



**HOUSING NEEDS & ENABLING – HOUSING SERVICES**  
The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002

**Application Form**

This is the form you should use if you are making one of the following grant applications:

Safe and Warm  
Empty Home  
Landlord Renovation  
Relocation  
HMO

Woking Borough Council Civic Offices Gloucester Square Woking Surrey GU21 6YL	Tel: 01483 743660 Fax: 01483 743667 DX 2931 <a href="http://www.woking.gov.uk">www.woking.gov.uk</a> Email: <a href="mailto:housinggrants@woking.gov.uk">housinggrants@woking.gov.uk</a>
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Please read the explanatory notes on the back page before completing this form.

Assistance is **not** available for work that has commenced **before** written approval is given by the Council.

If you are a tenant, you are advised to discuss the proposed works with your landlord before applying for assistance – (in order to qualify, you will have to provide adequate proof that your lease requires you to maintain the property).

Throughout the form please write in block letters or tick boxes which apply.  
If you need help with this form or require any further advice, please contact Housing Enabling Team on (01483) 743837 or email [housinggrants@woking.gov.uk](mailto:housinggrants@woking.gov.uk)

1. Title and Name .....

2. Address .....

.....  
..... Post Code .....

3. Contact / Home Telephone Number .....

E-mail Address .....

4. Date of Birth .....

National Insurance Number .....

5. Are the works to repair/adapt a dwelling to enable an elderly, disabled or infirm person who lives or proposes to live in the dwelling as their only or main residence to be cared for?

Yes  No

6. Address where works are to be carried out (*if different from above*)  
.....

7. Do you or your partner receive any of the following State benefits?

Housing Benefit  Council Tax benefit

Income Support or income based Job Seekers Allowance  Disabled Person's Tax Credit

Working Tax Credit  Guarantee Pension Credit

Not applicable

8. Are you Disabled or Infirm? Yes  No

9. Are you:  
An owner occupier   
A private tenant (see notes)  A Housing Association Tenant   
A landlord  Other

- Please provide proof of ownership if you are applying for an Empty Property, Landlord or HMO Grant.

10. Do you live in the property as your only or main residence?  
 Yes  No

11. Is the property:  
House/bungalow/flat  as A houseboat  A mobile home   
(delete applicable) (see additional question 17A on separate sheet) (see additional question 17B on separate sheet)

12. Approximately when was the property built? .....

13. Will someone be acting on your behalf in connection with this application?  
(Please tick box)  Yes  No

If yes please give their name, address, telephone number and e-mail address

Name .....

Address .....

E-Mail ..... Telephone Number .....

14. Please enclose / forward as soon as possible the following documents:

An estimate or quotation detailing the proposed works from a reputable builder who could carry out the works  Yes  No

Proof of income related benefits (Safe and Warm Grants)  Yes  No

Certificate of Letting (Empty Property or Landlord Grants) (See Notes)  Yes  No

15. Have you received any other Private Sector Housing Grant for this property since 18<sup>th</sup> July 2003?

Yes Type of Grant.....  No  
If yes, please state when approved

Amount £ ..... Amount £ .....

Date ..... Date .....

**DECLARATION AND AUTHORISATION (to be signed by the applicant)**

16. I can confirm I believe that I have a duty or power to carry out all of the works which are included in this application.

I declare that to the best of my knowledge the information I have provided is accurate and correct. I agree for relevant financial and medical information to be shared by the Council with any Agent/relevant person/organisation assisting with my application.

Your full name .....

Signature .....

Date .....

Please note any advice given by Woking Borough Council as a result of your information is intended only as a guide based on your financial circumstances as disclosed on this form. If your circumstances change please contact this office for an up-to-date assessment of your likely contribution to grant.

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Please complete and send this form to:

HOUSING SERVICES  
WOKING BOROUGH COUNCIL  
CIVIC OFFICES  
GLOUCESTER SQUARE  
WOKING  
SURREY GU21 6YL

## **EXPLANATORY NOTES**

### **EMPTY PROPERTY GRANTS**

To qualify you will be required to:

- Provide proof of ownership
- Provide proof that the property has been empty 6 months or more
- Be willing to lease the property to the Council for a minimum period of 2 years on completion of the works
- Be an accredited landlord by Woking Borough Council
- Provide proof that the property is unfit or in substantial disrepair, and demonstrate to the Council's Environmental Health Service

### **LANDLORD RENOVATION GRANTS**

To qualify you will be required to:

- Provide proof of ownership
- Provide a certificate of availability for letting for a minimum period of 2 years
- Let the property to an elderly or special needs client or property built pre-1919
- Ensure on completion that property meets the current fitness standard and has full insulation measures that are practical (see page 7)

### **HMO GRANTS**

Grants may be available to ensure houses in multiple occupation have adequate fire safety measures in place.

