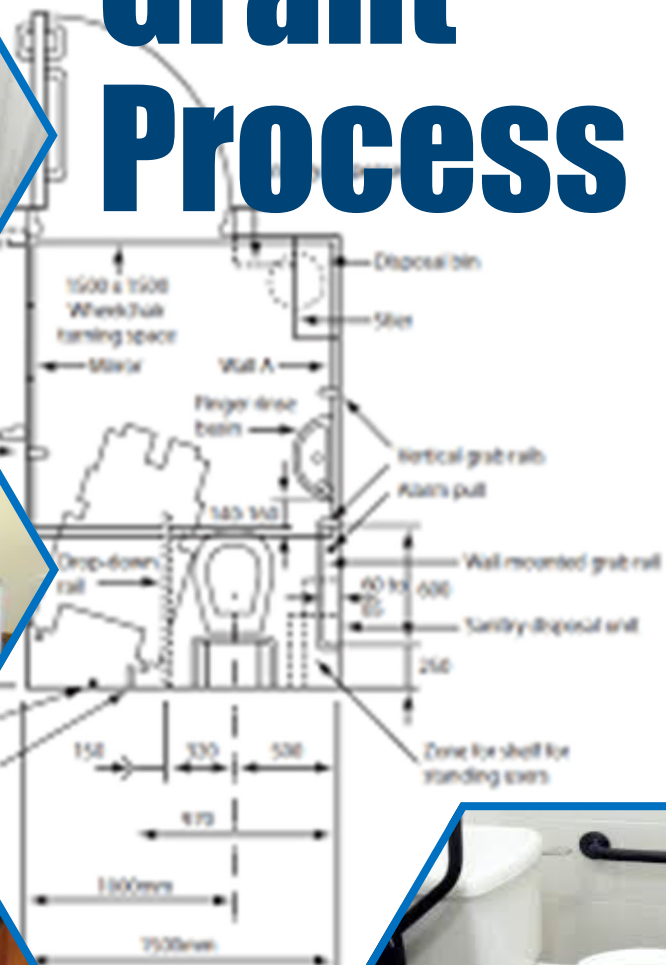




Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

# Disabled Facilities Grant Process



## Provision of Adaptations for the Disabled and Elderly

Ribble Valley Borough Council is required to provide grant assistance for disabled people to help them adapt their homes. This assistance is available where the Occupational Therapist has decided what work is necessary and appropriate to meet the needs of the disabled person. To apply for a disabled facilities grant follow the listed steps:

<b>Step 1</b>	Contact Social Services and request a visit from the Occupational Therapist.
<b>Step 2</b>	The Occupational Therapist (O.T.) will then visit you in your home and assess your individual needs. From this assessment the O.T. will recommend the necessary adaptation to your property and if it is likely to cost more than £500, then they will write to the Housing Department at Ribble Valley Borough Council recommending the appropriate work.
<b>Step 3</b>	On receipt of this recommendation a member of staff from the housing department will visit and complete the application forms to apply for grant aid for the work. To be eligible, a financial means test is carried out to assess your ability to contribute towards the cost.
<b>Step 4</b>	Depending on the type of adaptation it may then be necessary to have a site meeting with the O.T. and have plans drawn up. Then two sets of estimates are required.
<b>Step 5</b>	Once all this information has been collated then the grant will be approved and the work will proceed.
<b>Step 6</b>	On completion of the adaptation the grant monies will be paid once the work has been inspected by the O.T. and a technical officer.

### SUMMARY

**Ribble Valley Borough Council** - administer the grant from enquiry to completion.

**The Occupational Therapist** decides what work will be grant aided.

**Social Services** - deal with smaller adaptations of less than £500.

Useful Contact Numbers:

**Ribble Valley Borough Council**

**Gillian Gould: 01200 414587**

**Tracie Hamilton: 01200 414572**

**Social Services: 0300 123 6720**

# Disabled Facilities Grant Process



The DFG application process can be quite complex; because of this the Council is available to help you throughout the whole process of your application. They can assist in checking any benefit entitlements, help you complete any necessary means testing forms and help you get the documents you will need for your application to be valid.

