that the total demand for housing between 2000-2004 is 25,726 households. The total supply of housing over the same 5 years is 21,283 households.

There is therefore a shortfall of housing (excluding new builds) for the period 2000-2004 of 4,443 units. The shortfall is mainly for owner occupied dwellings (3,194) and a smaller shortage for social rented housing (1,202). It is estimated that over 70 % of the total shortfall will be for full owner-occupation.

The number of households in the Vale is expected to grow from 45,800 in 2001 to 52,200 in 2011 as average household size reduces.

16% of households included someone who suffered from a long term illness, health problem or disability that limits their daily activities or affects their housing requirements. This in turn may lead them to require adaptations or alterations to their home by way of Disabled Facilities Grants. As this percentage is increasing there is an associated increase in demand for adaptations. This can be evidenced from the graph below.

Fig 7 - Graph showing Occupational Therapist (OT) Recommendations from April 2001 including the linear trend.



In summary there is a shortfall of housing; there is a need for the existing housing stock to be retained and maintained in a fit condition and for empty properties to be brought back into use at the earliest opportunity.

5.7 The Vale of Glamorgan Black and Minority Ethnic Housing Strategy and Action Plan

In the development of the strategy and action plans research highlighted the following issues;

- The Vale of Glamorgan Council has a BME population of 2576 out of a total population of 119,292 (or 2.16%) based on the 2001 Census.
- In terms of housing tenure, BME households in the Vale of Glamorgan are generally over represented in the private rented sector.
- Negative aspects included poor state of repair of homes
- There was a lack of familiarity with system relating to grant assistance for repairs etc.
- Female participants in the survey felt that language was the most important barrier.

5.8 The Vale of Glamorgan Council Homelessness Strategy 2004-9

Key findings include;

- The number of homelessness presentations has risen from 327 in 2000/1 up to 1,226 in 2003/4. A significant increase and problem for the Council.
- The main reason for homelessness for households accepted as homeless by the Council was parents and other relatives/friends no longer willing to accommodate the individual or household.
- The use of temporary accommodation is rapidly growing.

- The quality of Bed and Breakfast accommodation used to house the homeless people is variable with some being not only exceptionally poor in terms of physical standards but also inappropriate for the client group.

5.9 Local Housing Market

Affordability ratio is the ratio of average annual earnings to average house price and is an indication of the relative affordability of houses in an area. The Vale has one of the highest affordability ratios in Wales.

The average price of residential property in the Vale of Glamorgan during October – December 2003 compared to the same period in 2001 and 2002 is set out in the table below. All figures refer to the period October to December.

Table 3

	Detached	Semi-detached	Terraced	Flat / maisonette	Average price
2001	165,701	90,936	65,246	75,916	96,893
2002	196,525	103,016	80,478	95,508	120,942
2003	229,226	132,689	100,211	101,979	148,358
Welsh Average 2003	170,837	98,861	76,017	99,381	111,272
Welsh Average 2002	140,199	78,802	60,603	75,938	89,342
Volume of sales 2003	252	210	274	84	
Volume of sales 2002	216	214	259	79	

House prices in the Vale are up to 34% higher than the Welsh Average for individual house types and 33% higher than the Welsh average for all house types.

"The owner-occupied housing market has experienced astonishing price increases in the recent past. Given that incomes have not increased by anything like the 25% by which prices have increased over the past year, affordability is a serious increasing concern. This will mean that some people have been priced out of the market altogether and others will be entering the market later than they otherwise would have, in order to raise the money necessary to fund a mortgage." (Housing Market Analysis - August 2003.) This is also fuelling the increasing homelessness problem evidenced in 3.13 above.

High house prices in the Vale make it important to have a successful and buoyant private rented sector.

87% of the housing stock in the Vale is owner occupied, 6% Private Rented, 5% Registered Social Landlords/other and 2% vacant.

In 2003-2004 there were 936 empty dwellings in the Vale and 614 of these had been vacant for more than 6 months.

33% of owner occupied households own their property outright. 45% own their home with a mortgage, the highest figure in Wales in this category. The average mortgage is £28,000 with a remaining term of 14 years. These figures indicate that there is significant equity potential in the housing stock.

It is predicted that the population of the Vale will increase from 121,725 in 2003 to 122,641 by 2011.

Change in the age of the population from the 1991 to the 2001 census shows that the Vale has an ageing population likely to generate increased demand for Disabled Facilities Grant:

Table 4

AGE	INCREASE	DECREASE
60-64	111	
65-69		498
70-74	106	
75-79	519	
80-84	217	
85-89		53
OVER 90	31	

13% of the population of the Vale of Glamorgan live in wards that rank within the most deprived 25% of wards in Wales.

5.10. 2001 Census

Accommodation

There are 4,800 units of accommodation in purpose built blocks of flats. There are 1,500 units of accommodation that are part of a converted or shared house (including bed-sits), and 202 units in commercial buildings. These are high risk units that have implications for private sector housing inspection and enforcement

Tenure

3,100 units of accommodation in the Vale are rented from private landlords or letting agencies.

Household composition

There are 3,750 lone parent households with dependent children in the Vale.

Comparison of Households containing people 65+ and one person pensioners.

Table 5

Electoral Division	Percentage of Households comprising people aged 65&+	One person pensioner
Baruc	22.2	18.0
Buttrills	18.5	16.8
Cadoc	10.3	9.8
Castleland	13.4	14.7
Cornerswell	16.1	16.0
Court	13.5	11.7
Cowbridge	19.9	14.0
Dinas Powys	18.8	14.0
Dyfan	19.5	17.2
Gibbonsdown	13.8	12.9
Illtyd	15.9	14.3
Llandough	18.3	12.5
Llandow/Ewenny	15.5	8.7
Llantwit Major	13.1	11.7
Peterston-super-Ely	15.0	7.7
Plymouth	28.8	18.4
Rhose	14.8	11.0
St. Athan	10.3	9.7
St. Augustine's	18.1	16.6
St. Bride's Major	21.1	10.5
Stanwell	19.1	19.1
Sully	17.7	12.4
Wenvoe	19.2	11.8

Source: Census 2001

2001 Census Based Population Projections (thousands)

Table 6

1 Person	2001	2003	2005	2007	2009	2011
Aged 15 and under	25.6	24.8	24.2	23.6	23.2	22.8
Aged 16 to 64	73.6	74.1	74.2	74.2	73.7	73.1
Aged 65 and over	20.0	20.4	21.5	20.9	22.3	23.1
Aged 75 and over	9.8	10.0	10.2	10.3	10.4	10.6
Total Persons	119.3	119.3	119.3	119.2	119.1	119.0

Source: Vale of Glamorgan Council

The projections suggest that:

- the number of children (aged 15 years and under) is forecast to fall from 25,600 in 2001 to
- 22,800 in 2011.
- the number of people aged over 65 years of age is forecast to rise from 20,000 in 2001 to
- 23,100 in 2011, and a corresponding increase is expected in the number of people aged
- over 75 years of age.
- the number of households will continue to grow, from 48,750 in 2001 to 52,000 in 2011 as
- the average household size reduces.
- (Source: Vale of Glamorgan Council)

5.11. Corporate Community Regeneration Studies

Between March 2002 and October 2002 four ward specific events were undertaken in areas which have been classified as deprived and subject to European Objective 2 transitional funding. All residents living in the wards, which include Buttrills, Castleland, Gibbonsdown and Court in Barry, were invited to comment on which aspects of their area needed improving. In each ward environmental issues and social aspects such as building improvement and affordable housing rated highly. Each event highlighted the holistic approach used in Renewal Areas as being the most practicable way forward.

In Castleland specific reference was made to the run down condition and derelict state of housing in the ward. This issue has also been highlighted by a recent response to the Councils draft Community Strategy by the Buildings Preservation Trust who state, "Studies elsewhere have shown that the sensible recycling of buildings can be an effective way of reducing the need for landfill to accommodate demolition waste; reducing the embodied energy required to provide accommodation in buildings and significantly improving the environment." The recognition of these areas has given an opportunity to identify pockets of poor housing that can be dealt with through small-scale area renewal or group repair.

5.12 POLICY STATEMENT 3

The Council will ensure that its Private Sector Housing Renewal Policy provides equality in the renewal of Private Sector Housing, supported by an evidence base that demonstrates the demand for assistance, recognises the needs of an applicant and is influenced by the general condition of the Vale's housing stock.

6. PRIVATE SECTOR HOUSING PRIORITIES

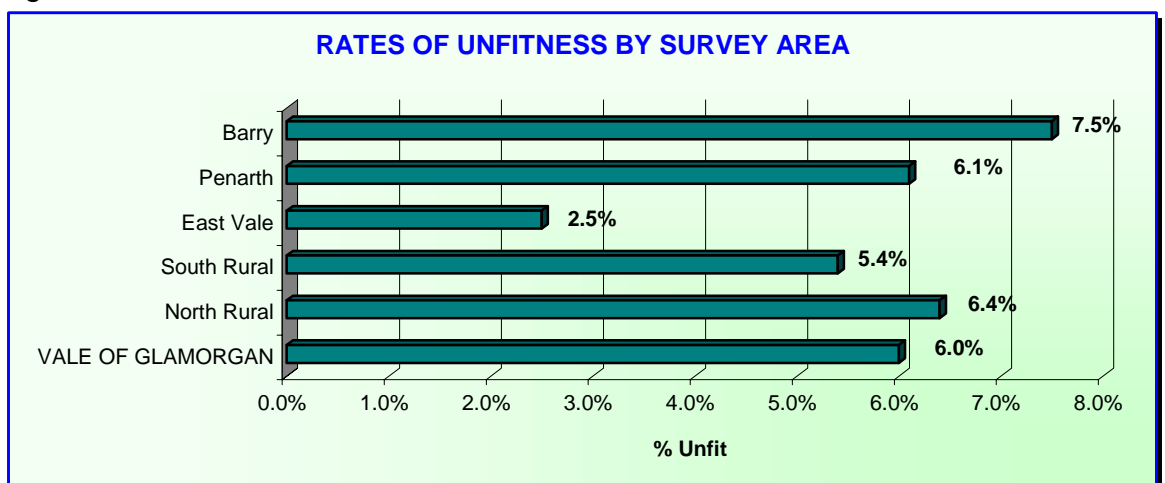
Priorities for the new Private Sector Housing Renewal Policy will be -

6.1. Area Based

The 2002 survey of the private sector housing stock revealed an uneven geographical spread of unfitness and also its concentration in the pre-1919 housing stock. This concentration is the main driver for the council's allocation of resources through area renewal and may assist in the development of future smaller scale area based approaches.

Rates of unfitness vary significantly across the Area ranging from 2.5% in East Vale to 7.5% in Barry.

Fig 8



The five survey areas in Figure 8 above represent aggregation of wards as follows:-

Barry Baruc, Buttrills, Cadoc, Castleland, Court, Dyfan, Illtyd, Gibbonsdown

Penarth Alexandra, Cornerswell, Stanwell

East Vale Dinas Powys, Sully, Wenvoe, Llandough

South Rural Llantwit Major, Rhoose, St Athan

North Rural Cowbridge, Llandow/Ewenny, Peterston-Super-Ely, St Brides Major

Rates of unfitness vary significantly in particular housing sectors across the Area ranging from 0.4% in post-1964 housing to 13.6% in the pre-1919 housing stock.

Area based initiatives will focus on the strategic area renewal schemes already underway in the Cadoxton and Penarth Central Renewal Areas and will link with Communities First areas, and other areas with high levels of unfitness, e.g. Castleland Ward.

6.2. Client Based

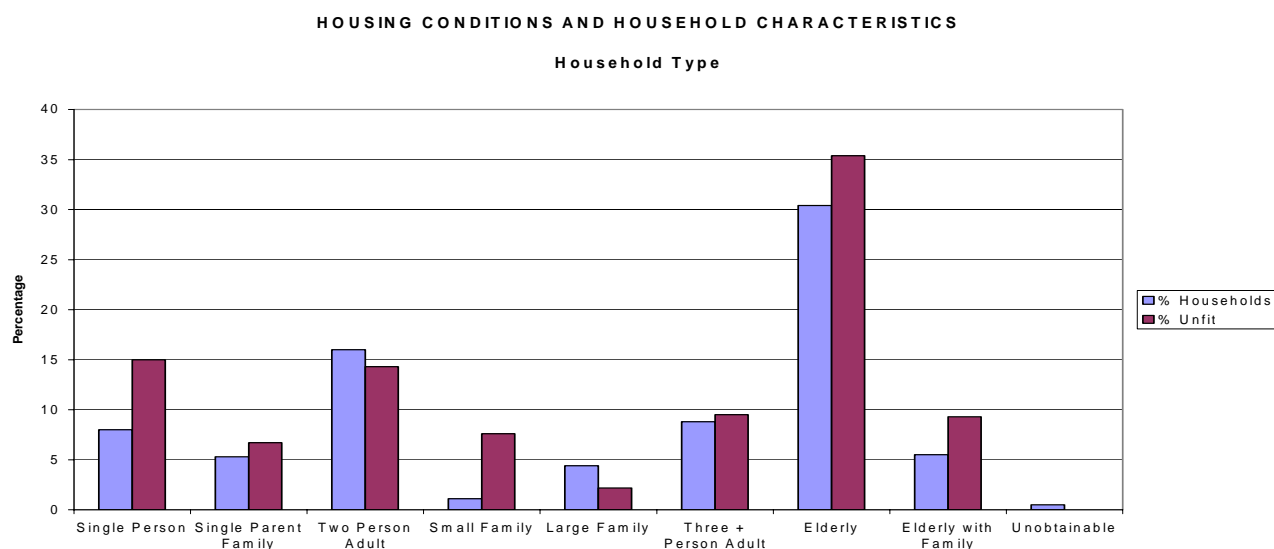
The 2002 survey of the private sector housing stock revealed the association of poor housing conditions with social and economic disadvantage affecting the elderly in particular, together with those on low incomes and on state benefit support.

Table 7

HOUSEHOLD CHARACTERISTIC	ALL HOUSEHOLDS		CONDITION CATEGORY					
			GOOD CONDITION		DISREPAIR		UNFIT	
	No	%	No	%	No	%	No	%
AGE OF H.O.H.								
Under 25 years	1200	2.6	1033	2.6	121	3.0	47	1.9
25-34 years	4470	9.7	3874	9.8	223	5.6	373	14.7
35-44 years	10046	21.8	9020	22.4	676	21.8	351	13.8
45-54 years	10263	22.3	9282	23.0	750	24.1	230	9.1
55-64 years	7068	15.4	5890	14.6	677	21.8	501	19.8
65 years + over	12717	27.6	11044	27.4	638	20.5	1034	40.8
Unobtainable	236	0.5	214	0.5	23	0.6	0	0.0
MEANS TESTED BENEFIT								
Benefits received	8298	18.0	7031	17.4	636	20.5	649	25.6
No benefits	37701	82.0	33343	82.6	2471	79.5	1886	74.4

Fig. 9

Client based initiatives will focus on older people, persons with disabilities, single parents and vulnerable groups including those on low incomes and on state benefit support.



6.3. Sector Based

The 2002 survey of the private sector housing stock also revealed an uneven distribution of unfitness in particular housing sectors, primarily the private rented sector, pre-1919 terraced housing and vacant dwellings.