### **SAFE AND WARM GRANTS**

To qualify you will be required to be:

- 60 years of age or over, or have special needs
- On relevant income related benefits or job seekers allowance
- An owner occupier, a private tenant (including Housing Association tenants) or an occupier with a lifetime licence, subject to 3 years prior residency

## ADDITIONAL QUESTIONS RELATING TO HOUSEBOATS & MOBILE HOMES

### House-boats

17a. Does the house-boat qualify as a dwelling for the purpose of payment of Council Tax?

Yes  No

Are you in lawful occupation of the house-boat?

Yes  No

Are the works to adapt the boat to enable an elderly, disabled or infirm person, who lives or proposes to live in the dwelling as his only or main residence?

Yes (Go to Q12 on main sheet)  No

Do the works relate to means of escape from fire or other fire precautions?

Yes  No

Have you occupied the boat as your only or main residence for a period of at least three years immediately preceding the date of application?

Yes  No

Has the boat for that period had its only or main mooring in the same locality on an inland waterway within the Woking Borough?

Yes  No

Do you have a right to moor your boat at this place?

Yes  No

## ADDITIONAL QUESTIONS RELATING TO HOUSEBOATS & MOBILE HOMES

### Mobile Homes

17b. Does the home qualify as a dwelling for the purpose of payment of Council Tax?

Yes  No

Are you in lawful occupation of the home?

Yes  No

Are the works to adapt a home to enable an elderly, disabled or infirm person, who lives or proposes to live in the home as his only or main residence?

Yes (Go to Q12 on main sheet)  No

Do the works relate to means of escape from fire or other fire precautions?

Yes (Go to Q12 on main sheet)  No

Have you occupied the home as your only or main residence for a period of at least three years immediately preceding the date of application?

Yes  No

Has the home for that period been on land forming part of a protected site within the meaning of the Mobile Homes Act 1983? and

Yes  No

Have you occupied the home under an agreement to which that Act applies or under a gratuitous licence?

Yes  No

**HOUSING FITNESS STANDARD  
SECTION 604 OF THE HOUSING ACT 1985**

A property is fit for human habitation **unless** it fails to meet one or more of the following requirements and, because of that failure, it is not reasonably suitable for occupation.

- (a) It is structurally stable;
- (b) It is free from serious disrepair;
- (c) It is free from dampness prejudicial to the health of the occupants (if any);
- (d) It has adequate provision for lighting, heating and ventilation;
- (e) It has an adequate piped supply of wholesome water;
- (f) There are satisfactory facilities in the dwelling-house for the preparation and cooking of food, including a sink with a satisfactory supply of hot and cold water;
- (g) It has a suitably located water-closet for the exclusive use of the occupants (if any);
- (h) It has, for the exclusive use of the occupants (if any), a suitably located fixed bath or shower and wash-hand basin each of which is provided with a satisfactory supply of hot and cold water; and
- (l) It has an effective system for the draining of foul, waste and surface water.

If the dwelling is a flat, the building or a part of the building outside the flat must also meet the following requirements:-

- (a) The building or part is structurally stable;
- (b) It is free from serious disrepair;
- (c) it is free from dampness;
- (d) It has adequate provision for ventilation; and
- (e) It has an effective system for the draining of foul, waste and surface water.

## ETHNIC MONITORING

Woking Borough Council is keeping records of the ethnic origin of everyone applying for assistance. This is to ensure thorough monitoring, that assistance is provided on an equal basis to all.

This information will be used in accordance with the data protection act.

**How would you describe your ethnic origin?** *Please tick in one space for each person.* (Your nationality is an irrelevant factor when considering ethnic origin.)

		Applicant	Partner	Other		
(a)	White					
	British					
	Irish					
	Any other White background					

		Applicant	Partner	Other		
(b)	Mixed					
	White and Black Caribbean					
	White and Black African					
	Any other mixed background					

		Applicant	Partner	Other		
(c)	Asian or Asian British					
	Indian					
	Pakistani					
	Bangladeshi					
	Any other Asian background					

		Applicant	Partner	Other		
(d)	Black or Black British					
	Caribbean					
	African					
	Any other Black background					

		Applicant	Partner	Other		
(e)	Chinese or other ethnic group					
	Chinese					
	Any other					

I do not wish to provide this information