 REGULATORY REFORM (HOUSING ASSISTANCE) (ENGLAND & WALES) ORDER 2002  
HOUSING GRANTS, CONSTRUCTION AND REGENREATION ACT 1996



**Discretionary Housing Grant**

**Application:**

**Dementia Friendly Grant Referral**

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| Please note all applicants must have a cognitive impairment, dementia or current investigation for memory problems and have support by a health or community sector professional to be eligible for Grant support. We will require a diagnostic letter or a written statement confirming memory problems by a competent professional before a grant can be awarded.  **Part 1 - Demographics**   * 1. Please provide the following details for the applicant.   Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Mr/Mrs/Miss/Ms  Applicant’s Contact Number/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DOB: \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_  Applicant’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.2 Please give any details of any relative/friend/organisation making the application on the person behalf.  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title Mr/Mrs/Miss/Ms  Contact Number/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * 1. Does the person making the application hold Power of Attorney?   Power of Attorney for Property and Financial Affairs Yes [ ] No [ ]  Power of Attorney for Health and Wellbeing Yes [ ] No [ ]  Power of Attorney not in place Yes [ ] No [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Part 2 - Grant Eligibility and works required**  2.1 Please provide details of the applicant’s medical condition to meet the grant eligibility  Medical Condition or investigation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Has a diagnostic letter/written confirmation for a competent source been provided?  Yes [ ] No [ ]    If not, please provide the reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.2 Works or Equipment required to assist applicant with a summary of the difficulty faced and the expected outcome. | | |
| **Work required** | [This Photo](https://commons.wikimedia.org/wiki/File:Green_tick.svg) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/) | **Notes e.g. Reason or Expected Outcome** |
| Key Safe |  |  |
| One Off Clean |  |  |
| House Clearance |  |  |
| Electrical works e.g. lighting or repairs |  |  |
| Glazing repairs |  |  |
| Installation of gas or electric fire |  |  |
| Gas Boiler Servicing |  |  |
| Gas Fire Servicing |  |  |
| Gas Safety Check |  |  |
| Gas Capping |  |  |
| Carbon Monoxide Alarm |  |  |
| Colour contrast decoration |  |  |
| Dementia friendly flooring |  |  |
| Heat Alarm |  |  |
| Cold Alarm |  |  |
| Lockable medicine box |  |  |
| Other works (please specify) |  |  |
| Equipment related to safety and access within the home  (Example: heat and cold sensor, lockable medicine box, voice, and motion sensors)  **Please provide a supporting recommendation from a health professional for equipment** |  | Please List equipment below: |
| **2.3 Additional Information**  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
| **Part 3 - Property Ownership and consent**  3.1 Please provide the details of the owner of the property  Does the client own the property? Yes [ ] No [ ]  If yes please continue to the declaration section in Part 4, if not please continue to complete this section.  Is the applicant a tenant? Yes [ ] No [ ]Is a tenancy agreement in place? Yes [ ] No [ ]  Please provide the landlord details below.  Landlord name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Number/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Landlord address (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.2 Do you have landlord consent for work Yes [ ] No [ ]  3.3 Are you a member of staff or closely related to anyone who is employed by Cumberland Council? If so, Who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.4 Are you a person from abroad who may be subject to the habitual residence test OR subject to immigration control OR have you come to live in the UK within the last 5 years?  Yes [ ] No [ ]  **Information if applying for a Key Safe:**  Homelife can share your key safe number with the emergency services to be held securely and used only if emergency access is required at your property.  This can reduce the likelihood of damage, and resulting repairs, to your property.  Do we have permission to share this information?  Yes [ ] No [ ]  **Part 4 - Authorisation and Declaration**  **The statement below is a summary of the information on the next 3 pages regarding the terms of the grant and how we use your information.**  I declare that to the best of my knowledge that the information I have provided is correct.  I hereby confirm explicit consent has been gained by the applicant, power of attorney or other relevant party to make this application.,  I/We authorise Homelife Carlisle HIA, to contact, receive and give information to third parties from whom, or to whom, we refer or signpost to, in order to deliver the grant, ascertain the progress and outcome of any referral and to help speed up the application process.  I/We understand that this may require the disclosure of some of my personal details to the third party or for an agency to disclose relevant to Homelife Carlisle HIA. This may include any supporting documentation regarding my financial circumstances, welfare benefit entitlement, housing information and health. Your information will be stored for a minimum of 6 years.  Applicant or Referrers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant or Referrers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_/\_\_\_\_\_\_\_\_ | | |