Rates of Unfitness by Housing Sector

Table 8

HOUSING SECTOR	TOTAL DWELLINGS	UNFIT DWELLINGS		
		NUMBER UNFIT	% OF ALL UNFIT	% RATE OF UNFITNESS
<u>DWELLING OCCUPANCY</u>				
Occupied	45971	2533	89.9	5.5
Vacant	901	285	10.1	31.6
<u>DWELLING TENURE</u>				
Owner-Occupied	40616	2261	80.3	5.6
Private Rented	2788	271	9.6	9.7
RSL	2234	0	0.0	0.0
Vacant	901	285	10.1	31.6
Other	332	0	0.0	0.0
<u>DATE OF CONSTRUCTION</u>				
Pre-1919	13430	1831	65.0	13.6
1919-1944	6112	607	21.5	9.9
1945-1964	7202	302	10.7	4.2
Post 1964	20131	79	2.8	0.4
<u>DWELLING TYPE</u>				
Terraced House	17807	1503	53.4	8.4
Semi Detached House	13199	459	16.3	3.5
Detached House	12887	510	18.1	4.0
Converted Flat	720	93	3.3	12.9
Purpose Built Flat	2152	253	8.9	11.7
Non Residential + Dwelling	108	0	0.0	0.0
ALL SECTORS	46873	2818	100.0	6.0

Fig. 10

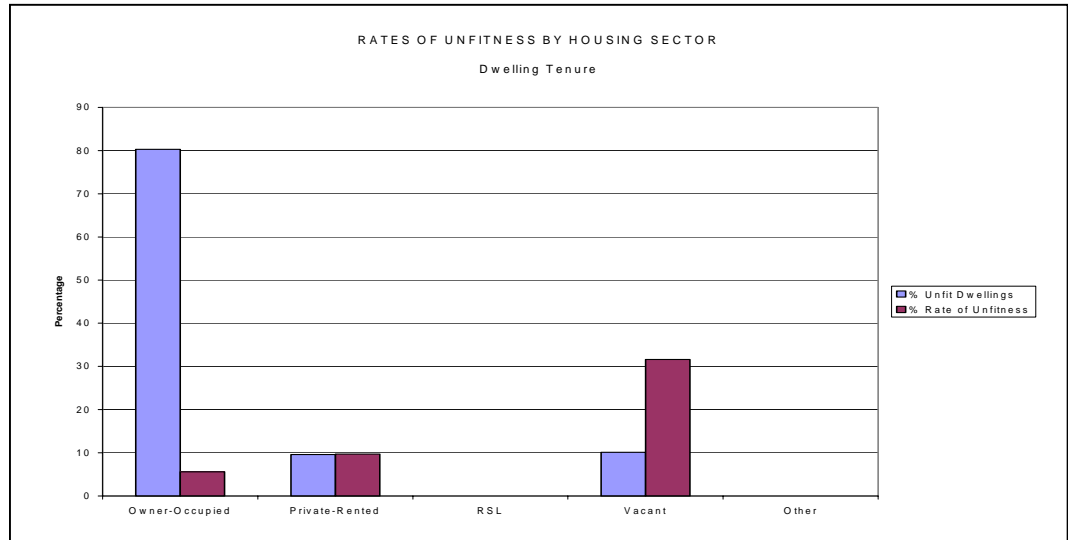
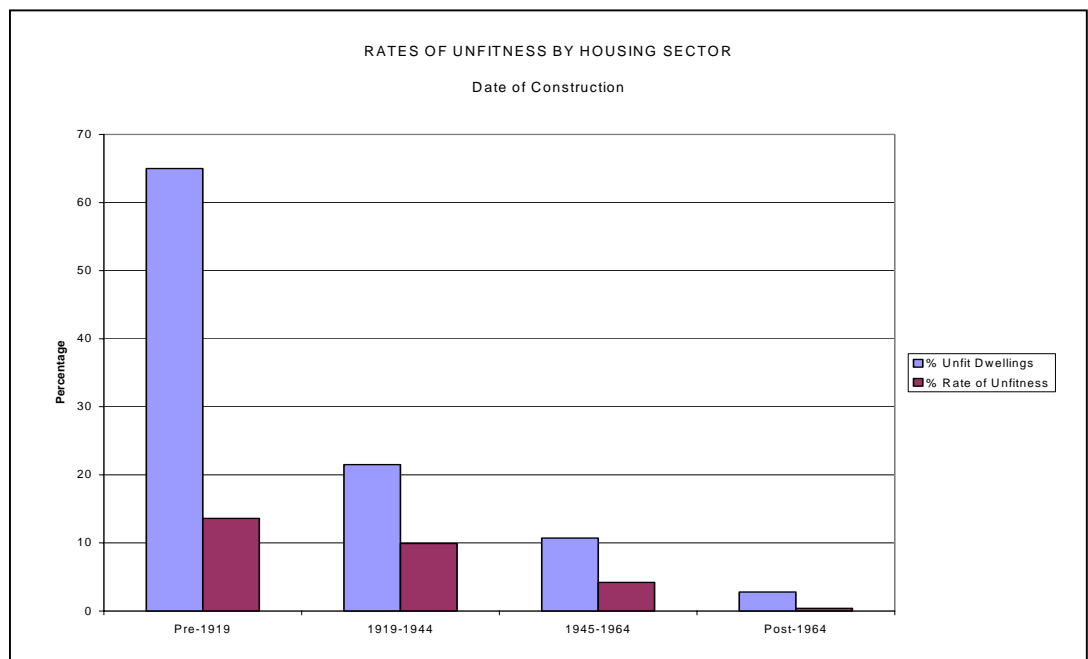


Fig. 11



Sector based initiatives will focus on the private rented sector, pre-1919 terraced housing, converted flats / bedsits and vacant dwellings.

6.4. Theme Based

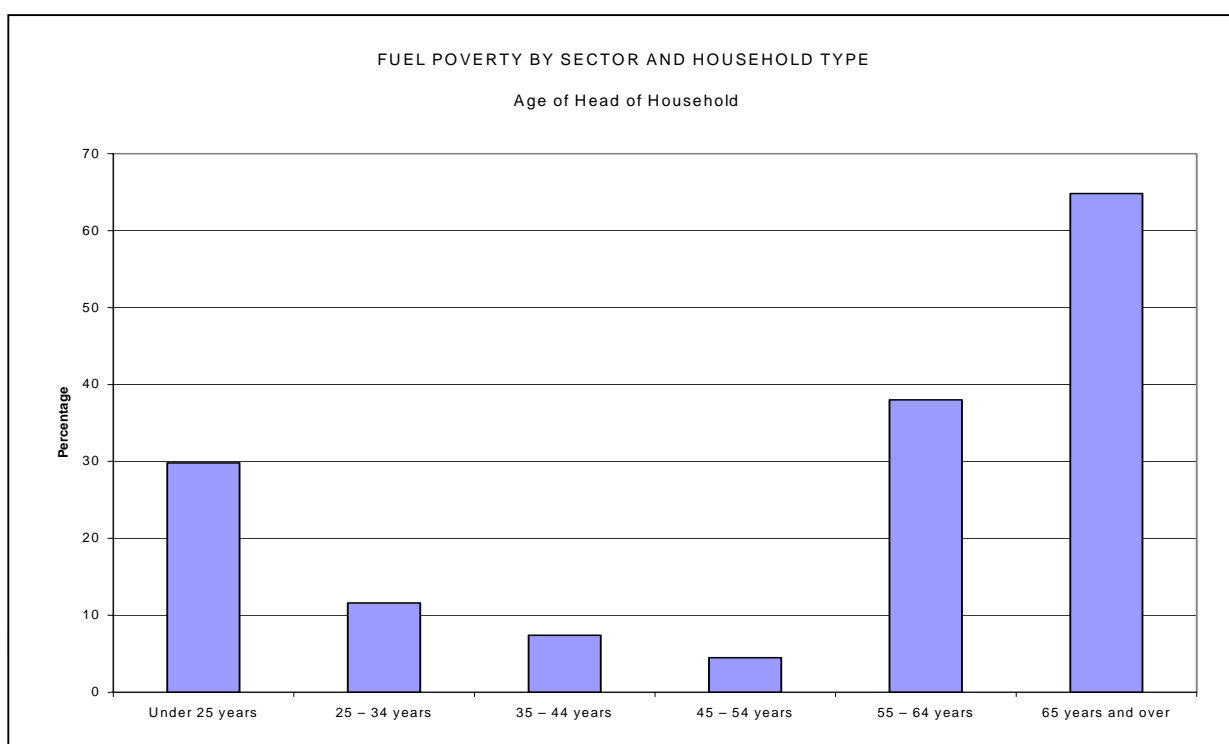
The 2002 survey of the private sector housing stock revealed that although home energy efficiency in private housing is close to the national average there are estimated to be 12,920 households (28%) living in fuel poverty.

Fuel poverty by sector and household type

Table: 9

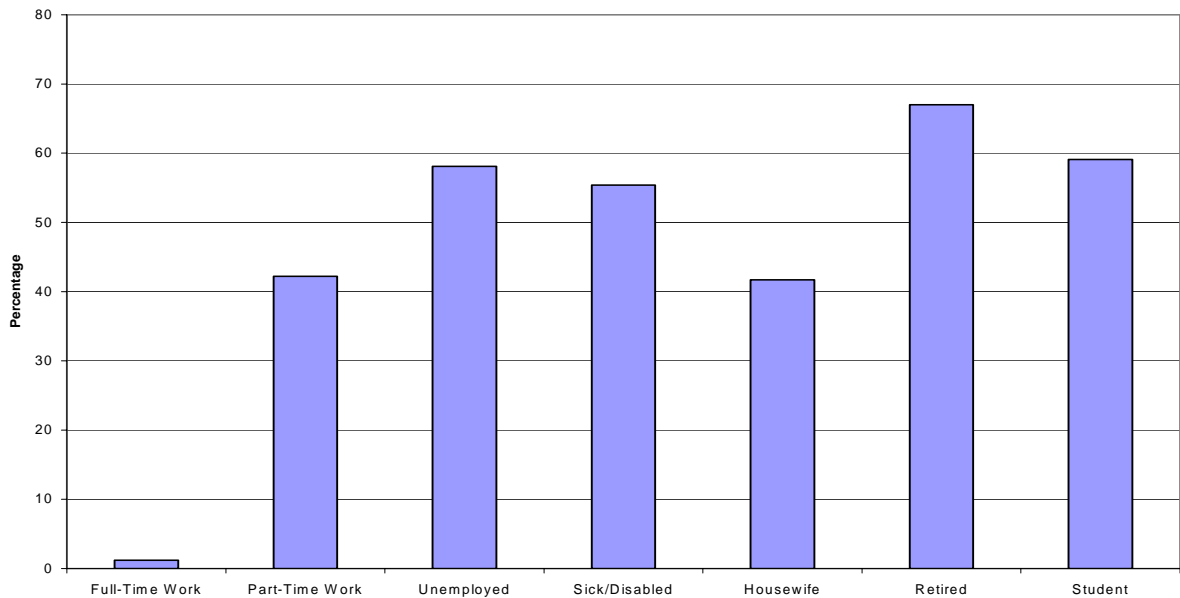
SECTOR	HOUSEHOLD EXPENDITURE ON FUEL (ANNUAL)				
	UP TO 7%	7-8%	8-9%	9-10%	OVER 10%
	%	%	%	%	%
DATE OF CONSTRUCTION					
Pre-1919	63.5	1.8	3.2	3.4	28.2
1919-1944	44.0	0.0	6.6	2.6	46.8
1945-1964	53.2	0.0	2.6	3.2	41.0
1965-1976	67.9	1.4	3.2	5.0	22.5
1977-1981	60.0	4.3	3.2	4.5	28.1
Post 1981	55.8	8.1	10.3	19.0	6.8
AGE OF H.O.H.					
Under 25 years	43.8	9.6	16.8	0.0	29.8
25-34 years	78.4	4.5	0.9	4.6	11.6
35-44 years	87.4	3.1	1.8	0.3	7.4
45-54 years	91.6	1.1	1.1	1.7	4.5
55-64 years	46.5	0.9	10.4	4.2	38.0
65 years and over	11.8	2.0	5.5	15.9	64.8
HOUSING CONDITION					
Good Condition	57.5	2.4	5.2	6.4	28.5
Disrepair	71.1	0.5	0.0	4.3	24.1
Unfit	58.0	3.2	3.1	1.8	34.0
ALL SECTORS	58.7	2.3	4.6	6.0	28.4

Fig. 12



FUEL POVERTY BY SECTOR AND HOUSEHOLD TYPE

Economic Status of Household



Variations by housing sector and household type illustrate higher relative levels of fuel poverty in

- inter-war dwellings and those constructed in the early post-war period;
- dwellings in poor condition;
- older person households and young single person households;
- disabled households.

Theme based initiatives will focus on energy efficiency measures and reducing the number of households living in fuel poverty.

6.5 POLICY STATEMENT 4

The Council will ensure that its Private Sector Housing Renewal Policy will focus on the following priorities:

- **Area Based**
 - Improve the health and wellbeing of residents, workers and visitors in the Penarth Central Renewal Area through strategic renewal. Continue to identify and prioritise further areas suitable for area renewal activity.
- **Client Based**
 - Target available resources to older people, persons with disabilities, and vulnerable families with pre-school or school age children.
- **Sector Based**
 - Reduce the risks to health and safety in private rented accommodation. Improve the quality of information on the empty homes register and provide advice and guidance to owners.
- **Theme Based**
 - Target advice and energy grants to older persons, persons with disabilities and families with pre-school and school age children, who are in fuel poverty.

7. POLICY TOOLS

7.1. FINANCIAL ASSISTANCE

7.1.1. Disabled Facilities Grant

Disabled Facilities Grants are mandatory and will be made available in accordance with the statutory requirements governing eligibility and scope of the works. Mandatory Disabled Facilities Grant will also now be available to occupiers of park homes and houseboats. The grant is subject to a maximum statutory limit of £30,000. The amount of assistance in each case will be determined in accordance with the means test set out in statutory regulations. The grant will also be subject to conditions as set out in regulations.

Disabled Facilities Grants will be available for all sectors across the whole of the Vale. Registered Social Landlords are eligible to apply for Physical Adaptations Grant (PAG) from the Welsh Assembly Government for their tenants and they will be encouraged to do so. Discussions will be held with Registered Social Landlords to increase the take up of PAG.

All applicants for Disabled Facilities Grant will be offered the assistance of the Council Grants' Agency service** which will provide a full service in preparing plans, obtaining tenders, preparing and submitting the formal grant application, supervising works on site and certifying the works on completion. The Council will charge a fee for this service that will be met from the grant.

A prioritisation scheme and a fast-track system ensures the most urgent cases are dealt with, without undue delay, should demand exceed available resources.

Owners, whose homes are not suitable for adaptation, or where adaptations are extensive due to the nature or location of the property, could alternatively be offered assistance to move to a more suitable or more easily adapted property.

7.1.2 Discretionary Disabled Facilities Grant

These grants will be available for the purposes specified in legislation and include play areas for children and other instances where work is required to facilitate adaptations or relocation etc.

7.1.3. Renovation Grant

Renovation grants are only available in the Council's Renewal Areas. The works will be funded from the funding allocated to Renewal Areas each year.

Renovation grants will follow on from Group Repair works and will be used to bring the inside of the property up to a reasonable standard with a 15-year life. The amount of grant awarded to owner-occupiers will be based on a means test and there will be a maximum grant of £20,000. Landlords will be awarded a maximum 75% grant up to a maximum of £20,000 for a single dwelling or 75% grant up to a maximum of £10,000 per unit of accommodation for houses in multiple occupation and self contained flats.

All applicants for Renovation Grant will be offered the assistance of the Council Grants Agency Service** that will provide a full service in preparing plans, obtaining tenders, preparing and submitting the formal grant application, supervising works on site and certifying the works on completion. The Council will charge a fee for this service that will be met from the grant. Owners will be required to prove title to the property.

The grant will be the subject of 5 year conditions for owner-occupiers and 10 years for landlords from the date of completion of the grant. The amount to be repaid by owner-occupiers on sale will be reduced by 1/60th for each month that elapses from the date of completion of the works. On breach of conditions recipients will be required to repay the grant in full. Landlords will also be required to repay the grant in full on the sale of the property. Conditions relating to future maintenance and insurance of properties are tied to grant conditions.

An occupancy condition will also apply to this type of grant. An owner-occupier must remain in the house as their main residence for a 5 year period after the date of completion of the works. In relation to landlords the property must be let for a 10 year period after the date of completion of the works.

7.1.4. Regeneration Grant

This grant will only be available in the Council's Renewal Areas and funded from the funding allocated to the Renewal Areas each year.

They will be available where a housing need has been identified and will involve the conversion of non-residential buildings into dwellings. The grant may also include the complete demolition and rebuilding of buildings where this is considered appropriate e.g. where a building is an eyesore, has been a public nuisance, is structurally unsuitable for conversion, is no longer required as a commercial undertaking or is of no public benefit. The grant will be available to provide owner occupied or tenanted accommodation. The amount of grant awarded to owner-occupiers will be based on a means test and there will be a maximum grant of £20,000. Landlords will be awarded a maximum 75% grant up to a maximum of £20,000 for a single dwelling or 75% grant up to a maximum of £10,000 per unit of accommodation provided.

They will be offered through the Council's Grant Agency Service.** The Council will charge a fee for this service that will be met from the grant.

7.1.5. Emergency Repair Grant

This grant will only be available in the Council's Renewal Areas and funded from the funding allocated to the Renewal Areas each year. Grant aid will be available for urgent repair works such as leaking roof, defective heating/hot water system and any repair necessary to remove a danger e.g. repairs to stairs. There will be a maximum grant of £500, which will be administered by Care and Repair in the Vale under a Service Level Agreement. The grant will be targeted at the Care and Repair client group (over 60 or disabled) plus families with pre and school age children. The grant will only be available to homeowners on a means tested benefit.

7.1.6. Home Repair Assistance Grant

This grant will only be available to owner-occupiers and tenants with repairing obligations in the Council's Renewal Areas and funded from the funding allocated to the Renewal Areas each year. The grant will be available to provide temporary assistance to make a property safe and weatherproof until the Group Repair work is carried out or where an owner does not take advantage of a full renovation grant following Group Repair. Grant aid will also be available towards the Hospital Admission Prevention Scheme where assistance is required to enable older persons to remain in their homes.

There will be a maximum grant of £5,000 available to those over 60 or in receipt of a means-tested benefit.

Other than in exceptional circumstances only one grant will be awarded to a property whilst awaiting group repair. Owners will be required to prove title to the property and there will be a 5 year repayment provision if the house is sold. The amount repayable will reduce by 1/60th for each and every month that elapses from the date of completion of the works.

An occupancy condition will also apply for this type of grant. An owner occupier must remain in the house as the main residence for a five year period after the date of completion of the works. This grant is NOT available for landlords of private rented accommodation.

