

# Application for an Home Improvement Grant

## What is an Home Improvement Grant?

An Home Improvement Grant offers financial help to help owners and private landlords bring homes back into use. This grant can be used to improve the Energy Efficiency of properties, to meet the current and upcoming Minimum Energy Efficiency Standards.

## Who is eligible?

Private individuals, private landlords and Registered Providers, who own an empty property and wanting to refurbish. In all cases, to qualify for a grant, the property must then be available for letting.

## What are the conditions?

1. The property must be made available for letting for a minimum of two years following the completion of the works. The property must be let at affordable rent levels to the tenant.
2. For the period of at least 2 years, following the payment of an Home Improvement Grant, you must provide the Council annually with the following documents:
  - a certificate for the safety of any gas appliances;
  - a certificate of safety for any automatic fire detection system;
  - a certificate for adequate buildings insurance.
3. The owner must obtain a Selective licence. As per the grant conditions the Council will cover the cost of the application fee for the Selective licence.
4. The grant will be registered as a Deed of Covenant on the Land Register against the property and is repayable, with interest, if the property is sold within a within the period specified in the nomination agreement. or if any of the grant conditions are breached.

## How to apply Home Improvement Grant and Property address

To apply for an Home Improvement Grant you need to complete all questions on this form that apply to you and return it with any documentation that is requested. Please answer each question unless directed elsewhere.

If a question does not provide enough space for your answer, please continue your answer on a separate sheet of paper and mark the sheet with the question number and your name (or, if yours is a joint application, with all names). Please make sure you enclose all additional sheets with your application. You must ensure that you return your form with supporting documentation such as:

- estimates for works to be carried out – these must be itemised and quantified and each item on headed paper with contractor's details;
- proof of ownership e.g. copy of land registry;
- copies of any Notices served on you by the Council or any other organisation, such as the fire brigade, in relation to the property.

If you do not send supporting documentation your application will be delayed.

Please return this form by either emailing to **welcome.newham@newham.gov.uk**

## Home Improvement Grant and property address

or via post:

**London Borough Of Newham**  
**Welcome Newham Team**  
**1000 Dockside Road, London E16 2QU**

If you are unsure how to answer any question please contact the Team: **020 3373 3222**

Our Service Promise: We will acknowledge your application within 10 working days and will try to determine 80% of applications within 8 weeks of receipt of a completed form.

**WE ARE NEWHAM.**

## Section A

### Information about you or the company

#### A1 Please give the following details for each grant applicant:

Name

Address

Phone

Mobile

E-mail

Name

Address

Phone

Mobile

E-mail

#### A2 Address for correspondence (if different from above):

Address

Address

#### A3 If this is a company application please give the following details:

Full name of company:

Phone:

Registered number of company:

Fax:

Date of incorporation:

Email:

Registered address:

Names of all directors::

Trading address:

#### Please attach the following Documents:

- A copy of the Register of Directors
- A copy of the Board Resolution authorising the Grant Application
- A copy of the last filed annual accounts

**A4 Is someone else (e.g. a relative, friend or organisation) dealing with this application on your behalf?**

☐ Yes ☐ No

If “yes” please give the name, address and telephone number of the person to be contacted about this application.

Name

Address

Phone

Mobile

E-mail

**A5 Are you, or is the applicant, a “person from abroad” within the meaning of the Housing Benefit (General) Regulations?**

☐ Yes ☐ No

**A6 Are you the landlord of any other residential property within Newham?**

☐ Yes ☐ No

If “yes” please give the full address(es) of each property

Address 1

Address 2

Address 3

**A7 With respect to the Authority, I am**

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

Do any of these statements apply to you?

☐ Yes ☐ No

If yes, please provide details of the name, relationship and role

Now please go to **Section B – Information about the Property**

## Section B

## Information about the property

**B1** Please give the address of the property at which the works are to be carried out:

Address

**B2** Is the property a:

- ☐ house ☐ flat  
☐ bedsit ☐ non-residential space

**B3** Is the property currently vacant?

- ☐ Yes ☐ No

If yes, from what date

If no, who is currently in the property

**B4** Was the property built, or provided by conversion, more than 10 years ago?

- ☐ Yes ☐ No

**B5** Have you, or anyone else, been served with a Notice, from the Council, in respect of the property?

- ☐ Yes ☐ No

If “yes” please give details, including the date the Notice was served.

**B6** Do you (alone or jointly with others), own the freehold of the property or the leasehold?

- ☐ Freehold ☐ leasehold

If leasehold please indicate how many years are remaining on the leasehold?

*Please provide copy of the Leasehold agreement.*

If you own the interest jointly with other people, please give the names and addresses of your co-owners:

Name and Address 1

Name and Address 2

Name and Address 3

Please attach copies of any Notice(s) served.

**B7 Is there any mortgage or charge on the property?**

☐ Yes ☐ No

If “yes ”please give details as the parties will need to be advised about the proposed Deed of covenant.

Loan Reference

Lender

Contact address

**B8 Does the property you are seeking the grant for have building insurance?**

☐ Yes ☐ No

If “yes” please enclose a copy of the schedule.

**B9 Does the property you are seeking the grant for have a Gas Safety Certificate?**

☐ Yes ☐ No

If “yes” please enclose a copy of the most recent Gas Safety Certificate for the property.

**B10 Does the property you are seeking the grant for have an automatic fire detection system installed?**

☐ Yes ☐ No

If “yes” please enclose a copy of the commissioning certificate for the automatic fire detection system.