The Council will, if required, also provide technical services which include the preparation of a comprehensive schedule of works and technical drawings based upon the recommendations of the occupational therapist.

Where required, the Council's technical services will also prepare planning and building regulations applications, the service will also include putting the proposed works out to tender and overseeing the work on your behalf. The technical officer will discuss the works with the awarded contractor at a pre-construction site visit and will also inspect the work at various stages to make sure that it has been carried out to the correct standards and in accordance with the schedule of works.

Provision of the Council's technical services is one that is extra over and above typical administration of the grant and is therefore a chargeable service. The Council currently charges a fee based on 10% of the cost of the works to cover the cost of providing this additional service. The charge for technical services can be included as part of the overall cost of the project, which means that in a majority of cases it will be covered by any grant assistance offered.

If you choose not to use the Council's technical service, you can use the services of an independent agent (architect/surveyor), provided that they are a member of an appropriate professional body. The applicant is responsible for ensuring that any proposed works are designed, specified and carried out to meet both building regulations and any necessary planning approval to a specification which will need to be approved by the occupational therapist and RVBC before works can commence.

At least two quotations for proposed works will need to be reviewed by the council before deciding on the cost of the works eligible for grant assistance. The cost of external technical services can be included in the calculation of the grant. Where the agent is undertaking a role which is comparable to the council's technical services then the maximum fee payable would also be based on 10% of the cost of the works. The applicant would also be responsible for overseeing the work on-site and problem solving any technical/construction issues.

If the work carried out doesn't follow the agreed schedule or plans, the grant may be withheld. Likewise, if the work fails to meet building regulations sign-off or contravenes planning consent or does not address the needs of the disabled person then grant money may be withheld or withdrawn.

*Please see the checklist opposite if you choose not to use the Council's technical service.*



**CHECKLIST - If NO Ribble Valley Borough Council  
Technical Involvement**



List

<b>Before Submission for Approval</b>	
Provisional test of resources (if applicable).	
Submit to admin officer to determine if provisional contribution to be made to scheme.	
<b>For Extensions or Large Scheme Involving Planning and Building Regulations</b>	
Appoint principal designer or principal contractor to undertake duties under CDM. (Construction Design and Management Regulation 2015)	
Production of detailed drawing and schedule of work for occupational therapist approval.	
Statutory planning and building regulations approval (if required by work).	
Structural calculations if required and associated costs.	
Valid public and employer's liability insurance of chosen contractor.	
Scheme to be authorised by occupational therapist.	
Obtain refurbishment asbestos survey where applicable and arrange all necessary removal works.	

Obtaining and checking quotations to the scheme.	
Liaison with Building Control whilst on site.	
Obtaining all certification on completion of works.	
Make application for discretionary DFG top up if works go above £30,000.	
Gas safe/electrical test certification and Building Control certification.	
<b>Non Extension Work</b>	
Appoint principal designer or principal contractor to undertake duties under CDM. (Construction Design and Management Regulation 2015)	
Architect/designer specialising in disabled adaptations work.	
Production of detailed drawing and schedule of work for occupational therapist approval.	
Statutory planning and building regulations approval (if required by work).	
Structural calculations if required and associated costs.	
Valid public and employer's liability insurance of chosen contractor.	
Scheme to be authorised by occupational therapist.	
Obtain refurbishment asbestos survey where applicable and arrange all necessary removal works.	
Obtaining and checking quotations to the scheme.	



Liaison with Building Control whilst on site.	
Obtaining all certification on completion of works.	
Gas safe/electrical test certification and Building Control certification.	
<b>To Submit to Ribble Valley Borough Council for Approval to Include</b>	
Owner's certificate or tenant's certificate	
Contractor choice form.	
Minimum of two quotations and priced schedules.	
Disabled facilities grant application form - means test applicants, or	
Disabled facilities grant application form - clients on means tested benefits or children under 19.	
All planning/building regulation/structural calculation (where applicable).	
Land Registry or confirmation from solicitor of property ownership.	
Obtaining all certification on completion of works including gas safe/electrical test certification; and	
Building Control certification.	
All financial information for applications for clients over the age of 18.	



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