All applicants for this grant will be offered the assistance of the Council's Grant Agency Service** that will provide a full service in preparing plans, obtaining tenders, preparing and submitting the formal grant application, supervising works on site and certifying the works on completion. The Council will charge a fee for this service that will be met from the grant.

7.1.7. Home Safety Grant

This grant will only be available in the Council's Renewal Areas and funded from Renewal Area funding.

The purpose of the grant is to provide assistance for measures to improve safety in the home. Measures may include handrails, prevention of fall measures, thermostatic mixer valves on hot water taps etc.

The grant will be available to any owner / occupier within one of the Council's declared renewal areas. The criteria for the Home Safety grant will be related to issues affecting health and will be determined by the District Environmental Health Officer in accordance with published guidance. Care & Repair in the Vale on behalf of the Council will administer the grant.

There will be a maximum grant of £2,000

7.1.8. Problem Vacant Properties

This grant will only be available in the Council's Renewal Areas and funded from Renewal Area funding.

The grant will be available to bring empty property back into use. The properties eligible will be those that have a detrimental affect on a street or neighbourhood or where there has been enforcement activity in relation to matters such as fly-tipping, forced entry or nuisance to adjoining properties. These grants will be limited to a maximum of £10,000 per unit of accommodation. Owner-occupiers will be subject to 5 year repayment provisions if the property is sold. If the property is to be let the landlord will be subject to 10 year grant and letting conditions.

All applicants for this grant will be offered the assistance of the Council's Grant Agency Service** that will provide a full service in preparing plans, obtaining tenders, preparing and submitting the formal grant application, supervising works on site and certifying the works on completion. The Council will charge a fee for this service that will be met from the grant.

7.1.9. Conversion Grant

This grant will only be available in the Council's Renewal Areas and funded from Renewal Area funding.

The grants will be available for the conversion of existing accommodation into additional units or the conversion of non residential units in to residential accommodation e.g. Homes Over The Shops. The size of the units to be provided will be in line with identified need e.g. single person 1 bedroom unit. Landlords will be subject to 10 year grant and letting conditions and owner occupiers subject to 5 year conditions. These grants will be limited to a maximum of £10,000 per unit of accommodation.

All applicants for this grant will be offered the assistance of the Council's Grant Agency Service** that will provide a full service in preparing plans, obtaining tenders, preparing and submitting the formal grant application, supervising works on site and certifying the works on completion. The Council will charge a fee for this service that will be met from the grant

** The Council's Grants Agency service will not be available to owners of tenanted properties (to avoid a conflict of interest where enforcement action may be required).

7.1.10 POLICY STATEMENT 5

The Council will provide assistance and undertake enforcement action through its Private Sector Housing Renewal Policy in the following ways:

5.1 FINANCIAL ASSISTANCE

Financial Assistance will be given subject to specified qualifying criteria and conditions, as contained in Appendix A, and the following outline criteria:

DISABLED FACILITIES GRANT

These grants will be available Vale wide but subject to assessment and prioritisation by the Occupational Therapist.

Where appropriate they will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

The grants will also be provided through Care and Repair in the Vale in relation to their Client group.

This form of assistance is mandatory but will be allocated depending on a means test of resources. The grant is limited to the maximum statutory limit of £30,000.

DISCRETIONARY DISABLED FACILITIES GRANT

These grants will be available for the purposes specified in legislation and other instances where work is required to facilitate adaptations or relocation. In addition, where the cost of the adaptations / improvements exceed £30,000 this form of assistance may be also be considered.

RENOVATION GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant. The grant will generally be available to follow on from a Group Repair Scheme and will usually include internal work only. Full renovation will also be available where Group Repair is unsuitable.

The grant will be a means tested grant and will also be available to Landlords for repairs, improvements and the provision of means of escape from fire where necessary. For landlords there is no means test but 10 year letting conditions (Units must be available as rented accommodation) will be required and grant aid will be 75% of the eligible works up to a maximum of £10,000 per unit accommodation.

The grant will be subject to a limit of 75% up to a maximum of £20,000 or, in Houses of Multiple Occupation, a limit of 75% up to a maximum of £10,000 per unit of accommodation.

REGENERATION GRANT

These grants will be available in Renewal Areas only

They will be available where a housing need has been identified and will involve the conversion of non-residential buildings into dwellings. The grant may also include the complete demolition and rebuilding of buildings where this is considered appropriate e.g. where a building is an eyesore, has been a public nuisance or is no longer required as a commercial undertaking. The grant will be available to provide owner occupied or tenanted accommodation.

The grant will be subject to a limit of £20,000 for a single dwelling house or a limit of £10,000 per unit of accommodation in multiply occupied properties. For landlords there is no means test but 10 year letting conditions (Units must be available as rented accommodation) will be required and grant aid will be 75% of the eligible works up to a maximum of £10,000 per unit accommodation.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

EMERGENCY GRANT

These grants will be available in Renewal Areas only.

They will be provided through Care and Repair in the Vale for their client group and for families with pre-school or school age children. The eligible works will include repairing leaking roofs, heating system maintenance, etc. The grant will be available to those on any means tested benefits and is up to a limit of £500.

HOME REPAIR ASSISTANCE GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant. The purpose of the grant is to provide interim assistance until group repair programmed work is undertaken or in place of a full Renovation Grant.

Eligible works for this grant include, for example, re-wiring, gas boiler replacement, roof repairs, new windows.

The grant will be available to those over 60 or on any means tested benefit and limited to £5,000 per grant.

HOME SAFETY GRANT

These grants will be available in Renewal Areas only.

The grant will be administered by Care & Repair in the Vale on behalf of the Council.

The purpose of the grant is to provide assistance for measures to improve safety in the home.

The criteria for the Home Safety grant will be related to issues affecting health and will be determined by the District Environmental Health Officer in accordance with published guidance.

There will be a maximum grant of £2,000

PROBLEM VACANT PROPERTY GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

The grant will be subject to a limit of £20,000 for a single dwelling house or a limit of £10,000 per unit of accommodation in multiply occupied properties.

For landlords there is no means test but 10 year letting conditions (Units must be available as rented accommodation) will be required and grant aid will be 75% of the eligible works up to a maximum of £10,000 per unit accommodation..

CONVERSION GRANT

These grants will be available in Renewal Areas only.

They will be offered through the Council's Grant Agency Service. The Council will charge a fee for this service that will be met from the grant.

They will be means tested for owner-occupiers, up to a limit of £10,000.

For landlords there is no means test but 10 year letting conditions (Units must be available as rented accommodation) will be required and grant aid will be 75% of the eligible works up to a maximum of £10,000 per unit accommodation.

7.2. ENERGY EFFICIENCY ASSISTANCE

The main areas of activity are listed below. It should be noted that these all overlap with one another and that activity in one area will contribute to achieving goals set in the other areas.

7.2.1. HEES Grants - Grants for insulation and heating works for families with children under 16, the over 60s and the sick and disabled all on low incomes. Active promotion of these grants in areas of high fuel poverty will continue for 2005-06 through both specific campaigns and work carried out in other initiatives.

7.2.2. Health Through Warmth Scheme (HTW) - This scheme helps frontline health and social care staff to reduce ill health amongst their clients caused by living in cold and damp homes. It provides a one-stop referral system through which they can refer their clients for energy grants to improve their homes. A Referral Officer was recruited in April 2003 to co-ordinate the initiative. Funding will be sought to maintain the HTW Co-ordinator post after June 2005 when funding from npower (who set up HTW) finishes.

7.2.3. Energy Efficiency Commitment funding - Schemes for providing discount insulation measures to private households funded by energy suppliers have been established with South East Wales Energy Advice Centre and ENACT Energy. These schemes will be actively promoted by the Council in public offices, the local press and the Council's own publications. In addition, we will keep abreast of new funding as it becomes available and aim to integrate this with the above programme e.g. "Off the shelf" schemes that can be set up quickly as and when funds become available.

7.2.4. Energy Efficiency Advice / Promotion - The Council has agreed a contract with the South East Wales Energy Efficiency Advice Centre (SEWEEAC) for the provision of free energy advice to residents of the Vale of Glamorgan. This will include the provision of a free telephone advice line and an agreed number of energy events within the Vale of Glamorgan.

These services will be advertised at all Council Offices and frontline staff will be made aware of services available to Vale residents and receive training from SEWEEAC.

Energy Efficiency promotion will be done by highlighting the benefits to themselves, by promotion of case studies where they become available, and by other appropriate methods. Householders will be informed about renewable energy and the domestic renewable technologies, as they become available

7.2.5. POLICY STATEMENT 5 continued

5.2 ENERGY EFFICIENCY ASSISTANCE

HOME ENERGY EFFICIENCY SCHEME (HEES) GRANT

The Council will promote the HEES grant to encourage eligible residents to take up offers of grant aid.

HEALTH THROUGH WARMTH INITIATIVE

The Council will continue to support the scheme, which not only includes HEES and Energy Efficiency Commitment (EEC) funded measures but also includes crisis funding provided by npower (Energy Supplier) and the Welsh Assembly Government. Assistance will be available to those suffering ill health and living in poorly heated or poorly insulated properties.

The Council aims to enable referrals to be made by co-ordinating training for key front line staff in all relevant partner agencies.

ENERGY EFFICIENCY COMMITMENT FUNDING

The Council will promote, across the Vale, the availability of discounted insulation measures offered and promoted by energy suppliers. The Council will also target promotional activity in the more affluent areas of the Vale, where poor levels of insulation, etc. have been identified.

These grants are available to everyone and limited only by demand, availability of contractors and participating energy suppliers.

ENERGY ADVICE

The Council, in conjunction with the South East Wales Energy Advice Centre, will provide an Energy Advice Service to Vale of Glamorgan residents.

ENERGY EFFICIENCY PROMOTION

The Council will also introduce initiatives to encourage private householders to improve the efficiency of their homes at their own cost.

7.3. OTHER FORMS OF ASSISTANCE

7.3.1. Handy Person Service and Hospital Admissions Prevention Scheme.

The Handy Person Service is Vale wide and provided by Care and Repair in the Vale to their client group. All enquiries for assistance received by the Council are referred to Care and Repair in The Vale through a formalised reporting system. The Hospital Admission Prevention Scheme is only available in the Council's Renewal Areas.

The handy person scheme is for small repairs and minor maintenance and clients only pay for the costs of materials. Assistance under the Hospital Admissions Prevention Scheme is provided to carry out works to enable someone to remain in their own home whereas they may have otherwise had to go into hospital or some form of care. Works might include replacing broken glass, moving furniture, securing doors and windows, repairing heating, emergency electrical work, etc. .

A new contract will be drafted between the Council and Care and Repair in the Vale setting out the services to be provided from the £19,000 funding awarded each year. Additional funding from SCA may be made available to meet demand in Renewal Areas only.

7.3.2. Loans / Equity Release.

The Council will work with external financial bodies, non-profit making institutions, the Welsh Assembly Government and other local authorities to obtain value for money and accessible loan and equity release facilities.

The Council will investigate and take part in a pilot for the provision of these services and seek to introduce these at the earliest opportunity. It is intended that the loans/equity release schemes be used in their own right or as part of a financial package e.g. 50% grant and 50% loan/equity release. The Council will bid for resources, either internally or in partnership, to introduce a Loans and Equity Release Scheme for homeowners from 2006-07

In the meantime, however, the Council will give advice and encouragement, where appropriate, for applicants to access private loans and equity release funding.

7.3.3. Housing Advice.

The Council provides a Housing Advice Service, through the Housing and Community Safety Offices at 2-8 Holton Road, Barry and the Penarth Central Renewal Area Office at 88 Glebe Street, Penarth.

The Council has a team of two officers to undertake housing advice work. A Tenancy Relations Officer (TRO) and a Homelessness Prevention Officer (HPO). The TRO will work with private landlords to prevent evictions and to give advice to landlords and the HPO will provide specialist advice, intervention with landlords etc. Both Officers will be aware of the role of Private Sector Housing and will ensure appropriate advice is given and interventions made to prevent homelessness and to ensure that private sector tenants' health and well-being are safeguarded. The Council will look to bid for resources either internally or in

partnership to introduce an extended Housing Advice Service from 2005/6. The service would range from basic housing advice, in relation to housing standards, to the provision of free housing maintenance advice for owner-occupiers. Other specialised areas of advice would be developed to deal with enquiries relating to Radon gas and financial assistance.

7.3.4. POLICY STATEMENT 5 continued

5.3 OTHER FORMS OF ASSISTANCE

CARE AND REPAIR IN THE VALE INITIATIVES: Handy Person Scheme / Hospital Admission Prevention Scheme.

The Handy Person service will be delivered by Care and Repair in the Vale (C&RV) and will be offered throughout the Vale of Glamorgan area. The assistance will be available to C&RV clients only. The Hospital Admission Prevention Scheme is available in renewal areas only.

The Council will enter into a contract with C&RV and will ensure that all referrals from the Council are made through a formalised reporting system.

LOANS / EQUITY RELEASE

The Council will work with external financial bodies, non-profit making institutions and other local authorities to obtain value for money and readily accessible loans and equity release facilities. The Council will investigate and take part in a pilot for the provision of these services and seek to introduce these at the earliest opportunity. It is intended that the loans/equity release schemes be used in their own right or as part of a financial package e.g. 50% grant and 50% loan/equity release.

The Council will bid for resources either internally or in partnership to introduce a Loans and Equity Release Service for homeowners from 2006/07.

However, in the meantime the Council will give advice and encouragement, where appropriate, for applicants to access private loans and equity release funding.

HOUSING ADVICE

The Council will provide a Housing Advice Service to help homeowners to maintain their homes, to tackle homelessness and to ensure that private sector tenants' health and wellbeing are safeguarded. The advice will be provided through the Housing and Community Safety Offices at 2-8 Holton Road, Barry and the Penarth Central Renewal Area Office at 88 Glebe Street, Penarth.

The Council will bid for resources either internally or in partnership to introduce a wider Housing Advice Service for owner-occupiers, landlords and tenants from 2006/07.

7.4. PRIVATE SECTOR HOUSING ENFORCEMENT

Local authorities have extensive powers to intervene where they consider housing conditions are unacceptable. The options are mostly contained in the Housing Act 1985 (as amended), the Housing Act 1996 and the Housing Grants, Construction and Regeneration Act 1996 (as amended).

These interventions include:

- enforcement activity (e.g. serving notices on owners to defer action, repair, demolish or close unfit dwellings);
- slum clearance;
- compulsory purchase orders (e.g. for empty homes);
- renewal areas.

The Housing Act 2004, which received Royal Assent in November 2004, replaces the existing housing fitness standard with the evidence based Housing Health and Safety Rating System (HHSRS) as a more effective basis for enforcement against unacceptable housing conditions.

Like the fitness standard the new enforcement framework and the enforcement options available to local authorities will apply to all types of dwelling. There are additional provisions for dwellings defined as HMOs for the purpose of licensing.

The courses of action available to the authority where they have either a duty or a power to act will be:

- to serve an Improvement Notice, which performs a similar function to a repair notice
- to make a Prohibition Order, which closes the whole or part of a dwelling or restricts the number of permitted occupants
- to suspend these types of action, for example where the current occupant is not identified as vulnerable to the hazard in question
- to serve a Warning Notice
- to make a Demolition Order – available for Category 1 hazards only (unless subject to Order)
- to declare a Clearance Area - available for Category 1 hazards only.

The new Act retains the powers available to authorities to act in default and prosecute lack of compliance.

The Council affirms that owners are responsible for the repair and maintenance of their own properties and the Council's Private Sector Housing Renewal Policy will encourage the co-operation of individuals in keeping their homes in good repair. The Council's strategy also recognises that circumstances exist where financial assistance is required particularly for those on low incomes. Enforcement is also an integral part of the strategy and policy framework. Following consultation, which included the private rented sector, the Council adopted in 2001 an Enforcement Policy based on the Cabinet Office's Enforcement Concordat. This policy sets out to ensure the Council undertakes its enforcement role in a fair, open and transparent manner.

In addition to the Enforcement Policy when an officer is dealing with a house, which is below acceptable standards, the specific enforcement policy guidance for housing as contained in Welsh Assembly Government Circulars, is followed.

The principal services provided by the Team are detailed below;

7.4.1. Reactive Private Sector Housing Service

To provide a reactive service in response to requests relating to;

- tenanted properties, including Houses in Multiple Occupation, which are unfit or in serious disrepair or constitute a statutory nuisance;
- problem vacant properties which are open to unauthorised access or present a risk to public health;
- filthy and verminous premises;
- accumulations of refuse and other conditions giving rise to statutory nuisance or associated with infestations of vermin;
- breaches of site licence conditions pertaining to residential and holiday caravan sites.

Appropriate enforcement action will be taken where necessary to ensure that

- dwellings are fit for human habitation and are not a statutory nuisance;
- vacant properties are secured and do not present a risk to public health;
- satisfactory standards are maintained to protect the health and safety of the occupants of residential and holiday caravan sites.