Please complete this form and return it to: email: [homelife@cumberland.gov.uk](mailto:homelife@cumberland.gov.uk), tel: 01228 817111

Homelife Carlisle HIA. Regulatory Services, Civic Centre, Carlisle, CA3 8QG

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| **I/we being the legal occupiers of the Property authorise and instruct the Council’s Home Improvement Agency, Homelife Carlisle, to act on my behalf to provide the following services:**  ~ Prepare a schedule of works and obtain any necessary specialist reports  ~ Obtain competitive estimates from contractors selected by the HIA  ~ Obtain details from the Land Registry to confirm ownership of the Property  ~ Assist with the application process to secure Discretionary Housing Grants funding  ~ Subject to the approval of funding instruct the selected contractor(s) to carry out the agreed work and make all necessary payments directly to the contractor(s)  **I/we understand that:**  Grant funding can only be paid for work that has been carried out to the Property. If I/we prevent the contractor(s) from completing the agreed work, no payment will be made and I/we will be liable for any sums owed to the contractor.  I/we agree that in the event of the grant application being successful I/we agree that the grant shall include the amount indicated below (as varied from time to time) as a contribution to the cost of the Council to provide the service. The charge will be based on the charging levels as agreed from time to time by the Council for each financial year.  **Please ensure that the details on this form are true as it may invalidate your grant application if they are not. The Council reserves the right to cancel the grant application or reclaim any monies paid at any time based on false or misleading information provided by you during the application process. If the grant was paid based on false or misleading information The Council may decide to register any monies paid as an indefinite local land charge on your property.**  If you have any queries about this form please contact Emma Bishop on 01228 817443 or write to us at: **Homelife Carlisle HIA, Cumberland Council, Civic Centre, Carlisle, CA3 8QG**  or Email: [homelife@cumberland.gov.uk](mailto:homelife@cumberland.gov.uk)  **Home Improvement Agency fees (usually paid using grant funding at no cost to applicant if eligible):**   |  |  |  | | --- | --- | --- | | Discretionary Grants (less than £500) 2022-2024 | Discretionary Grants  2022-2024 | General Agency fees | | Admin. fee: £75.00 + VAT Handyperson admin fee: £75 per case plus handyperson hourly rates Key Safe: £75.00 + VAT per case plus handyperson charge of £20 | Admin fee:  £522.50 + VAT  Additional quotes from contractors within same grant:  £309.17 + VAT | For other schemes:  15% of net cost of work  Home Visits & surveys: £68.70 + VAT  Applications assistance:  £68.70 per hour + VAT (usually 2 hours) | |

**DATA PROTECTION PRIVACY NOTICE**

**Regulatory Services of the Council** are committed to ensuring that your information is used appropriately. We will use your information for the purpose of providing you with a service. The full **Privacy Notice** which explains how your information is handled can be viewed at: : <https://www.cumberland.gov.uk/Privacy-Statement/Regulatory-Services-PrivacyStatement>. We will take appropriate steps to ensure your information is secure, and we will only make it available to those who have a right to see it. Subject to the details contained within the **Privacy Notice** you have the right to withdraw consent at any time and you also have the right to access the information we hold about you. You can request this, seek further information or guidance, or make a complaint by **writing to the Data Protection Officer** : Civic Centre, Carlisle, Cumbria, CA3 8QG or **Emailing**: [dataprotection@cumberland.gov.uk](mailto:dataprotection@cumberland.gov.uk)

You have asked the Council’s Home Improvement Agency, Homelife Carlisle, to arrange for grant-funded work to be carried out. In order to process the grant application The Council may need to provide information about you to other council departments, external organisations and companies.

