



Disability Access Grant Policy

1. PURPOSE

The Council's Disability Access Grants are intended to provide financial incentive and assistance to occupiers of certain buildings in order to make them more accessible and useable by disabled people.

2. EXAMPLES OF WORK WHICH CAN BE GRANT AIDED (ELIGIBLE WORK)

2.1 Provision of ramped entrances (permanent features)

2.2 Widening of doorways

2.3 Provision of handrails and grab rails

2.4 Toilet facilities designed for disabled people

2.5 Induction loops for hearing impaired people

2.6 Other 'relevant' improvements to the building

N.B. 'Eligible Work' must be directly related to the provision of access and/or facilities for disabled people. If any doubt arises as to what is 'Eligible Work' the matter shall be decided by the Head of Planning and Housing whose decision will be final.

3. FINANCIAL LIMITS

3.1 The percentage of grant available is 85% of the 'Eligible Expense', subject to a maximum grant of £1500. 'Eligible Expense' is the expense incurred by reason of Eligible Work being carried out but does not include professional fees.

3.2 Grant

The grant is intended to apply to buildings used by charitable and non-profit making organisations, because of their limited financial resources.

3.3 Examples of buildings qualifying for 85% grant

- Places of worship
- Village halls
- Voluntary groups and agencies
- Charitable organisations

4. The same building can qualify for more than one grant as part of phased improvements but only **one** grant is allowed in any one financial year.

5. **BUILDINGS NOT QUALIFYING FOR GRANT**

It would not be reasonable for the Council to give grant aid to new buildings which by law have to comply with access requirements, or new dwellings and certain other types of buildings. It is for this reason that the eligibility for grant has been restricted to those types referred to in section 3 above.

5.1 Examples of buildings not qualifying for grant

- New buildings (all types)
- Dwellings (please note that an alternative type of grant may be available to improve access and facilities to existing dwellings. - (Contact Planning and Housing Services on **01228 817340** for further details).
- Buildings occupied by large national companies or public bodies
- Schools and colleges
- Commercial premises
- Profit making organisations

6. **GENERAL CONDITIONS**

6.1 Applications will be considered strictly in order of receipt and in accordance with the criteria set out in this policy statement. Subject to the foregoing, the approval of grant aid is at the discretion of the Head of Planning and Housing and will be subject to the continuing availability of funds within the grants budget. Thus, applications which have been refused or deferred because of lack of funds may be reconsidered in the following financial year or, alternatively, applicants may be invited to re-submit their applications.

6.2 All work must comply with Building Regulations and the Town and Country Planning Acts, where applicable.

- 6.3 An application for grant aid must be made on the prescribed form and be accompanied by a written estimate of the cost of works.
- 6.4 Grant aid will not normally be given if the work has commenced before the grant approval has been issued.
- 6.5 Grant aid will only be given towards work which constitutes a permanent addition or alteration to a building.
- 6.6 Grant aid will not be given towards the cost of professional fees or Building Control/Planning fees.
- 6.7 Grant aid will not be given towards works which are required under Building Regulations.
- 6.8 Grant aid will not normally be given in respect of buildings erected in accordance with plans deposited under Building Regulations after 31st July 1985.
- 6.9 The payment of the grant is subject to the receipt of a written invoice and the completion of the works to the satisfaction of the Head of Planning and Housing.

Enquiries should be made to:

The Access Officer, Planning and Housing Services, Civic Centre, Carlisle, Cumbria,
CA3 8QG. Tel: **01228 817183**. E Mail: access@carlisle.gov.uk

Disability Access Grant Application Form

1. Name of organisation _____
Address of property for which application is made _____

2. Person to contact: Mr/ Mrs/ Ms _____
Contact address: _____

Post Code _____ Telephone: _____

3. Type of use of property

4. Proposed works to be undertaken (Please give detailed description and include any plans/sketches if appropriate.)

5. Estimated total cost of work to be undertaken for which the grant is sought
Please include a copy of the builder's estimate £ _____

6. Have you applied for, obtained or been promised a grant in respect of this work from any other source? YES NO
If so, please give details: _____

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7. a) Are you registered for VAT? YES NO
- b) Does the estimate include VAT? YES NO
- c) Is the builder registered for VAT? YES NO
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8. In which year was the property built? _____

9. Signed _____ Date _____

10. Cheque made payable to: _____

Data Protection: The information you provide on this form is gathered in the strictest confidence, and will only be used to process your application for a Disability Access Grant. Carlisle City Council may check some of the financial details given, with other departments within the Authority or other Agencies, but only in relation to your grant application. The information given will be used for no other purpose.

For Office Use Only

Is Planning Permission or Building Regs required for the work?

Planning Permission YES NO

Building Regulations YES NO

This form should be returned to the Access Officer, Planning and Housing Services,
Civic Centre, Carlisle, CA3 8QG