7.4.2. Proactive Inspection of HMOs

To continue the proactive inspection programme of high risk Houses in Multiple Occupation (HMOs)

- 2% of the housing stock is estimated to be in multiple occupation with the majority being self contained flats within converted dwellings. Previous estimates indicated that there are 300 high risk HMOs across the Vale;
- Rates of unfitness are higher for converted flats, this being symptomatic of underlying poor conditions in houses in multiple occupation.

7.4.3. HMO Registration Scheme / HMO Licensing Scheme

The Housing Act 2004 provides for a new definition of HMO and limits the scope of licensing and enforcement action (other than in relation to Housing Health and Safety Rating System action) to certain types of HMOs within that definition.

The National Assembly for Wales will prescribe certain categories of HMOs that must be licensed in Wales. It is envisaged that this will include all HMOs (other than those which are exempt), which comprise of three storeys or more and are occupied by five or more persons, who comprise two or more households.

It will be a requirement that any person operating an HMO, which is subject to mandatory licensing, will need to obtain a licence from the Council to continue operating the property.

- To continue the development of the HMO Registration Scheme by developing the database of HMOs and by taking enforcement action against those landlords who fail to register their properties.
- To prepare for and implement when required the national mandatory licensing provisions contained in the Housing Act 2004.

7.4.4. Empty Homes

NAWPI 4.1(b) is the indicator to determine the proportion of private sector dwellings where direct action by the local authority has resulted in their return to occupation during a financial year, where they have been vacant for more than 6 months at the beginning of that financial year. 31.6% of all vacant dwellings are estimated to be unfit;

- The Council will make interventions throughout the Vale of Glamorgan in relation to Empty Homes. The interventions will include the external inspection of the properties and letters to the owners encouraging them to bring the properties back into use.
- In relation to problem vacant premises, the Council will work in partnership, where necessary, to recommend and implement compulsory purchase throughout the Vale of Glamorgan..
- To develop and implement a procedure for the compulsory purchase of problem empty homes in the Penarth Central Renewal Area to ensure that the properties are brought back into residential occupation.
- Financial assistance will be available in the Penarth Central Renewal Area for refurbishment and/or conversion subject to conditions relating to management standards etc where units are provided for private rented accommodation.

7.4.5. Caravan Site Licensing

- To implement a programme of caravan site inspections based on the risk assessment inspections carried out in 2004. The programme will include the review of the site licence conditions of at least two caravan sites per year;
- Carry out an annual inspection of each site to determine compliance with site licence conditions (in addition to reactive service);

7.4.6. Nomination Schemes

- Continue to work with colleagues in Public Sector Housing and the Voluntary Sector to develop and implement Private Sector Nomination Schemes.

7.4.7. Accreditation Scheme

- Continue support for a private sector housing landlords' forum

- Consider the development and implementation of a voluntary accreditation scheme in partnership with the landlords' forum.

7.4.8. POLICY STATEMENT 5 continued

5. PRIVATE SECTOR HOUSING ENFORCEMENT

All enforcement action will be taken in accordance with the 'Enforcement Concordat', adopted by the Council.

REACTIVE PRIVATE SECTOR HOUSING SERVICE

The Council will provide a reactive service request function in respect of unfit tenanted properties, nuisance properties etc.

It will take appropriate enforcement action where necessary to ensure dwellings are not a statutory nuisance and are fit for human habitation.

PROACTIVE INSPECTION OF HIGH RISK HOUSES IN MULTIPLE OCCUPATION (HMOS)

The Council will undertake a proactive inspection programme of high risk HMOs.

HOUSES IN MULTIPLE OCCUPATION REGISTRATION SCHEME

The Council will continue to identify high risk Houses in Multiple Occupation's and to take enforcement action against those who fail to register their properties and will prepare for and implement as and when required the national mandatory licensing provisions contained in the Housing Act 2004.

EMPTY HOMES

The Council will make interventions throughout the Vale of Glamorgan in relation to Empty Homes. The interventions will include the external inspection of the properties and letters to the owners encouraging them to bring the properties back into use.

In relation to problem vacant premises, the Council will work in partnership, where necessary, to recommend and implement compulsory purchase throughout the Vale of Glamorgan.

CARAVAN SITE LICENSING

The Council will inspect every caravan/mobile home site in the Vale at least once each year to ensure compliance with site licence conditions.

The Council will review and update as necessary the site licence conditions of two caravan sites each year.

FUTURE DEVELOPMENT IN ENFORCEMENT ACTIVITY

The Council will continue to work with partners in the private rented sector to develop an accreditation scheme.

7.5. AREA RENEWAL AND GROUP REPAIR ASSISTANCE

Renewal Areas form an integral part of the Council's Private Sector Housing Renewal Strategy and enable the Local Authority to focus action on a particular community with Area Based Action. The areas that have been declared have high housing, social and environmental need, which makes them a priority and enables sustainable action to be targeted at them.

The aims of a Renewal Area are to:-

- Improve housing
- Improve general amenities & the local environment
- Develop partnerships
- Increase community and market confidence
- Maximise external investment into the area
- Reverse the decline of an area

Declaration of a Renewal Area signals the recognition of a local community's problems and the Council's commitment to a long-term programme of sustainable activity.

Group Repair Schemes are the main tool of Renewal Areas and involve the complete renovation of the external envelope of a group of houses and flats in one project.

Renewal Areas also incorporate wider regeneration issues with community and environmental benefits that enhance the appearance of an area with works such as: -

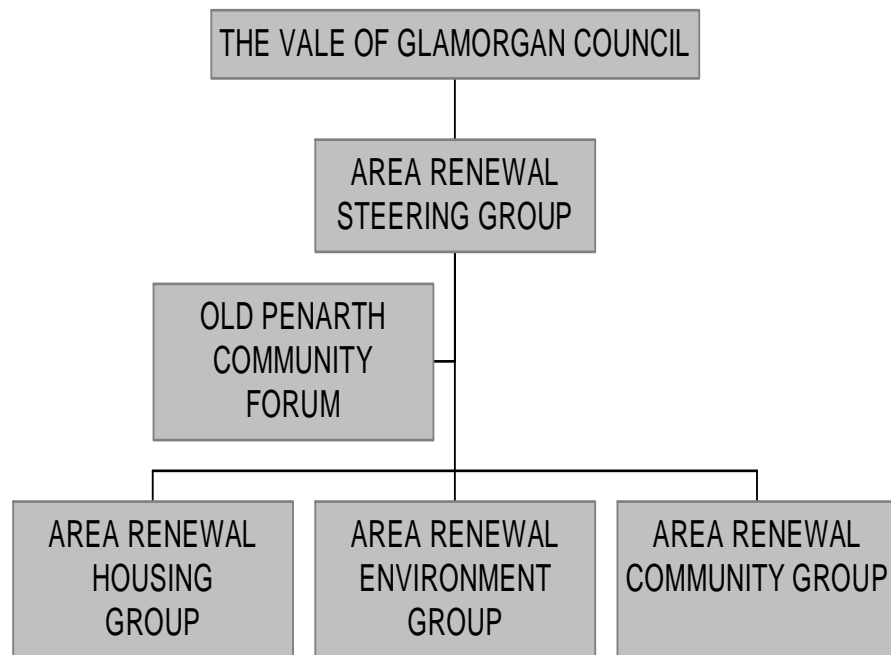
- Street works (excluding normal highway maintenance);
- Landscape works: improvement to small areas of land by conversion to open space, children's play areas, residents' car parking, etc;
- General works primarily aimed at improving the environment of the area as a whole;
- Work to the exterior and curtilage of buildings to include cleaning, repair, replacement or improvement of building exteriors, outbuildings or boundaries (excluding maintenance or structural works or work as part of a group repair scheme);
- Community facilities, conversion of existing buildings

7.5.1. Penarth Central Renewal Area

Penarth Central Renewal Area was declared in November 2000. The area has 544 dwellings, 87% of which are in owner occupation. 38% of the residents are in receipt of one or more means tested benefits.

In recognition of the wider regeneration issues and following the appointment of a Renewal Area Officer a new management structure was established to facilitate Corporate leadership of the initiatives with the aim of 'joined up' working by the Council and its many Partners.

Renewal Area Management Structure



The Steering Group is used to prioritise schemes and determine an action plan for the area. Schemes are proposed by the Area Renewal Groups with comments and active participation of the Old Penarth Community Forum.

Housing, Environmental, and Community Renewal Area Groups have been established to identify the needs of the local community and to develop and implement projects to meet them.

The Old Penarth Community Forum has been established to ensure the participation of the people who live, visit or work in the area. An ambitious programme of group repair is now well underway and is due for completion in 2007 - 2008.

Environmental Projects are being developed to complement and follow on after each group repair scheme. It is intended that disused and derelict sites will be improved and brought back in to community use, streets will be improved and back lanes with fly tipping and crime and disorder problems will be improved.

The Community Group is developing projects for young people with options being explored to help set up a multi-purpose youth facility for the area. The need for an older people centre and the type of uses and activity that could be located in such a centre are also being explored.

7.5.2. Cadoxton Renewal Area

The first of the Council's Renewal Areas was declared in Cadoxton, Barry in 1995. The area had 310 properties all of which are privately owned.

The Council, with the support of the Welsh Assembly Government, has brought about considerable improvements in the housing and environmental conditions of the area.

The agreed Forward Strategy for the area includes measures to protect the significant investment already made, e.g. the promotion of maintenance and energy conservation advice. An existing handy person scheme and Home Improvement agencies (Care & Repair/Age Concern) will be promoted for those unable to maintain their own properties.

Objective Two European Funding will be sought to maximise investment in tackling the ongoing crime and disorder problems through environmental projects.

7.5.3. Future Neighbourhood Renewal Assessments

The Council now has greater flexibility when declaring new Renewal Areas as the regulations governing the declaration criteria and longevity are less prescriptive.

Detailed survey work will continue to identify future Renewal Areas in communities of severe decline with pre-1919 housing stock and deprivation problems.

Surveys have been completed in High Street, Barry and the Castleland Ward in Barry.

New Renewal Areas will be linked, where possible, with Communities First and the Council's Community Regeneration areas where European Objective Two funding is available.

5.6 AREA RENEWAL / GROUP REPAIR ACTIVITY

The Council will continue its commitment to support strategic regeneration in Renewal Areas.

It will continue to prioritise and target grant assistance for the repair and improvement of unfit houses in Renewal Areas, including individual properties where group repair is not feasible.

It will work with partner agencies and others to deal with empty properties and problem land in Renewal Areas.

PENARTH CENTRAL RENEWAL AREA (PCRA)

The Council is committed to the regeneration of Central Penarth through the adopted and published 4-year strategy.

The Council will make annual bids to the Welsh Assembly Government for Renewal Area housing, socio-economic and environmental projects agreed by the Area Renewal Groups and the PCRA Neighbourhood Forum.

CADOXTON RENEWAL AREA

The Council will implement the agreed Forward Strategy to protect the investment already made and to support the sustainability of the area.

FUTURE HOUSING RENEWAL ACTIVITY

The Council will continue to undertake small area surveys in areas with high concentrations of poor housing. The surveys will enable the Council to recommend resources to be targeted to areas of greatest need in conjunction with other corporate initiatives.

8. APPEALS, CUSTOMER COMPLAINTS AND CUSTOMER CARE

8.1 Customer Care / Access to Services

A customer monitoring system will be used to review the services provided under this policy and to ensure services are fairly and equitably delivered.

Stakeholder focus groups will be used to review and target resources to residents in the greatest need and to ensure services are fairly and equitably delivered.

This policy will also be publicised to ensure all vulnerable and Black and Minority Ethnic individuals and groups are aware of the services provided and will be monitored through the customer monitoring system.

8.2 Customer Appeals/Complaints

A customer appeal may arise from an applicant being dissatisfied with a decision in relation to the interpretation of the Housing Renewal Policy or amount of assistance given. A customer complaint is an expression of dissatisfaction about the standard of service provided.

8.3 The analysis of monitoring results and complaints and appeals will be used by the Council in the development of future Housing Renewal Policies.

8.4.

POLICY STATEMENT 6

The Council will monitor the Housing Renewal Policy to ensure all services are adequately publicised and delivered in an effective, efficient and equitable manner. Quarterly reports will be submitted to the Council's Community and Wellbeing Scrutiny Committee.

The Council will actively publicise the Housing Renewal Policy to Black and Minority Ethnic groups and individuals.

The Council will deal with all appeals/complaints in accordance with its 'Formal Complaints' Procedure.

9. PERFORMANCE MANAGEMENT

9.1. National Performance Indicators

Ref. No.	Performance Indicator Description	Target 2004/5	Target 2005/6
NAW 4.1(a) (NS7)	The proportion of unfit private sector dwellings made fit or demolished as a direct result of action by the local authority	1.3%	1.3%
NAW 4.1(b)	The proportion of private sector dwellings that have been vacant for more than 6 months at 1 April that are returned into occupation by the 31 March the following year as a direct result of action by the local authority.	0.3%	0.3%

9.2. Development and Monitoring of Local Performance Indicators

9.2.1. Private Sector Housing Enforcement – Reactive Service

Ref. No.	Performance Indicator Description	Target 2004/5	Target 2005/6
EH 1	% of service requests responded to within 5 working days	95%	96%
EH 2	% of service requests completed within 3 months	95%	96%
EH 3	No. of proactive HMO inspections carried out	24	20
EH 4	No. of Empty Home interventions undertaken.	N/A	50

9.2.2. Housing Assistance

Ref. No.	Performance Indicator Description	Target 2004/5	Target 2005/6
HA 1	Average time taken to deliver a disabled Facilities Grant	Baseline to be established	
HA 2	Renovation and disabled facilities grants approved within 6 months of receipt of a formal application	100%	100%
HA 3	Applications for Home Repair Assistance approved within 4 weeks of receipt of an application	100%	100%
HA 4	The percentage of Capital resources available under the authority's capital programme for investment in all tenures of housing that was allocated to the renewal of the private sector stock.	N/A	

9.2.3. Energy Efficiency

EM 1	Rate of referrals for assistance under the Health Through Warmth Scheme (from 63% to 75% - Based on No. trained and referrals received	63%	75%
EM 2	Undertake 2 Health Through Warmth Scheme training sessions per month for front line staff.	24	24

9.3. Retrospective Health Impact Assessment

In addition to the Vale of Glamorgan House Condition Survey 2002 referred to in 5.1 above, the Council has undertaken a 'Housing and Health Survey' to not only provide evidence for its policy development but also to provide a baseline for comparison against a repeat future survey. It is intended to use the comparative data as part of a retrospective Health Impact Assessment. This will also demonstrate if the public investment into private sector housing has made a positive difference to the health of our residents in the Vale of Glamorgan.

9.4. Arrangements to Ensure Propriety and to Prevent Fraud.

Risk and fraud will be minimised by reference to the good practice and recommendations in "Fraud in the Private Sector Housing Renewal and Disabled Facilities Grant Programme" produced by the DLTR, guidance in the National Assembly for Wales Circular 20/02 and by close collaboration with the Council's Internal Audit section.

Measures taken could include production of detailed procedure notes and supporting documentation to set out the stages of the grant process, the use of application forms with the warning that all information provided will be checked and may be shared with other departments. Other existing procedures will be carried over to the new regime including the preparation of schedules of works, inspections prior to payments and verification of details provided for the means test. Consideration will be given to the separation of duties and use of counter signatures where appropriate.

9.5. POLICY STATEMENT 7

The Council will use annual performance indicators to monitor its performance in delivering all types of assistance and enforcement. Performance monitoring results will be reported quarterly to the Council's Community Wellbeing and Safety Scrutiny Committee.

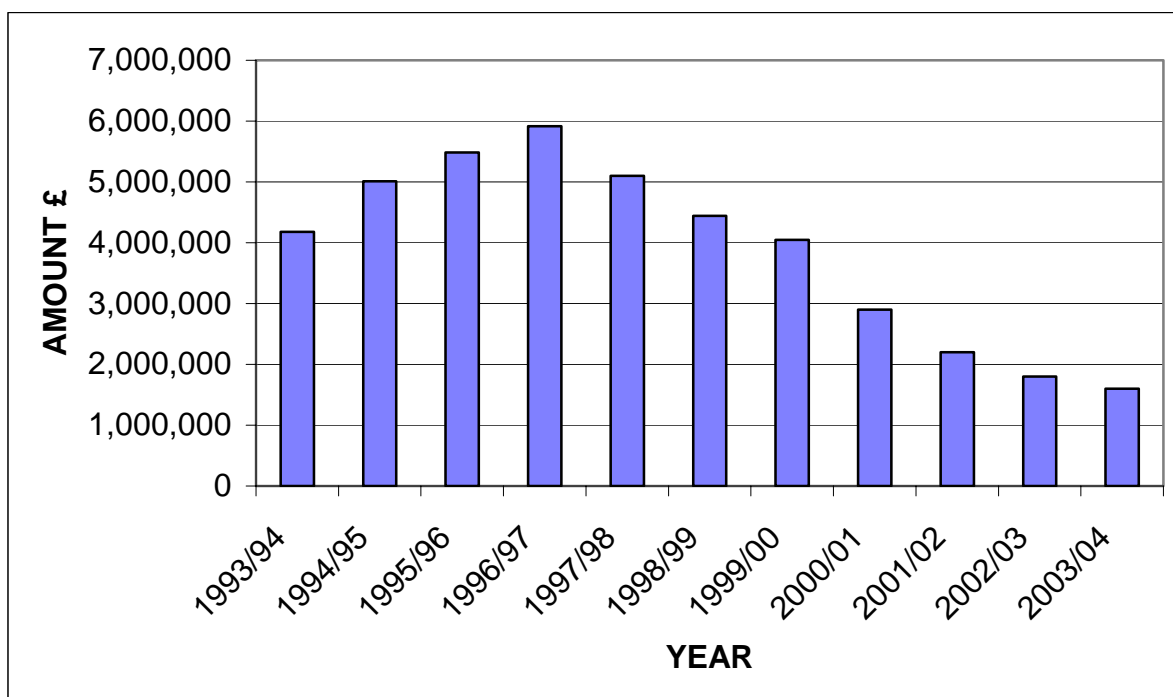
10. RESOURCE ALLOCATION FOR THE POLICY

Two funding streams are used in providing financial assistance under the Private Sector Housing Renewal Policy, the Council's General Fund allocation and an external competitive bidding process for Specific Capital Grant (previously Supplementary Credit Approval) awarded by the Welsh Assembly Government.