This privacy statement is to make you aware that we may need to share your personal and/or sensitive information that you provide to us in the application including with the following:

1. HEALTH PROFESSIONALS, SOCIAL SERVICES, OCCUPATIONAL THERAPISTS OR TRUSTED ASSESSORS. These may be employed by NHS, or private consultants. For certain equipment or measures a recommendation from a professional may be required.
2. OTHER INTERNAL DEPARTMENTS such as Revenues and Benefits, Building Control, Planning, Housing, Environmental health, Benefit Advice Service.
3. EXTERNAL ORGANISATIONS dealing with other grants such as charitable grant providers, Foundations Independent Living Trust and organisations dealing with government schemes such as ECO providers, Ofgem and delivery partners of central and local government home energy schemes such as the Energy Company Obligation and Renewable Heat Incentive, . This information may include your welfare benefit entitlement. Our data sharing agreement with ECO suppliers and our ‘Statement of Intent’ for ECO flexible eligibility scheme can be found: https://www.carlisle.gov.uk/ homelife
4. THE DEPARTMENT FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY (BEIS) and its contractors for delivery, administration and evaluation of the Sustainable Warmth Grant Scheme, statistical, research and fraud prevention purposes. Your personal data may also be shared with other Government departments where necessary. Personal data shared with BEIS will be stored on our IT infrastructure and may therefore also be shared with our data processors Microsoft and Amazon Web Services. As personal data shared with BEIS will be stored on our IT infrastructure, and may be shared with our data processors Microsoft and Amazon Web Services, your data may be transferred and stored securely outside the UK and European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.
5. PRIVATE BUILDING CONTRACTORS AND CONSULTANT SURVEYORS who have been approved by the Council to carry out grant work.
6. OTHERS WITH AN INTEREST IN THE PROPERTY for example your housing association, leasehold management company, landlord or and individual or company who shares ownership of the property

The Local Authority is an independent controller for the personal data. For any information shared with BEIS, BEIS will also become an independent controller on receipt of any personal data shared with them.

The legal basis for processing your personal data is a Public task: Processing is necessary for the performance of a task carried out in the public interest. The specific public task is the delivery, administration, and evaluation of, as well as statistical, research and fraud prevention purposes relating to, the Sustainable Warmth Scheme, a government funded scheme aiming to raise the energy efficiency of low energy performance homes (especially those rated at EPC Band E, F or G). The Government funding is provided to Local Authorities who set up arrangements for consumer engagement and the delivery of installations in homes. Also the public task is the performance of functions under s.31 of the Local Government Act 2003, the duty to ensure public money is used responsibly and functions under fuel poverty and climate change legislation.

Please note that to restrict data sharing may prevent us from sharing sufficient information to process the grant application and supply the service you require. We never sell your data to third parties or use it for marketing purposes without your consent.

The Council has a duty to protect the public funds it administers and accordingly may use the information you have you have provided for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

**STORAGE OF INFORMATION**

To help you we need to store information about you. Your information will be retained for a minimum period of six years from the date of your last contact with Homelife Carlisle Home Improvement Agency and ten years if the grant is registered as a land charge. Please contact us if you wish to obtain a copy of your information.

Full details of The Council’s Housing Assistance Policy can be found on The Council website: [www.cumberland.gov.uk/homelife](http://www.cumberland.gov.uk/homelife). The Council’s statutory duty to carry out data processing for grant applications is derived from the following pieces of legislation: Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 and Housing Grants, Construction And Regeneration Act 1996

For Sustainable Warmth Grants only your personal data will be stored securely by BEIS for a maximum period of 25 years following the close of the Scheme. BEIS may choose to store anonymised data beyond this period. You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer , BEIS,

1 Victoria Street, London, SW1H 0ET, Email: dataprotection@beis.gov.uk