Now please go to **Section C – Information about the Proposed Works**

## Section C

### Information about the proposed works

#### C1 Are the works for which you are applying for the grant

- ☐ not started
- ☐ started
- ☐ finished?

#### C2 Have you applied for planning permission for the works?

- ☐ Yes ☐ No

If “yes” please give the date, reference number and outcome of your application:

Date

Reference number

- Outcome: ☐ granted
- ☐ refused
- ☐ no decision yet

#### C3 Have you applied for building regulations approval?

- ☐ Yes ☐ No

If “yes” please give the date, reference number and outcome of your application:

Date

Reference number

- Outcome: ☐ granted
- ☐ refused
- ☐ no decision yet

#### C4 Will you or a member of your family carry out the works?

- ☐ Yes ☐ No

#### C5 Who would you like the grant to be paid to?

#### C6 Please give details of any preliminary or ancillary services, charges, or fees you want to have considered for the grant:

Now please go to [Section D – Home Improvement Grant](#)

**D1 Is the property currently unoccupied?**

☐ Yes ☐ No

If “yes” please give the date (if known) the property become unoccupied:

**D2 If the property is above a shop or part of a mixed use development please give the following details:**

a) Premises on ground floor (please tick)

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> café      | <input type="checkbox"/> takeaway               |
| <input type="checkbox"/> food shop | <input type="checkbox"/> retail                 |
| <input type="checkbox"/> pub       | <input type="checkbox"/> minicab                |
| <input type="checkbox"/> office    | <input type="checkbox"/> other office           |
| <input type="checkbox"/> empty     | <input type="checkbox"/> other (please specify) |

b) Other non-residential uses in the building (please tick)

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> live/work              | <input type="checkbox"/> factory |
| <input type="checkbox"/> storage                | <input type="checkbox"/> offices |
| <input type="checkbox"/> other (please specify) |                                  |

Are you aware of any proposal to change the existing use of any part of the building (apart from your application)?

☐ Yes ☐ No

If “yes” please give details

**D3 Please provide description of the works:**

Please now go to **Section E – the Declaration**

## Section E

## Declaration

### E1 Declaration - for an application made by an **INDIVIDUAL OR JOINT OWNERS**

**WARNING: If you knowingly make a false statement you will be liable to prosecution**

I am aged eighteen years or over and I declare that to the best of my knowledge and belief the information in this application is correct.

Signed

Date

Print name

National Insurance Number

Please now go to **Section F – Checklist of Documents**

I am aged eighteen years or over and I declare that to the best of my knowledge and belief the information in this application is correct.

Signed

Date

Print name

National Insurance Number

### E2 Declaration - for an application made by a **COMPANY**

**WARNING: If you knowingly make a false statement you will be liable to prosecution**

I declare that to the best of my knowledge and belief the information in this application is correct.

Signed

Date

Print name

Company's official stamp

For company name

Position held in company

Registered address

Please now go to **Section F - Checklist of Documents**



**F1 Please indicate which documents you are enclosing with your application****All applicants must submit the following:**

- two original estimates from different contractors for the cost of carrying out the works (these estimates must be itemised and quantified and each item individually priced);
- particulars of any preliminary and ancillary services, charges or fees;
- proof of ownership which should be a copy of the Land Registry which is less than two months old;
- an original document showing the National Insurance number of each owner;
- plans of the existing property and the proposed development.
- copy of your Building Insurance Schedule;
- copy of the most recent Gas Safety Certificate;
- copy of any automatic fire detection commissioning certificate;

If you are applying as a company the following documents are also required (see Q A2);

- copy of the Register of Directors;
- copy of the Board Resolution authorising the grant application;
- copy of the last filed annual accounts

You must submit these documents with your application. If you do not your application will be delayed.

# Certificate of intended letting

To accompany an application for an Home Improvement Grant to the London Borough of Newham

1 In connection with my application dated

for an Home Improvement Grant in respect of Property address

  
 Postcode

2 I HEREBY CERTIFY that I have an owner's interest in the property. *See note A*

3 I INTEND that, throughout the period of up to three years after the certified date, the property will be let to the Council at affordable housing to the tenant. *See note B*

4 I understand that, if a grant is approved, a condition as to disposal of the property will apply and that, in the event of a breach of that condition, the grant will be repayable to the Council on demand. *See note C*

Signed

Date

Print name

Complete the following if you are applying as a company:

Position held in company

For company name

Registered address

  
 Postcode

Company's official stamp

## Notes

A Having an 'owner's interest' means owning the freehold of the property, or having it on a leasehold of which not less than 80 years remain unexpired at the date of the application, whether the property is owned alone or with others.

B 'Certified date' means the date certified by the Council as the date of completion of the relevant works to their satisfaction.

C Anyone who knowingly signs a false declaration may be guilty of an offence and might be prosecuted if the Council has evidence of an intention to obtain a grant by deception.

## Conditions

1 The property must be made available for letting for a minimum of two years following the completion of the works. The property must be let to the Council at affordable housing rent for the tenant.

2 For the period as specified in the nomination agreement the owner must provide the Council annually with the following documents:

- certificate for the safety of any gas appliances;
- certificate of safety for any automatic fire detection system;
- certificate for adequate building insurance.

3 The Home Improvement Grant approval is conditional upon the owner obtaining accreditation under the London Landlord Accreditation Scheme and maintaining this until the end of the grant condition period.

4 The grant will be registered as a Deed of Covenant on the Land Register against the property and is repayable, with interest, if the property is sold within a rate of 3 year period or if any of the grant conditions are breached.