There is considerable pressure on the General Fund, which provides the major source of funding for all types of assistance and it is allocated annually through an internal process. The bid for resources for assistance for private sector housing has to compete against other capital schemes proposed by other Departments' and those identified in the Corporate Plan. The General Capital Fund allocation for 2005/2006 is £1,500,000, the same as in 2004/5.

The Council's contribution for Housing Renewal over the last ten years has varied due to annual settlements, the 'ring fenced' settlements and other corporate priorities. The following graph illustrates the reduction in funding in recent years:

Fig.14



The proposed Housing Renewal Policy framework for 2005/6 is designed to be funded from within allocated resources. The demand identified through the analysis of the evidence base has revealed that there has been a significant increase in the funds needed to meet the need for Mandatory Disabled Facility Grants. This demand already exceeds the available budget for 2005/06.

The majority of the Council's uncommitted General Fund allocation for grants must be earmarked for Mandatory Disabled Facility Grants. The only other source of funding available for Housing Renewal Assistance is Welsh Assembly Government Specific Capital Grants for renewal areas only.

In the Welsh Assembly Government letter inviting Specific Capital Grant bids Councils are advised that the Council's commitment to a scheme, for example by the amount of General Fund a Council is prepared to allocate to a scheme, will be a factor when allocating these resources. It is essential therefore that the Council makes funding available to support strategic and Renewal Area schemes in order to maximise the Specific Capital Grant funding it receives. It is proposed that capital bids be made to the Council for years 2005/2006 onwards to support the WAG Specific Capital Grant funding in the Renewal Areas and to expand the availability of assistance to other priority areas, clients etc outside Renewal Areas.

Funding for the proposed policy tools in 2005/2006 is outlined in the table below:

Table 8

PRIVATE HOUSING – GENERAL CAPITAL FUND	Amount (£)
Match funding for Renewal Area (Capital Bid)	£500,000
Balance for new Disabled Facilities Grant (Capital Bid)	£1,500,000
Sub Total - General Capital Fund (Capital Bids)	£2,000,000
Housing Revenue Account Funding for DFG's in Council Homes	£ 250,000
Welsh Assembly Government Specific Capital Grant for Renewal Areas	£1,700,000
TOTAL HOUSING RENEWAL BUDGET 2003/4	<u>£3,950,000</u>

11. TRANSITIONAL ARRANGEMENTS

The Council will continue to process and approve applications for Grants in accordance with the current regulations and in line with the budget available for them. All grant applications approved up until the 29th April 2005 will be dealt with under the relevant previous policy. From the 2nd May 2005 onwards applications for assistance can only be approved in accordance with the policy statements referred to in this document. Care and Repair in the Vale will continue to provide assistance to their clients Vale wide.

12. IMPLEMENTATION OF THE POLICY

12.1. Adoption of the Policy

This document has been developed in accordance with Welsh Assembly Government guidance and presents the proposed policy framework for private sector housing renewal in the Vale of Glamorgan from 2nd May 2005

12.2 Access to the Policy

An Executive Summary is available free of charge and a copy of the full document can be examined at the Housing and Community Safety office at 2-8 Holton Road, Barry and at the Penarth Central Renewal Area Office at 88 Glebe Street, Penarth. A copy of the full document can also be provided for a minimal charge of £5.

Copies of both documents are available at all local libraries and on the Council's web site at 'www.valeofglamorgan.gov.uk'.

12.3. Future Changes

Where any significant changes are proposed to the published policy for Housing Renewal, they will again be reported to the Council for adoption. Such changes can include eligibility and scope as well as any new forms of assistance that may be introduced. Once adopted by Council the revised policy will be published and made available in accordance with government guidance.

The policy will be reviewed on a three yearly cycle or earlier should legislative or budgetary issues so require.

RENOVATION GRANT - QUALIFYING CRITERIA, CONDITIONS, ETC.

1. A grant applicant must be aged 18 or over at the date of application. In the case of a joint application any applicant under 18 will be left out of account.
2. No grant aid will be available to the following bodies:
 - A local authority
 - A new town corporation
 - An urban development corporation
 - A housing action trust
 - Development Board for Rural Wales
 - A health authority, special health authority or NHS trust
 - A police authority
 - A joint authority established by Part IV of the Local Government Act 1985
 - A residuary body established by Part VII of the Local Government Act 1985
 - An authority established under section 10(1) of the Local Government Act 1985
3. A property must be at least 10 years old, either by construction or conversion, at the date of application.
4. An applicant must
 - a) have an owner's interest in relation to the premises i.e. an estate in fee simple absolute in possession or a term of years absolute with at least 5 years remaining unexpired at the date of application for owner occupiers and 10 years for landlords
 - or
 - b) be a tenant of the dwelling and have no intention of acquiring an owner's interest in it and be required by the terms of the tenancy to carry out the relevant works.
5. Prior qualifying period

An owner must both have owned and lived in the property for 1 year prior to the date of application.
A tenant must both have had a tenancy of the dwelling and lived there for 1 year prior to the date of application.
The Council may dispense with compliance with either or both of the conditions above either generally or in relation to particular cases or description of case.
The prior qualifying period shall not apply to properties in a Renewal Area.
6. Purposes for which grant will be given

Works to make the property fit for human habitation

7. An application for a grant shall contain:
 - Application form
 - Certificate of future occupation
 - A minimum of 3 estimates
 - Specialist reports DPC, Rot, Electrical, etc.
 - Plans where required
 - Full building control and planning approval where required
 - Details of fees etc. claimed
 - Proof of title
 - Income details
8. All applications for assistance must be accompanied by either an owner-occupation certificate, letting certificate or tenant's certificate.

An Owner Occupation Certificate certifies that the applicant has an owner's interest in the dwelling and that throughout the grant condition period he or a member of his family will live in the dwelling as his only or main residence. A member of a person's family is as set out in Section 113 of the Housing Act 1985.

A Letting Certificate certifies that the applicant has an owner's interest in the dwelling and that he intends that throughout the grant condition period the property will be let or available for letting as a residence (not for a holiday) to a person not connected with the owner. Letting does not include letting on a long tenancy.

A Tenant's Certificate certifies that the applicant is a qualifying tenant of the dwelling and that he or a member of his family intends to live in the dwelling as his only or main residence. (Except where it is considered unreasonable a tenant's application will also include a letting certificate signed by the owner who is the landlord under the tenancy).
9. An application for a renovation grant will be approved within 6 months of receipt of a formal application. A grant approval will specify the amount of grant aid for the works, the amount of grant for fees and charges, the amount of the applicant's contribution and the amount of grant aid available.
10. Where the works cannot be carried out without carrying out additional works which could not have been foreseen at the time of application the amount of grant aid may be re-determined. Where, owing to circumstances beyond the control of the applicant, the work cannot be carried out on the basis of the approved costs or where the costs have increased the amount of the grant may be re-determined.
11. Approval of grant will be dependent on the works being eligible for assistance as set out in paragraph 6.

12. Where works have begun before grant approval, no grant aid will be available. If the works have begun but are not completed, and there was good reason for starting the works before approval, grant aid may be available for those works remaining. If the works are completed before approval then no grant aid will be available.
13. Applications from owner-occupiers will be subject to a test of resources. The test of resources will be that used for Disabled Facilities grants.
14. There will be a maximum grant of £20,000 or, in the case of a House in Multiple Occupation or self-contained flats, a maximum grant of £10,000 per unit of accommodation. For landlords the grant will be 75% of the eligible expense, up to a maximum of £10,000 per unit of accommodation. Agent's fees directly related to the grant eligible works would be paid in full in accordance with the Council's schedule of fees for agents.
15. Grant aid will be available for fees and charges for the following:
 - Confirmation that the applicant has an owner's interest
 - Technical and structural surveys
 - Design and preparation of plans and drawings
 - Preparation of schedule of relevant works
 - Assistance in completing forms
 - Advice on financing the cost of relevant works not met by grant
 - Application for building regulation approval (including application fee and preparation of related documents)
 - Application for planning permission (including application fee and preparation of related documents)
 - Application for listed building or conservation area consent (including application fee and preparation of related documents)
 - Obtaining of estimates
 - Advice on contractors
 - Consideration of tenders
 - Supervision of the relevant works
 - Disconnection and re-connection of electricity, gas, water or drainage utilities where this is necessary for the relevant works
 - Payment of contractors
16. Grant aid will be subject to conditions which will be in force for 5 years for owner occupiers and 10 years for landlords from the date of satisfactory completion of the works.
A breach of the grant conditions will render the whole amount of the grant repayable plus compound interest calculated from the certified date.
17. Where an application was accompanied by an Owner Occupation Certificate conditions will apply for 5 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the grant repayable. The amount of grant repayable will be the amount of the grant reduced by 1/60th for each and every full month that has elapsed since the certified date. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.

18. Where an application was accompanied by a Certificate of Intended Letting conditions will apply for 10 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the whole amount of the grant repayable. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.
19. Where an application was accompanied by an Owner Occupation Certificate it is a condition that throughout the grant condition period the dwelling is occupied in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the owner occupier conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.
20. Where an application was accompanied by a Certificate of Intended Letting it is a condition that throughout the grant condition period the dwelling is let or available for letting in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the letting conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.
21. The Council may impose a condition requiring an applicant to take reasonable steps to pursue any relevant claim and repay the grant so far as is appropriate out of the proceeds of such a claim. The claims that apply are insurance or legal claims against another person in respect of damage to the premises to which the grant relates or a legal claim for damages in which the cost of the works to premises to which the grant relates is part of the claim. A claim is a relevant claim to the extent that works to make good the damage are works to which the grant relates.
22. Where a grant application has been approved the grant will be paid in full after the completion of the works or in part by instalments as the works progress, the balance being paid on completion of the works. Where a grant is being paid in instalments the aggregate of the instalments shall not exceed 90% of the amount of the grant.
23. It is a condition of the grant that the eligible works are completed within 12 months from the date of the approval of the application. The Council may allow a further period to complete the works, upon request, for example where the eligible works could not be completed without carrying out other works that could not have been reasonably foreseen at the time the application was made.

24. The Council may require as a condition of payment that the works are carried out in accordance with such specification as it determines.
25. Payment of grant is conditional on the eligible works or part thereof being executed to the satisfaction of the authority and the provision of an acceptable invoice, demand or receipt for payment for the works and any fees, charges etc in which respect the grant is to be paid. The applicant or a member of his family cannot provide the invoice, demand or receipt.
26. It is a grant condition that the eligible works are carried out by one of the contractors whose estimate accompanied the grant application. The Council may allow a contractor who did not estimate for the works at the time of application to carry out the eligible works where none of the contractors who estimated for the works is able to commence the works for a minimum of 3 months or where none of the original contractors estimates is within 10% of the Council's assessed cost of the works.
27. The Council will make payment of the grant direct to the contractor or agent where requested to do so in writing by the owner.
28. Where grant is payable but the owner is not satisfied that the works have been satisfactorily completed the Council may, at the applicant's request and if they consider it appropriate to do so, withhold payment from the contractor. If the Council withhold payment from the contractor they may make the payment to the applicant instead.
29. Where an application for a grant is approved but before the certified date the applicant ceases to be a person entitled to the grant no grant shall be paid or no further instalments shall be paid and the Council may demand that any instalment of the grant be repaid forthwith together with interest from the date on which it was paid at such reasonable rates as the authority may determine. If the application was a joint application this section will not apply unless all of the applicants cease to be so entitled to the grant. In the case of an owner's application an applicant ceases to be a person entitled to the grant if they cease to have the qualifying owner's interest or they cease to have the intention specified in the owner occupation or letting certificate which accompanied their application. In the case of a tenant's application an applicant ceases to be a person entitled to the grant if they cease to be a qualifying tenant of the dwelling or, where the application was accompanied by a letting certificate, the landlord ceases to have the intention specified in the certificate.

30. In the following circumstances the Council may refuse to pay the grant or further instalment of the grant or make a reduction of the grant:

where it is ascertained that the amount of grant was determined on the basis of inaccurate or incomplete information and exceeds that to which the applicant was entitled,

where it is ascertained that the works were commenced before the grant was approved,

where the works were not completed to the satisfaction of the Council within 12 months of the date of approval or such extended period that was allowed,

where it is ascertained that the aggregate cost of the works and fees and charges is likely to be lower than the estimated expense,

where it is ascertained that the eligible works were carried out other than by one of the contractors who estimated for the job at the time of the grant application or as subsequently agreed by the Council.

In any of the above circumstances the Council may also demand repayment of the grant in full or in part together with interest at such reasonable rates as the Council may determine from the date of payment until repayment.

31. Where an application has been approved but it subsequently appears to the Council that the applicant was not, at the time the application was approved, entitled to the grant, no grant shall be paid or no further instalments shall be paid and the authority may demand that any grant which has been paid be repaid forthwith together with interest from the date it was paid up until the date of repayment at such reasonable rate as the Council may determine. For the purposes of this section an applicant is not entitled to a grant if he does not have a qualifying owner's interest or does not have the intention specified in the owner occupation certificate or certificate of intended letting which accompanied the application or in the case of a tenant's application he is not a qualifying tenant or if the application was accompanied by a certificate of intended letting the landlord does not have the intention specified in the certificate.
32. An exempt disposal shall be that as defined in Section 54 of the Housing Grants, Construction and Regeneration Act 1996.

33. If at any time while the grant conditions remain in force with respect to a dwelling, house or building

the owner of the dwelling, house or building to which the condition related pays the amount of the grant to the Council;

a mortgagee of the interest of the owner in that dwelling, house or building being a mortgagee entitled to exercise a power of sale, makes such a payment;

the Council determines not to demand repayment on the breach of a grant condition;

the Council demand repayment in whole or in part on the breach of a grant condition and that demand is satisfied;

that grant condition and any other grant condition shall cease to be in force with respect to that dwelling, house or building.

34. Where a grant has been approved and the applicant dies after liability has been incurred for any fees or charges, the Council may if they think fit, pay grant in respect of some or all of those matters. Where an applicant dies after the relevant works have begun and before the certified date, the Council may if they think fit pay grant in respect of some or all of the works already carried out and other relevant works covered by the application. If payment of grant is made under this section the Council will apply the relevant grant conditions.

35. The Council may treat the condition in paragraph 4 as being met by a person who has an owner's interest in only part of the land to which the application relates if the relevant works include specified works which are to be carried out on land which is not the applicant's land and the applicant has the power to carry out those works. Specified works means work to connect the applicant's land with gas, electricity, water or drainage utility at the nearest practicable point so as to provide to the applicant's land adequate lighting, heating, piped supply of wholesome water or an effective system for draining foul, waste or surface water, or works to repair or replace (in whole or in part) any of the works described above. Applicant's land means land in which the applicant has or proposes to acquire an owner's interest.

ADDITIONAL CONDITIONS

36. Notice of relevant disposal

The applicant shall notify the Council of his intention to make a relevant disposal of the dwelling with respect to which there is a grant condition in force and shall furnish to the authority any information reasonably requested by them in connection with such notification. This condition shall have effect during the grant condition period.

37. Insurance for grant aided property

Where the applicant has an insurable interest in the grant-aided property, he shall arrange and maintain in effect adequate insurance for the property, subject to and with the benefit of the completed works, throughout the grant condition period.

39. Repair of grant-aided property

Where the applicant has a duty or power to carry out works of repair to the grant-aided property, he shall ensure that, to the extent that his duty or power allows, the property remains fit for human habitation throughout the grant condition period.

40. Repayment of grant

A breach of any of the conditions set out in "additional conditions" will render the whole amount of the grant repayable plus compound interest calculated from the certified date.

**EMERGENCY REPAIR GRANT - QUALIFYING CRITERIA,
CONDITIONS, ETC.**

1. These grants are provided through Care and Repair in the Vale for their client group and for families with pre-school or school age children.
2. Eligible works would include urgent repairs, for example, to a leaking roof, to heating and hot water systems, to remove a danger or risk to public health.
3. An applicant must be over 60 or families with pre-school or school age children in receipt of a means tested benefit to qualify for grant aid
4. There will be a maximum grant of £500.00 (five hundred pounds).

