

CLAIM FOR FINAL PAYMENT

This form must be completed by all those wishing to make a claim for final payment under the Property Level Flood Resilience grant scheme. Please ensure you provide all the requested documentation, as failure to do so may result in your payment being delayed.

List of Required enclosures;

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Invoice, this should include a detailed breakdown of the works and be a signed account on letter headed paper.

It is condition of your grant approval that the works must be undertaken by one of the contractors whose estimate the Council approved with your application. Failure to notify the Council of any changes may result in your grant funding being withdrawn.

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Include an account for **professional fees** where they are being claimed

Where the works include the following then these conditions must be adhered to and certified documentation provided with your claim:-

Damp Proof Course or Damp Proof Membrane. The installation should include a written guarantee which must be the protected type and should account for the contractor no longer being in business. The cover maybe provided by either the chemical manufacturer, or through the British Wood Preserving and Damp Proof Association. The relevant guarantee must remain valid irrespective of any change in ownership.

Gas. Any works to any gas installation **MUST** be carried out by a GAS SAFE registered contractor and the relevant certificates must be issued on completion of the works.

Electrical Works. Any works to any electrics in the property **MUST** be carried out by a Part P registered Electrical contractor or be undertaken under a notification Building Control. Any relevant certificates must be issued on completion of the works.

List of additional documents being provided:-

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Important Notes

Please note that the Council do not supervise the Contractor carrying out your flood restoration or resilience works and will accept no liability for the completed works. You are strongly advised to employ the service of a qualified person to do this on your behalf if you do not feel confident in coordinating the application yourself.

If is recommended that you commence the works as soon as possible after your grant application is approved, you should especially note that the whole of the works must be completed and claim for final payment made by 30th September 2017. Failure to do so will result in your approval being cancelled.

Signed: Print Name..... Date