**\*\*\*\* IMPORTANT \*\*\*\***

**Please read these Notes carefully as failure to comply could affect your Grant**

**SUPERVISION OF WORKS**The Council will not supervise the Contractor carrying out the Minor Works, a final inspection maybe undertaken by the Council before final payment is made and any issues should be raised or addressed with the Officer at this stage. Any immediate concerns should be raised with the Contractor directly and if a resolution cannot be met then the client or contractor may contact the Council.

**TIME LIMITS**It is recommended that the works commence as soon as possible after your Grant Application has been approved, and you should note that the whole of the work must be completed by 01 March 2017.

If for any reason, you are unable to complete the works by 01 March 2017 you must contact Homelife Carlisle as soon as practicable to discuss the situation.

**PAYMENT OF THE MINOR WORKS GRANT**The following details must be supplied before any interim or final payments can be considered or authorised:

1. Completion and return of the relevant completion card
2. A signed account from the Contractor giving details of the cost to you of the whole of the work (not just the Grant eligible work). Any contribution that you may have towards the cost of the works, as identified on the Grant Approval Notice, should be paid by you.
**N.B. An account from a member of the family (as defined in Section 113 of the Housing Act 1985) is not acceptable**.
3. You must submit all required Notices to the Building Control office for any works subject to the Building Regulations.

**What the Contractor will do**

1. Before starting the works, the Contractor will
 a. arrange suitable insurance indemnifying the Client for all losses, claims
 or proceedings arising out of the works (including cover to remedy any
 defects which arise during the defects period), excluding the extent of
 claims due to the act or neglect of the Client or people whom the Client
 is responsible.
 b. provide evidence of such insurance to the Contractor administrator, and
 c. where stated, prepare a programme of the Works to be agreed and approved by the
 Contractor Administrator.

2. The Contractor will carry out and complete the Works to the Clients property
 a. by the date specified (and if no date is stated, within a reasonable time as
 determined by the Contract Administrator).
 b. in strict accordance with the Works Documents.
 c. regularly and continuously during normal working hours (as set out in pre-contract
 meeting minutes or agreed with the Client).
 d. in a good and work like manner and using reasonable skill and care.
 e. using ,materials that are good quality, fit for their intended purpose and installed in
 compliance with the supplier’s instructions, and
 f. to the reasonable satisfaction of the Contractor Administrator.

3. The Contractor will comply with:
a. the duties of the Principal Contractor under Part 3, Regulation 15 of the CDM
 Regulations 2015
b. all relevant legislative requirements relating to the Works: it shall pay all fees and
 charges legally due in connection with these and will be responsible for giving all
 necessary notices and arranging for inspections to take place as required.

4. The Contractor will take account of and understand that the Client will be living in the property for the duration of the works. The Contractor will, on completion of the works remove all tools, surplus materials and rubbish from the Client’s property and leave it in a clean, tidy and habitable condition.

5. The Contractor will make good, and its expense, any defects, excessive shrinkage or other faults arising from the materials or workmanship not in accordance with this Contract or the Works Documents and which appear before the end of the defects period.

6. The Contractor can only sub-contract part of the works to a third party with the prior written consent of the Contract Administrator and remains responsible for the works.

**What the Client will do**

7. The Client with give the Contractor access to the Client’s property on the start date.

8. The Client will nominate Home Improvement Agency as agent.

9. The Client will pay the Price within 28 days of the Contractor’s invoice (and if no price is stated, a reasonable price as determined by the Contract Administrator). Payment by instalments will only apply where agreed by the Client and the Contract Administrator before the works are started.

10. Where the Client has been assessed/agrees to pay a financial contribution towards
the works, the Client will pay this money direct to the Contractor. The Client’s contributions will be payable:

a. when works to that value have been completed to the satisfaction of both the Contract Administrator and Client,

b. before any financial assistance approved by the relevant Local Authority is paid to the Contractor