**DISABLED FACILITIES GRANT - QUALIFYING CRITERIA,
CONDITIONS, ETC.**

1. Disabled Facilities Grants will be subject to the qualifying criteria and conditions that are set out in legislation at the time.

HOME REPAIR ASSISTANCE GRANT - QUALIFYING CRITERIA, CONDITIONS, ETC.

1. A grant applicant must be aged 18 or over at the date of application. In the case of a joint application any applicant under 18 will be left out of account.
2. No grant aid will be available to the following bodies -
 - A local authority
 - A new town corporation
 - An urban development corporation
 - A housing action trust
 - Development Board for Rural Wales
 - A health authority, special health authority or NHS trust
 - A police authority
 - A joint authority established by Part IV of the Local Government Act 1985
 - A residuary body established by Part VII of the Local Government Act 1985
 - An authority established under section 10(1) of the Local Government Act 1985
3. A property must be at least 10 years old, either by construction or conversion, at the date of application.
4. An applicant must
 - a) Have an owner's interest in relation to the premises i.e. an estate in fee simple absolute in possession or a term of years absolute with at least 5 years remaining unexpired at the date of application
 - or
 - b) Be a tenant of the dwelling and have no intention to acquire an owner's interest in it and be required by the terms of his tenancy to carry out the relevant works.
5. Prior qualifying period

An owner must both have owned and lived in the property for 1 year prior to the date of application.
A tenant must both have had a tenancy of the dwelling and lived there for 1 year prior to the date of application.
The Council may dispense with compliance with either or both of the conditions above either generally or in relation to particular cases or description of case.
The prior qualifying period shall not apply to properties in a Renewal Area.
6. Purposes for which grant will be given

Temporary repair works to make a property safe and weatherproof pending Group Repair.
General repair works following Group Repair.

7. An application for a grant shall contain:

- Application form
- Certificate of future occupation
- A minimum of 3 estimates
- Specialist reports DPC, Rot, Electrical, etc.
- Plans where required
- Full building control and planning approval where required
- Details of fees etc. claimed
- Proof of title
- Income details

8. All applications for assistance must be accompanied by either an owner-occupation or tenant's certificate.

An Owner Occupation Certificate certifies that the applicant has an owner's interest in the dwelling and that throughout the grant condition period he or a member of his family will live in the dwelling as his only or main residence. A member of a person's family is as set out in Section 113 of the Housing Act 1985.

A Tenant's Certificate certifies that the applicant is a qualifying tenant of the dwelling and that he or a member of his family intends to live in the dwelling as his only or main residence.

9. An application for a Home Repair Assistance grant will be approved within 6 months of receipt of a formal application. A grant approval will specify the amount of grant aid for the works, the amount of grant for fees and charges and the amount of grant aid available.

10. Where the works cannot be carried out without carrying out additional works which could not have been foreseen at the time of application the amount of grant aid may be re-determined. Where, owing to circumstances beyond the control of the applicant, the work cannot be carried out on the basis of the approved costs or where the costs have increased the amount of the grant may be re-determined

11. Approval of grant will be dependent on the works being eligible for assistance as set out in paragraph 6.

12. Other than in exceptional circumstances only one grant will be awarded whilst a property is waiting to have Group Repair works undertaken. Where an applicant is having general repair works undertaken following Group Repair they shall not have more than 2 Home Repair Assistance grants in any 5-year period.

13. Where works have begun before grant approval no grant aid will be available. If the works have begun but are not completed, and there was good reason for starting the works before approval, grant aid may be available for those works remaining. If the works are completed before approval then no grant aid will be available.

14. An applicant must be over 60 or in receipt of a means tested benefit to qualify for grant aid.
15. There will be a maximum grant of £5,000.
16. Grant aid will be available for fees and charges for the following:
 - Confirmation that the applicant has an owner's interest
 - Technical and structural surveys
 - Design and preparation of plans and drawings
 - Preparation of schedule of relevant works
 - Assistance in completing forms
 - Advice on financing the cost of relevant works not met by grant
 - Application for building regulation approval (including application fee and preparation of related documents)
 - Application for planning permission (including application fee and preparation of related documents)
 - Application for listed building or conservation area consent (including application fee and preparation of related documents)
 - Obtaining of estimates
 - Advice on contractors
 - Consideration of tenders
 - Supervision of the relevant works
 - Disconnection and re-connection of electricity, gas, water or drainage utilities where this is necessary for the relevant works
 - Payment of contractors
17. Grant aid will be subject to conditions, which will be in force for 5 years from the date of satisfactory completion of the works.
A breach of the grant conditions will render the whole amount of the grant repayable plus compound interest calculated from the certified date.
18. Where an application was accompanied by an Owner Occupation Certificate conditions will apply for 5 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the grant repayable. The amount of grant repayable will be the amount of the grant reduced by 1/60th for each and every full month that has elapsed since the certified date. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.
19. Where an application was accompanied by an Owner Occupation Certificate it is a condition that throughout the grant condition period the dwelling is occupied in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the owner-occupier conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.

20. Where a grant application has been approved the grant will be paid in full after the completion of the works or in part by instalments as the works progress, the balance being paid on completion of the works. Where a grant is being paid in instalments the aggregate of the instalments shall not exceed 90% of the amount of the grant.
21. It is a condition of the grant that the eligible works are completed within 12 months from the date of the approval of the application. The Council may allow a further period to complete the works, upon request, for example where the eligible works could not be completed without carrying out other works that could not have been reasonably foreseen at the time the application was made.
22. The Council may require as a condition of payment that the works are carried out in accordance with such specification as it determines.
23. Payment of grant is conditional on the eligible works or part thereof being executed to the satisfaction of the authority and the provision of an acceptable invoice, demand or receipt for payment for the works and any fees, charges etc in which respect the grant is to be paid. The applicant or a member of his family cannot provide the invoice, demand or receipt.
24. It is a grant condition that the eligible works are carried out by one of the contractors whose estimate accompanied the grant application. The Council may allow a contractor who did not estimate for the works at the time of application to carry out the eligible works where none of the contractors who estimated for the works is able to commence the works for a minimum of 3 months or where none of the original contractors estimates is within 10% of the Council's assessed cost of the works.
25. The Council will make payment of the grant direct to the contractor or agent where requested to do so in writing by the owner.
26. Where grant is payable but the owner is not satisfied that the works have been satisfactorily completed the Council may, at the applicant's request and if they consider it appropriate to do so, withhold payment from the contractor. If the Council withhold payment from the contractor they may make the payment to the applicant instead.
27. Where an application for a grant is approved but before the certified date the applicant ceases to be a person entitled to the grant no grant shall be paid or no further instalments shall be paid and the Council may demand that any instalment of the grant be repaid forthwith together with interest from the date on which it was paid at such reasonable rates as the authority may determine. If the application was a joint application this section will not apply unless all of the applicants cease to be so entitled to the grant. In the case of an owner's application an applicant ceases to be a person entitled to the grant if they cease to have the qualifying owner's interest or they cease to have the intention specified in the owner occupation which accompanied their application. In the case of a tenant's application an applicant ceases to be a person entitled to the grant if they cease to be a qualifying tenant of the dwelling.

28. In the following circumstances the Council may refuse to pay the grant or further instalment of the grant or make a reduction of the grant:

where it is ascertained that the amount of grant was determined on the basis of inaccurate or incomplete information and exceeds that to which the applicant was entitled,

where it is ascertained that the works were commenced before the grant was approved,

where the works were not completed to the satisfaction of the Council within 12 months of the date of approval or such extended period that was allowed,

where it is ascertained that the aggregate cost of the works and fees and charges is likely to be lower than the estimated expense,

where it is ascertained that the eligible works were carried out other than by one of the contractors who estimated for the job at the time of the grant application or as subsequently agreed by the Council.

29. In any of the above circumstances the Council may also demand repayment of the grant in full or in part together with interest at such reasonable rates as the Council may determine from the date of payment until repayment.

30. An exempt disposal shall be that as defined in Section 54 of the Housing Grants, Construction and Regeneration Act 1996.

31. If at any time while the grant conditions remain in force with respect to a dwelling, house or building:

the owner of the dwelling, house or building to which the condition related pays the amount of the grant to the Council;

a mortgagee of the interest of the owner in that dwelling, house or building being a mortgagee entitled to exercise a power of sale, makes such a payment;

the Council determines not to demand repayment on the breach of a grant condition;

the Council demand repayment in whole or in part on the breach of a grant condition and that demand is satisfied;

that grant condition and any other grant condition shall cease to be in force with respect to that dwelling, house or building.

32. Where the applicant dies after liability has been incurred for any fees or charges, the Council may if they think fit, pay grant in respect of some or all of those matters. Where an applicant dies after the relevant works have begun and before the certified date, the Council may if they think fit pay grant in respect of some or all of the works already carried out and other relevant works covered by the application. If payment of grant is made under this section the Council will apply the relevant grant conditions.
33. Where an application has been approved but it subsequently appears to the Council that the applicant was not, at the time the application was approved, entitled to the grant, no grant shall be paid or no further instalments shall be paid and the authority may demand that any grant which has been paid be repaid forthwith together with interest from the date it was paid up until the date of repayment at such reasonable rate as the Council may determine. For the purposes of this section an applicant is not entitled to a grant if he does not have a qualifying owner's interest or does not have the intention specified in the owner occupation certificate which accompanied the application or in the case of a tenant's application he is not a qualifying tenant.
34. The Council may treat the condition in paragraph 4 as being met by a person who has an owner's interest in only part of the land to which the application relates if the relevant works include specified works which are to be carried out on land which is not the applicant's land and the applicant has the power to carry out those works. Specified works means work to connect the applicant's land with gas, electricity, water or drainage utility at the nearest practicable point so as to provide to the applicant's land adequate lighting, heating, piped supply of wholesome water or an effective system for draining foul, waste or surface water, or works to repair or replace (in whole or in part) any of the works described above. Applicant's land means land in which the applicant has or proposes to acquire an owner's interest.

ADDITIONAL CONDITIONS

35. Notice of relevant disposal

The applicant shall notify the Council of his intention to make a relevant disposal of the dwelling with respect to which there is a grant condition in force and shall furnish to the authority any information reasonably requested by them in connection with such notification. This condition shall have effect during the grant condition period.

36. Repair of grant-aided property

Where the applicant has a duty or power to carry out works of repair to the grant-aided property, he shall ensure that, to the extent that his duty or power allows, the property remains fit for human habitation throughout the grant condition period.

37. Repayment of grant

A breach of any of the conditions set out in "additional conditions" will render the whole amount of the grant repayable plus compound interest calculated from the certified date.

PROBLEM VACANT PROPERTY GRANT - QUALIFYING CRITERIA, CONDITIONS, ETC.

1. A grant applicant must be aged 18 or over at the date of application. In the case of a joint application any applicant under 18 will be left out of account.
2. No grant aid will be available to the following bodies -
 - A local authority
 - A new town corporation
 - An urban development corporation
 - A housing action trust
 - Development Board for Rural Wales
 - A health authority, special health authority or NHS trusts
 - A police authority
 - A joint authority established by Part IV of the Local Government Act 1985
 - A residuary body established by Part VII of the Local Government Act 1985
 - An authority established under section 10(1) of the Local Government Act 1985
3. A property must be at least 10 years old, either by construction or conversion, at the date of application.
4. A property must have been continuously empty for at least 6 months prior to the date of application and have a detrimental effect on the street or neighbourhood. The property must also have been the subject of enforcement activity in relation to such matters as fly-tipping, forced entry or nuisance to adjoining properties.
5. An applicant must have an owner's interest in relation to the premises i.e. an estate in fee simple absolute in possession or a term of years absolute with at least 5 years remaining unexpired at the date of application for owner occupiers and 10 years for landlords.
6. Purposes for which grant will be given
 - Works to make the property fit for human habitation
7. An application for a grant shall contain:
 - Application form
 - Certificate of future occupation
 - A minimum of 3 estimates
 - Specialist reports DPC, Rot, Electrical, etc.
 - Plans where required
 - Full building control and planning approval where required
 - Details of fees etc. claimed
 - Proof of title

8. All applications for assistance must be accompanied by either an owner-occupation, or letting certificate.

An Owner Occupation Certificate certifies that the applicant has an owner's interest in the dwelling and that throughout the grant condition period he or a member of his family will live in the dwelling as his only or main residence. A member of a person's family is as set out in Section 113 of the Housing Act 1985.

A Letting Certificate certifies that the applicant has an owner's interest in the dwelling and that he intends that throughout the grant condition period the property will be let or available for letting as a residence (not for a holiday) to a person not connected with the owner. Letting does not include letting on a long tenancy.

9. An application for grant aid will be approved within 6 months of receipt of a formal application. A grant approval will specify the amount of grant aid for the works, the amount of grant for fees and charges, the amount of the applicant's contribution and the amount of grant aid available.
10. Where the works cannot be carried out without carrying out additional works, which could not have been foreseen at the time of application the amount of grant aid may be re-determined. Where, owing to circumstances beyond the control of the applicant, the work cannot be carried out on the basis of the approved costs or where the costs have increased the amount of the grant may be re-determined
11. Approval of grant will be dependent on the works being eligible for assistance as set out in paragraph 6.
12. Where works have begun before grant approval no grant aid will be available. If the works have begun but are not completed, and there was good reason for starting the works before approval, grant aid may be available for those works remaining. If the works are completed before approval then no grant aid will be available.
13. There will be a grant of 75% of the eligible expense, up to a maximum of £10,000 per unit of accommodation. Agent's fees directly related to the grant eligible works will be paid in full in accordance with the Council's schedule of fees for agents.

14. Grant aid will be available for fees and charges for the following:
- Confirmation that the applicant has an owner's interest
 - Technical and structural surveys
 - Design and preparation of plans and drawings
 - Preparation of schedule of relevant works
 - Assistance in completing forms
 - Advice on financing the cost of relevant works not met by grant
 - Application for building regulation approval (including application fee and preparation of related documents)
 - Application for planning permission (including application fee and preparation of related documents)
 - Application for listed building or conservation area consent (including application fee and preparation of related documents)
 - Obtaining of estimates
 - Advice on contractors
 - Consideration of tenders
 - Supervision of the relevant works
 - Disconnection and re-connection of electricity, gas, water or drainage utilities where this is necessary for the relevant works
 - Payment of contractors
15. Grant aid will be subject to conditions, which will be in force for 5 years for owner occupiers and 10 years for landlords from the date of satisfactory completion of the works.
A breach of the grant conditions will render the whole amount of the grant repayable plus compound interest calculated from the certified date.
16. Where an application was accompanied by an Owner Occupation Certificate conditions will apply for 5 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the grant repayable. The amount of grant repayable will be the amount of the grant reduced by $1/60^{\text{th}}$ for each and every full month that has elapsed since the certified date. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.
17. Where an application was accompanied by a Certificate of Intended Letting conditions will apply for 10 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the whole amount of the grant repayable. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.
18. Where an application was accompanied by an Owner Occupation Certificate it is a condition that throughout the grant condition period the dwelling is occupied in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the owner-occupier conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.

19. Where an application was accompanied by a Certificate of Intended Letting it is a condition that throughout the grant condition period the dwelling is let or available for letting in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the letting conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.
20. Where a grant application has been approved the grant will be paid in whole after the completion of the works or in part by instalments as the works progress, the balance being paid on completion of the works. Where a grant is being paid in instalments the aggregate of the instalments shall not exceed 90% of the amount of the grant.
21. It is a condition of the grant that the eligible works are completed within 12 months from the date of the approval of the application. The Council may allow a further period to complete the works, upon request, for example where the eligible works could not be completed without carrying out other works that could not have been reasonably foreseen at the time the application was made.
22. The Council may require as a condition of payment that the works are carried out in accordance with such specification as it determines.
23. Payment of grant is conditional on the eligible works or part thereof being executed to the satisfaction of the authority and the provision of an acceptable invoice, demand or receipt for payment for the works and any fees, charges etc in which respect the grant is to be paid. The invoice, demand or receipt can not be provided by the applicant or a member of his family.
24. It is a grant condition that the eligible works are carried out by one of the contractors whose estimate accompanied the grant application. The Council may allow a contractor who did not estimate for the works at the time of application to carry out the eligible works where none of the contractors who estimated for the works is able to commence the works for a minimum of 3 months or where none of the original contractors estimates is within 10% of the Council's assessed cost of the works.
25. The Council will make payment of the grant direct to the contractor or agent where requested to do so in writing by the owner.
26. Where grant is payable but the owner is not satisfied that the works have been satisfactorily completed the Council may, at the applicant's request and if they consider it appropriate to do so, withhold payment from the contractor. If the Council withhold payment from the contractor they may make the payment to the applicant instead.

27. Where an application for a grant is approved but before the certified date the applicant ceases to be a person entitled to the grant no grant shall be paid or no further instalments shall be paid and the Council may demand that any instalment of the grant be repaid forthwith together with interest from the date on which it was paid at such reasonable rates as the authority may determine. If the application was a joint application this section will not apply unless all of the applicants cease to be so entitled to the grant. In the case of an owner's application an applicant ceases to be a person entitled to the grant if they cease to have the qualifying owner's interest or they cease to have the intention specified in the owner occupation or letting certificate which accompanied their application or, where the application was accompanied by a letting certificate, the landlord ceases to have the intention specified in the certificate.

28. In the following circumstances the Council may refuse to pay the grant or further instalment of the grant or make a reduction of the grant:

where it is ascertained that the amount of grant was determined on the basis of inaccurate or incomplete information and exceeds that to which the applicant was entitled,

where it is ascertained that the works were commenced before the grant was approved,

where the works were not completed to the satisfaction of the Council within 12 months of the date of approval or such extended period that was allowed,

where it is ascertained that the aggregate cost of the works and fees and charges is likely to be lower than the estimated expense,

where it is ascertained that the eligible works were carried out other than by one of the contractors who estimated for the job at the time of the grant application or as subsequently agreed by the Council.

In any of the above circumstances the Council may also demand repayment of the grant in full or in part together with interest at such reasonable rates as the Council may determine from the date of payment until repayment.

29. Where an application has been approved but it subsequently appears to the Council that the applicant was not, at the time the application was approved, entitled to the grant, no grant shall be paid or no further instalments shall be paid and the authority may demand that any grant which has been paid be repaid forthwith together with interest from the date it was paid up until the date of repayment at such reasonable rate as the Council may determine. For the purposes of this section an applicant is not entitled to a grant if he does not have a qualifying owner's interest or does not have the intention specified in the owner occupation certificate or certificate of intended letting which accompanied the application.

30. An exempt disposal shall be that as defined in Section 54 of the Housing Grants, Construction and Regeneration Act 1996.

31. If at any time while the grant conditions remain in force with respect to a dwelling, house or building:
- the owner of the dwelling, house or building to which the condition related pays the amount of the grant to the Council;
 - a mortgagee of the interest of the owner in that dwelling, house or building being a mortgagee entitled to exercise a power of sale , makes such a payment;
 - the Council determines not to demand repayment on the breach of a grant condition;
 - the Council demand repayment in whole or in part on the breach of a grant condition and that demand is satisfied;
- that grant condition and any other grant condition shall cease to be in force with respect to that dwelling, house or building.

32. Where the applicant dies after liability has been incurred for any fees or charges, the Council may if they think fit, pay grant in respect of some or all of those matters. Where an applicant dies after the relevant works have begun and before the certified date, the Council may if they think fit pay grant in respect of some or all of the works already carried out and other relevant works covered by the application. If payment of grant is made under this section the Council will apply the relevant grant conditions.

33. The Council may treat the condition in paragraph 5 as being met by a person who has an owner's interest in only part of the land to which the application relates if the relevant works include specified works which are to be carried out on land which is not the applicant's land and the applicant has the power to carry out those works. Specified works means work to connect the applicant's land with gas, electricity, water or drainage utility at the nearest practicable point so as to provide to the applicant's land adequate lighting, heating, piped supply of wholesome water or an effective system for draining foul, waste or surface water, or works to repair or replace (in whole or in part) any of the works described above. Applicant's land means land in which the applicant has or proposes to acquire an owner's interest.

ADDITIONAL CONDITIONS

34. Notice of relevant disposal

The applicant shall notify the Council of his intention to make a relevant disposal of the dwelling with respect to which there is a grant condition in force and shall furnish to the authority any information reasonably requested by them in connection with such notification. This condition shall have effect during the grant condition period.

35. Insurance for grant aided property

Where the applicant has an insurable interest in the grant-aided property he shall arrange and maintain in effect adequate insurance for the property subject to and with the benefit of the completed works throughout the grant condition period.

36. Repair of grant-aided property

Where the applicant has a duty or power to carry out works of repair to the grant-aided property, he shall ensure that, to the extent that his duty or power allows, the property remains fit for human habitation throughout the grant condition period.

37. Repayment of grant

A breach of any of the conditions set out in "additional conditions" will render the whole amount of the grant repayable plus compound interest calculated from the certified date.

CONVERSION GRANT - QUALIFYING CRITERIA, CONDITIONS, ETC.

1. A grant applicant must be aged 18 or over at the date of application. In the case of a joint application any applicant under 18 will be left out of account.

2. No grant aid will be available to the following bodies -

A local authority

A new town corporation

An urban development corporation

A housing action trust

Development Board for Rural Wales

A health authority, special health authority or NHS trusts

A police authority

A joint authority established by Part IV of the Local Government Act 1985

A residuary body established by Part VII of the Local Government Act 1985

An authority established under section 10(1) of the Local Government Act 1985

3. A property must be at least 10 years old, either by construction or conversion, at the date of application.

4. An applicant must have an owner's interest in relation to the premises i.e. an estate in fee simple absolute in possession or a term of years absolute with at least 5 years remaining unexpired at the date of application for owner occupiers and 10 years for landlords.

5. Purposes for which grant will be given

Works of conversion to provide units of residential accommodation.

6. An application for a grant shall contain:
 - Application form
 - Certificate of future occupation
 - A minimum of 3 estimates
 - Specialist reports DPC, Rot, Electrical, etc.
 - Plans where required
 - Full building control and planning approval where required
 - Details of fees etc. claimed
 - Proof of title
 - Income details
- 7 All applications for assistance must be accompanied by either an owner-occupation or letting certificate.

An Owner Occupation Certificate certifies that the applicant has an owner's interest in the dwelling and that throughout the grant condition period he or a member of his family will live in the dwelling as his only or main residence. A member of a person's family is as set out in Section 113 of the Housing Act 1985.

A Letting Certificate certifies that the applicant has an owner's interest in the dwelling and that he intends that throughout the grant condition period the property will be let or available for letting as a residence (not for a holiday) to a person not connected with the owner. Letting does not include letting on a long tenancy.
8. An application for a conversion grant will be approved within 6 months of receipt of a formal application. A grant approval will specify the amount of grant aid for the works, the amount of grant for fees and charges, the amount of the applicant's contribution and the amount of grant aid available.
9. Where the works cannot be carried out without carrying out additional works, which could not have been foreseen at the time of application the amount of grant aid may be re-determined. Where, owing to circumstances beyond the control of the applicant, the work cannot be carried out on the basis of the approved costs or where the costs have increased the amount of the grant may be re-determined
10. Approval of grant will be dependent on the works being eligible for assistance as set out in paragraph 5. It is a condition of the grant that the whole of the premises shall be fit for habitation on completion of the conversion works.
11. Where works have begun before grant approval no grant aid will be available. If the works have begun but are not completed, and there was good reason for starting the works before approval, grant aid may be available for those works remaining. If the works are completed before approval then no grant aid will be available.
12. Applications from owner-occupiers will be subject to a test of resources. The test of resources will be that used for Disabled Facilities grants. There will be a maximum grant of £10,000 per unit of accommodation.

13. For landlords the grant will be 75% of the eligible expense, up to a maximum of £10,000 per unit of accommodation. Agent's fees directly related to the grant eligible works would be paid in full in accordance with the Council's schedule of fees for agents.

14. Grant aid will be available for fees and charges for the following:
 - Confirmation that the applicant has an owner's interest
 - Technical and structural surveys
 - Design and preparation of plans and drawings
 - Preparation of schedule of relevant works
 - Assistance in completing forms
 - Advice on financing the cost of relevant works not met by grant
 - Application for building regulation approval (including application fee and preparation of related documents)
 - Application for planning permission (including application fee and preparation of related documents)
 - Application for listed building or conservation area consent (including application fee and preparation of related documents)
 - Obtaining of estimates
 - Advice on contractors
 - Consideration of tenders
 - Supervision of the relevant works
 - Disconnection and re-connection of electricity, gas, water or drainage utilities where this is necessary for the relevant works
 - Payment of contractors

15. Grant aid will be subject to conditions, which will be in force for 5 years for owner occupiers and 10 years for landlords from the date of satisfactory completion of the works.
A breach of the grant conditions will render the whole amount of the grant repayable plus compound interest calculated from the certified date.

16. Where an application was accompanied by an Owner Occupation Certificate conditions will apply for 5 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the grant repayable. The amount of grant repayable will be the amount of the grant reduced by 1/60th for each and every full month that has elapsed since the certified date. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.

17. Where an application was accompanied by a Certificate of Intended Letting conditions will apply for 10 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the whole amount of the grant repayable. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.

18. Where an application was accompanied by an Owner Occupation Certificate it is a condition that throughout the grant condition period the dwelling is occupied in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the owner-occupier conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.
19. Where an application was accompanied by a Certificate of Intended Letting it is a condition that throughout the grant condition period the dwelling is let or available for letting in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the letting conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.
20. Where a grant application has been approved the grant will be paid in full after the completion of the works or in part by instalments as the works progress, the balance being paid on completion of the works. Where a grant is being paid in instalments the aggregate of the instalments shall not exceed 90% of the amount of the grant.
21. It is a condition of the grant that the eligible works are completed within 12 months from the date of the approval of the application. The Council may allow a further period to complete the works, upon request, for example where the eligible works could not be completed without carrying out other works that could not have been reasonably foreseen at the time the application was made.
22. The Council may require as a condition of payment that the works are carried out in accordance with such specification as it determines.
23. Payment of grant is conditional on the eligible works or part thereof being executed to the satisfaction of the authority and the provision of an acceptable invoice, demand or receipt for payment for the works and any fees, charges etc in which respect the grant is to be paid. The invoice, demand or receipt can not be provided by the applicant or a member of his family.
24. It is a grant condition that the eligible works are carried out by one of the contractors whose estimate accompanied the grant application. The Council may allow a contractor who did not estimate for the works at the time of application to carry out the eligible works where none of the contractors who estimated for the works is able to commence the works for a minimum of 3 months or where none of the original contractors estimates is within 10% of the Council's assessed cost of the works.

25. The Council will make payment of the grant direct to the contractor or agent where requested to do so in writing by the owner.
26. Where grant is payable but the owner is not satisfied that the works have been satisfactorily completed the Council may, at the applicant's request and if they consider it appropriate to do so, withhold payment from the contractor. If the Council withhold payment from the contractor they may make the payment to the applicant instead.
27. Where an application for a grant is approved but before the certified date the applicant ceases to be a person entitled to the grant no grant shall be paid or no further instalments shall be paid and the Council may demand that any instalment of the grant be repaid forthwith together with interest from the date on which it was paid at such reasonable rates as the authority may determine. If the application was a joint application this section will not apply unless all of the applicants cease to be so entitled to the grant. In the case of an owner's application an applicant ceases to be a person entitled to the grant if they cease to have the qualifying owner's interest or they cease to have the intention specified in the owner occupation or letting certificate which accompanied their application.
28. In the following circumstances the Council may refuse to pay the grant or further instalment of the grant or make a reduction of the grant:
- where it is ascertained that the amount of grant was determined on the basis of inaccurate or incomplete information and exceeds that to which the applicant was entitled,
 - where it is ascertained that the works were commenced before the grant was approved,
 - where the works were not completed to the satisfaction of the Council within 12 months of the date of approval or such extended period that was allowed,
 - where it is ascertained that the aggregate cost of the works and fees and charges is likely to be lower than the estimated expense,
 - where it is ascertained that the eligible works were carried out other than by one of the contractors who estimated for the job at the time of the grant application or as subsequently agreed by the Council.
- In any of the above circumstances the Council may also demand repayment of the grant in full or in part together with interest at such reasonable rates as the Council may determine from the date of payment until repayment.
29. Where an application has been approved but it subsequently appears to the Council that the applicant was not, at the time the application was approved, entitled to the grant, no grant shall be paid or no further instalments shall be paid and the authority may demand that any grant which has been paid be repaid forthwith, together with interest from the date it was paid up until the date of repayment at such reasonable rate as the Council may determine. For the purposes of this section an applicant is not entitled to a grant if he does not have a qualifying owner's interest or does not have the intention specified in the owner occupation certificate or certificate of intended letting which accompanied the application.

30. An exempt disposal shall be that as defined in Section 54 of the Housing Grants, Construction and Regeneration Act 1996.

31. If at any time while the grant conditions remain in force with respect to a dwelling, house or building:

the owner of the dwelling, house or building to which the condition related pays the amount of the grant to the Council;

a mortgagee of the interest of the owner in that dwelling, house or building being a mortgagee entitled to exercise a power of sale, makes such a payment;

the Council determines not to demand repayment on the breach of a grant condition;

the Council demand repayment in whole or in part on the breach of a grant condition and that demand is satisfied;

that grant condition and any other grant condition shall cease to be in force with respect to that dwelling, house or building.

32. Where the applicant dies after liability has been incurred for any fees or charges, the Council may if they think fit, pay grant in respect of some or all of those matters. Where an applicant dies after the relevant works have begun and before the certified date, the Council may if they think fit pay grant in respect of some or all of the works already carried out and other relevant works covered by the application. If payment of grant is made under this section the Council will apply the relevant grant conditions.

33. The Council may treat the condition in paragraph 4 as being met by a person who has an owner's interest in only part of the land to which the application relates if the relevant works include specified works which are to be carried out on land which is not the applicant's land and the applicant has the power to carry out those works. Specified works means work to connect the applicant's land with gas, electricity, water or drainage utility at the nearest practicable point so as to provide to the applicant's land adequate lighting, heating, piped supply of wholesome water or an effective system for draining foul, waste or surface water, or works to repair or replace (in whole or in part) any of the works described above. Applicant's land means land in which the applicant has or proposes to acquire an owner's interest.

ADDITIONAL CONDITIONS

34. Notice of relevant disposal

The applicant shall notify the Council of his intention to make a relevant disposal of the dwelling with respect to which there is a grant condition in force and shall furnish to the authority any information reasonably requested by them in connection with such notification. This condition shall have effect during the grant condition period.

35. Insurance for grant aided property

Where the applicant has an insurable interest in the grant-aided property he shall arrange and maintain in effect adequate insurance for the property subject to and with the benefit of the completed works throughout the grant condition period.

36. Repair of grant-aided property

Where the applicant has a duty or power to carry out works of repair to the grant-aided property, he shall ensure that, to the extent that his duty or power allows, the property remains fit for human habitation throughout the grant condition period.

37. Repayment of grant

A breach of any of the conditions set out in "additional conditions" will render the whole amount of the grant repayable plus compound interest calculated from the certified date.

GROUP REPAIR - QUALIFYING CRITERIA, CONDITIONS, ETC.

1. An applicant must be aged 18 or over at the date of application. In the case of a joint application any applicant under 18 will be left out of account.

2. No assistance will be available to the following bodies:

A local authority

A new town corporation

Development Board for Rural Wales

A health authority, special health authority or NHS trust

A police authority

A housing action trust

A registered social landlord

3. A property must be at least 10 years old at the date of application.

4. A building can qualify for Group Repair assistance if the exterior of the building, or some part of it, is not in reasonable repair or the whole, or some part, of the structure of the building is unstable.

5. An applicant must have an owner's interest in relation to the premises i.e. an estate in fee simple absolute in possession or a term of years absolute with at least 5 years for owner occupiers and 10 years for landlords remaining unexpired at the date of application.

6. Purposes for which assistance will be given

Works to put the exterior of the building into reasonable repair and/or render the building structurally stable.

7. All participants in a Group Repair scheme will be required to sign a scheme consent form signifying their consent to the proposals to carry out the works specified in the scheme.
8. An application for assistance shall contain:
 - Certificate of future occupation
 - Scheme consent form
 - Proof of title
 - Income details
9. An Owner-Occupation certificate, a Letting Certificate or a Certificate of Future Occupation, must accompany all applications for assistance.
10. An Owner Occupation Certificate certifies that the applicant has an owner's interest in the dwelling and that throughout the condition period he or a member of his family will live in the dwelling as his only or main residence. A member of a person's family is as set out in Section 113 of the Housing Act 1985.
11. A Letting Certificate certifies that the applicant has an owner's interest in the dwelling and that he intends that throughout the condition period the property will be let or available for letting as a residence (not for a holiday) to a person not connected with the owner. Letting does not include letting on a long tenancy.
12. A Certificate of Future Occupation certifies that the applicant has a qualifying owner's interest in the property and intends that throughout the condition period the house or a part of it (specified in the certificate) will be residentially occupied, or available for residential occupation, under tenancies or licenses by persons who are not connected with the owner for the time being of the house. Residential occupation does not include occupation for a holiday and tenancies do not include a long tenancy.
13. Applications from owner-occupiers will be subject to a test of resources. The test of resources will be that used for Disabled Facilities grants. For assisted participants the maximum contribution will be 20% or such other figure as the Council may determine from time to time.
14. A landlord's contribution will be 20%
15. Group Repair assistance will be subject to conditions, which will be in force from the date of satisfactory completion of the works. A breach of the conditions will render the whole amount of the assistance repayable plus compound interest calculated from the date of completion of the works.
16. Where an application was accompanied by an Owner Occupation certificate conditions will apply for 5 years from the completion of the works. Sale of the property, other than an exempt disposal, during the condition period will render the assistance repayable. The amount repayable will be the difference between the cost of the works attributable to the property and the amount of the contribution towards that cost. The amount will be reduced by 1/60th for each and every full month that has elapsed since the completion date. Where an owner disposes of a dwelling after an interim payment has been made but before the completion of the works he shall repay the amount of assistance that has been paid.

17. Where an application was accompanied by a Certificate of Future Occupation conditions will apply for 10 years from the completion of the works. Sale of the property, other than an exempt disposal, during the condition period will render the whole amount of the assistance repayable. The amount repayable will be the difference between the cost of the works attributable to the property and the amount of the contribution towards that cost. Where an owner disposes of a dwelling after an interim payment has been made but before the completion of the works he shall repay the amount of assistance that has been paid.
18. Where an application was accompanied by a certificate of Intended Letting conditions will apply for 10 years from the certified date. Sale of the property, other than an exempt disposal, during the condition period will render the whole amount of the assistance repayable. The amount repayable will be the difference between the cost of the works attributable to the property and the amount of the contribution towards that cost. Where an owner disposes of a dwelling after an interim payment has been made but before the completion of the works he shall repay the amount of assistance that has been paid.
19. Where an application was accompanied by an Owner Occupation certificate it is a condition that throughout the condition period the dwelling is occupied in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the owner occupier conditions the owner shall repay the difference between the cost of the works attributable to the property and the amount of the contribution towards that cost together with compound interest at such reasonable rates as the authority may determine, calculated from the completion of the works.
20. Where an application was accompanied by a Certificate of Intended Letting it is a condition that throughout the grant condition period the dwelling is let or available for letting in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the letting conditions the owner shall repay the difference between the cost of the works attributable to the property and the amount of the contribution towards that cost together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.

21. Where an application was accompanied by a Certificate of Future Occupation it is a condition that throughout the grant condition period the dwelling is residentially occupied in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the occupation conditions the owner shall repay the difference between the cost of the works attributable to the property and the amount of the contribution towards that cost together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.
22. Where an application for assistance is approved but before the completion date the applicant ceases to be a person entitled to that assistance no further assistance shall be paid or no further instalments shall be paid and the Council may demand that any instalment be repaid forthwith together with interest from the date on which it was paid at such reasonable rates as the authority may determine. If the application was a joint application this section will not apply unless all of the applicants cease to be so entitled to the assistance. In the case of an owner's application an applicant ceases to be a person entitled to the grant if they cease to have the qualifying owner's interest or they cease to have the intention specified in the owner occupation, certificate of future occupation or letting certificate which accompanied their application.
23. The Council may refuse to pay assistance or further instalments or make a reduction of the amount of assistance where it is ascertained that the amount of assistance was determined on the basis of inaccurate or incomplete information and exceeds that to which the applicant was entitled. In these circumstances the council may also demand repayment of the assistance already paid in whole or in part together with interest at such reasonable rates as the Council may determine from the date of payment until repayment.
24. Where an application has been approved but it subsequently appears to the Council that the applicant was not, at the time the application was approved, entitled to the assistance, no assistance shall be paid or no further instalments shall be paid and the authority may demand that any assistance which has been paid be repaid forthwith together with interest from the date it was paid up until the date of repayment at such reasonable rate as the Council may determine. For the purposes of this section an applicant is not entitled to assistance if he does not have a qualifying owner's interest or does not have the intention specified in the owner occupation certificate, certificate of intended letting or certificate of future occupation which accompanied the application.
25. An exempt disposal shall be that as defined in Section 54 of the Housing Grants, Construction and Regeneration Act 1996. The conditions set out in paragraphs 17, 18 and 19 shall cease to be in force with respect to any premises if there is a disposal of the premises that is an exempt disposal other than-
 - a) A disposal to associates of the person making the disposal as set out in Section 54 (1)(a) of the Housing Grants, Construction and Regeneration Act 1996, or

- b) A disposal following a vesting under a will or on intestacy as set out in 54(1)(b) of the Housing Grants, Construction and Regeneration Act 1996.

- 26. If at any time while a condition of participation remains in force with respect to a dwelling, house or building

the assisted participant of the dwelling, house or building to which the condition related pays the amount of the assistance to the Council;

a mortgagee of the interest of the assisted participant in the dwelling, house or building being a mortgagee entitled to exercise a power of sale, makes such a payment;

the Council determine not to demand repayment on the breach of a condition of participation, or

the Council demand repayment in whole or in part on the breach of the conditions and that demand is satisfied;

that condition and any other conditions of participation shall cease to be in force with respect to the premises of that assisted participant.

ADDITIONAL CONDITIONS

- 27. Notice of relevant disposal

The applicant shall notify the Council of his intention to make a relevant disposal of the dwelling with respect to which there are conditions in force and shall furnish to the authority any information reasonably requested by them in connection with such notification. This condition shall have effect during the condition period.

- 29. Insurance for property

Where the applicant has an insurable interest in the property, he shall arrange and maintain in effect adequate insurance for the property, subject to and with the benefit of the completed works, throughout the condition period.

- 30. Repair of property

Where the applicant has a duty or power to carry out works of repair to the property, he shall ensure that, to the extent that his duty or power allows, the property remains fit for human habitation throughout the condition period.

- 31. Repayment of assistance

In the event of a breach of any of the conditions set out in "additional conditions" the authority may demand repayment of the difference between the cost of the works attributable to the property and the amount of the contribution towards that cost, from the applicant or, as the case may be, any instalments of assistance paid, together with compound interest at such reasonable rates as the authority may determine calculated from the completion of the works.

REGENERATION GRANT - QUALIFYING CRITERIA, CONDITIONS, ETC.

1. A grant applicant must be aged 18 or over at the date of application. In the case of a joint application any applicant under 18 will be left out of account.
2. No grant aid will be available to the following bodies:
 - A local authority
 - A new town corporation
 - An urban development corporation
 - A housing action trust
 - Development Board for Rural Wales
 - A health authority, special health authority or NHS trust
 - A police authority
 - A joint authority established by Part IV of the Local Government Act 1985
 - A residuary body established by Part VII of the Local Government Act 1985
 - An authority established under section 10(1) of the Local Government Act 1985
3. An applicant must
 - a) have an owner's interest in relation to the premises i.e. an estate in fee simple absolute in possession, or:
 - b) a term of years absolute with at least 5 years remaining unexpired at the date of application for owner occupiers or 10 years for landlords.
4. Purposes for which grant will be given:
 - Works to provide accommodation by way of conversion or rebuilding.
5. An application for a Regeneration Grant must relate to a building that is beyond reasonable repair or unsuitable for conversion and the new property must contribute to meeting an identified housing need in the area. The demolition of a building should not result in any serious or adverse loss of facilities available to residents in the Renewal Area.
6. An application for a grant shall contain:
 - Application form
 - Certificate of future occupation
 - A minimum of 3 estimates
 - Specialist reports DPC, Rot, Electrical, etc.
 - Plans where required
 - Full building control and planning approval where required
 - Details of fees etc. claimed
 - Proof of title
 - Income details

7. All applications for assistance must be accompanied by either an owner-occupation certificate or letting certificate.

An Owner Occupation Certificate certifies that the applicant has an owner's interest in the dwelling and that throughout the grant condition period he or a member of his family will live in the dwelling as his only or main residence. A member of a person's family is as set out in Section 113 of the Housing Act 1985.

A Letting Certificate certifies that the applicant has an owner's interest in the dwelling and that he intends that throughout the grant condition period the property will be let or available for letting as a residence (not for a holiday) to a person not connected with the owner. Letting does not include letting on a long tenancy.

8. An application for a regeneration grant will be approved within 6 months of receipt of a formal application. A grant approval will specify the amount of grant aid for the works, the amount of grant for fees and charges, the amount of the applicant's contribution and the amount of grant aid available.
9. Where the works cannot be carried out without carrying out additional works which could not have been foreseen at the time of application the amount of grant aid may be re-determined. Where, owing to circumstances beyond the control of the applicant, the work cannot be carried out on the basis of the approved costs or where the costs have increased the amount of the grant may be re-determined.
10. Approval of grant will be dependent on the works being eligible for assistance as set out in paragraph 6.
11. Where works have begun before grant approval, no grant aid will be available. If the works have begun but are not completed, and there was good reason for starting the works before approval, grant aid may be available for those works remaining. If the works are completed before approval then no grant aid will be available.
12. Applications from owner-occupiers will be subject to a test of resources. The test of resources will be that used for Disabled Facilities grants.
13. There will be a maximum grant of £10,000 per unit of accommodation for owner occupiers. For landlords the grant will be 75% of the eligible expense, up to a maximum of £10,000 per unit of accommodation. Agent's fees directly related to the grant eligible works will be paid in full in accordance with the Council's schedule of fees for agents in addition to the grant maximum.

14. Grant aid will be available for fees and charges for the following:
- Confirmation that the applicant has an owner's interest
 - Technical and structural surveys
 - Design and preparation of plans and drawings
 - Preparation of schedule of relevant works
 - Assistance in completing forms
 - Advice on financing the cost of relevant works not met by grant
 - Application for building regulation approval (including application fee and preparation of related documents)
 - Application for planning permission (including application fee and preparation of related documents)
 - Application for listed building or conservation area consent (including application fee and preparation of related documents)
 - Obtaining of estimates
 - Advice on contractors
 - Consideration of tenders
 - Supervision of the relevant works
 - Disconnection and re-connection of electricity, gas, water or drainage utilities where this is necessary for the relevant works
 - Payment of contractors
15. Grant aid will be subject to conditions which will be in force for 5 years for owner occupiers and 10 years for landlords from the date of satisfactory completion of the works.
A breach of the grant conditions will render the whole amount of the grant repayable plus compound interest calculated from the certified date.
16. Where an application was accompanied by an Owner Occupation Certificate conditions will apply for 5 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the grant repayable. The amount of grant repayable will be the amount of the grant reduced by $1/60^{\text{th}}$ for each and every full month that has elapsed since the certified date. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.
17. Where an application was accompanied by a Certificate of Intended Letting conditions will apply for 10 years from the certified date. Sale of the property, other than an exempt disposal, during the grant condition period will render the whole amount of the grant repayable. Where an owner disposes of a dwelling after an interim payment has been made but before the certified date he shall repay the amount of grant that has been paid.
18. Where an application was accompanied by an Owner Occupation Certificate it is a condition that throughout the grant condition period the dwelling is occupied in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the owner occupier conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.

- 19 Where an application was accompanied by a Certificate of Intended Letting it is a condition that throughout the grant condition period the dwelling is let or available for letting in accordance with the intention stated in the certificate. It is a condition of the grant that if at any time during the period when the conditions are in force the Council require the owner to provide a statement showing how the grant conditions are being met the owner will provide a statement stating how the condition is being fulfilled within 21 days of the date of the request for the information. In the event of a breach of the letting conditions the owner shall repay the amount of the grant together with compound interest at such reasonable rates as the authority may determine, calculated from the certified date.
20. The Council may impose a condition requiring an applicant to take reasonable steps to pursue any relevant claim and repay the grant so far as is appropriate out of the proceeds of such a claim. The claims that apply are insurance or legal claims against another person in respect of damage to the premises to which the grant relates or a legal claim for damages in which the cost of the works to premises to which the grant relates is part of the claim. A claim is a relevant claim to the extent that works to make good the damage are works to which the grant relates.
21. Where a grant application has been approved the grant will be paid in full after the completion of the works or in part by instalments as the works progress, the balance being paid on completion of the works. Where a grant is being paid in instalments the aggregate of the instalments shall not exceed 90% of the amount of the grant.
- 22 It is a condition of the grant that the eligible works are completed within 12 months from the date of the approval of the application. The Council may allow a further period to complete the works, upon request, for example where the eligible works could not be completed without carrying out other works that could not have been reasonably foreseen at the time the application was made.
- 23 The Council may require as a condition of payment that the works are carried out in accordance with such specification as it determines.
- 24 Payment of grant is conditional on the eligible works or part thereof being executed to the satisfaction of the authority and the provision of an acceptable invoice, demand or receipt for payment for the works and any fees, charges etc in which respect the grant is to be paid. The invoice, demand or receipt can not be provided by the applicant or a member of his family.
- 25 It is a grant condition that the eligible works are carried out by one of the contractors whose estimate accompanied the grant application. The Council may allow a contractor who did not estimate for the works at the time of application to carry out the eligible works where none of the contractors who estimated for the works is able to commence the works for a minimum of 3 months or where none of the original contractors estimates is within 10% of the Council's assessed cost of the works.
- 26 The Council will make payment of the grant direct to the contractor or agent where requested to do so in writing by the owner.

- 27 Where grant is payable but the owner is not satisfied that the works have been satisfactorily completed the Council may, at the applicant's request and if they consider it appropriate to do so, withhold payment from the contractor. If the Council withhold payment from the contractor they may make the payment to the applicant instead.
- 28 Where an application for a grant is approved but before the certified date the applicant ceases to be a person entitled to the grant no grant shall be paid or no further instalments shall be paid and the Council may demand that any instalment of the grant be repaid forthwith together with interest from the date on which it was paid at such reasonable rates as the authority may determine. If the application was a joint application this section will not apply unless all of the applicants cease to be so entitled to the grant. In the case of an owner's application an applicant ceases to be a person entitled to the grant if they cease to have the qualifying owner's interest or they cease to have the intention specified in the owner occupation or letting certificate which accompanied their application. In the case of a tenant's application an applicant ceases to be a person entitled to the grant if they cease to be a qualifying tenant of the dwelling or, where the application was accompanied by a letting certificate, the landlord ceases to have the intention specified in the certificate.
- 29 In the following circumstances the Council may refuse to pay the grant or further instalment of the grant or make a reduction of the grant:

where it is ascertained that the amount of grant was determined on the basis of inaccurate or incomplete information and exceeds that to which the applicant was entitled,

where it is ascertained that the works were commenced before the grant was approved,

where the works were not completed to the satisfaction of the Council within 12 months of the date of approval or such extended period that was allowed,

where it is ascertained that the aggregate cost of the works and fees and charges is likely to be lower than the estimated expense,

where it is ascertained that the eligible works were carried out other than by one of the contractors who estimated for the job at the time of the grant application or as subsequently agreed by the Council.

In any of the above circumstances the Council may also demand repayment of the grant in full or in part together with interest at such reasonable rates as the Council may determine from the date of payment until repayment.

30. Where an application has been approved but it subsequently appears to the Council that the applicant was not, at the time the application was approved, entitled to the grant, no grant shall be paid or no further instalments shall be paid and the authority may demand that any grant which has been paid be repaid forthwith together with interest from the date it was paid up until the date of repayment at such reasonable rate as the Council may determine. For the purposes of this section an applicant is not entitled to a grant if he does not have a qualifying owner's interest or does not have the intention specified in the owner occupation certificate or certificate of intended letting which accompanied the application or if the application was accompanied by a certificate of intended letting the landlord does not have the intention specified in the certificate.

31. An exempt disposal shall be that as defined in Section 54 of the Housing Grants, Construction and Regeneration Act 1996.

32. If at any time while the grant conditions remain in force with respect to a dwelling, house or building

the owner of the dwelling, house or building to which the condition related pays the amount of the grant to the Council;

a mortgagee of the interest of the owner in that dwelling, house or building being a mortgagee entitled to exercise a power of sale, makes such a payment;

the Council determine not to demand repayment on the breach of a grant condition;

the Council demand repayment in whole or in part on the breach of a grant condition and that demand is satisfied;

that grant condition and any other grant condition shall cease to be in force with respect to that dwelling, house or building.

33. Where the applicant dies after liability has been incurred for any fees or charges, the Council may if they think fit, pay grant in respect of some or all of those matters. Where an applicant dies after the relevant works have begun and before the certified date, the Council may if they think fit pay grant in respect of some or all of the works already carried out and other relevant works covered by the application. If payment of grant is made under this section the Council will apply the relevant grant conditions.

34. The Council may treat the condition in paragraph 4 as being met by a person who has an owner's interest in only part of the land to which the application relates if the relevant works include specified works which are to be carried out on land which is not the applicant's land and the applicant has the power to carry out those works. Specified works means work to connect the applicant's land with gas, electricity, water or drainage utility at the nearest practicable point so as to provide to the applicant's land adequate lighting, heating, piped supply of wholesome water or an effective system for draining foul, waste or surface water, or works to repair or replace (in whole or in part) any of the works described above. Applicant's land means land in which the applicant has or proposes to acquire an owner's interest.

ADDITIONAL CONDITIONS

35. Notice of relevant disposal

The applicant shall notify the Council of his intention to make a relevant disposal of the dwelling with respect to which there is a grant condition in force and shall furnish to the authority any information reasonably requested by them in connection with such notification. This condition shall have effect during the grant condition period.

36. Insurance for grant aided property

Where the applicant has an insurable interest in the grant-aided property, he shall arrange and maintain in effect adequate insurance for the property, subject to and with the benefit of the completed works, throughout the grant condition period.

37. Repair of grant-aided property

Where the applicant has a duty or power to carry out works of repair to the grant-aided property, he shall ensure that, to the extent that his duty or power allows, the property remains fit for human habitation throughout the grant condition period.

38. Repayment of grant

A breach of any of the conditions set out in "additional conditions" will render the whole amount of the grant repayable plus compound interest calculated from the certified date.