



# **Assistance Policy**

## **2019 -2024**

**Regulatory Reform Order  
(Housing Assistance)  
(England and Wales) Order 2002**

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## **Key definitions, references and abbreviations**

RRO – Regulatory Reform (Housing Assistance) (England and Wales) Order 2002  
<http://www.legislation.gov.uk/ukxi/2002/1860/article/3/made>

The ‘Act’ (1996) – Housing Grants, Construction and Regeneration Act 1996  
<http://www.legislation.gov.uk/ukpga/1996/53/contents>

The ‘Guidance’ (2003) – Circular 05/2003 from the Office of the Deputy Prime Minister (ODPM)  
<http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/documents/corporate/pdf/145088.pdf>

DFG – Disabled Facilities Grant.

BCF – Better Care Fund

### **Reference/Research Material**

Dementia-friendly housing charter – Alzheimer’s Society

Making your home dementia friendly – Alzheimer’s Society

Preparing a policy under the Regulatory Reform Order (2002) Housing Renewal – Foundations

## Introduction

### **Aligned countywide policy for the flexible use of Disabled Facilities Grant Funding**

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO), enables local authorities to set their own policy for helping households maintain and adapt their homes so that they are safe for people to live in. This order also allows the council to use specific Disabled Facilities Grant (DFG) funding for wider purposes, to support the strategic priorities which integrate health, wellbeing and housing, for the benefit of local residents.

The aim of this policy is to support residents to improve their health and wellbeing by addressing problems with substandard and/or unsuitable homes that do not meet individual needs. The Housing Assistance function has a role in supporting the wider adult social care prevention agenda; specifically those aims of the Care Act 2014 to promote wellbeing, independence and prevent or delay care and support needs.

## Context

Lightbulb is a partnership between Leicestershire County Council and the seven district and borough councils across Leicestershire, bringing together a range of practical housing support into a single service.

Lightbulb is a pioneering programme which aims to make it easier to find and receive practical housing support to live at home. It provides a single point of contact for a range of services including:

- Access to help and advice with affordable warmth
- Technology to keep residents safe around the home
- Home adaptations and Occupational Therapy support
- Other help and advice to live well and safely at home

The aim of the programme is to maximise the contribution that housing support can play in keeping vulnerable people independent in their own homes, helping to avoid unnecessary hospital admissions or GP visits and facilitating timely hospital discharge.

## Strategic Aims

This policy allows the district councils to meet the aspirations set within their corporate plans by improving the quality of existing homes and supporting vulnerable people and those most in need by helping households remain independent for longer.

This document also supports the vision set out in the Leicestershire Better Care Fund 2017-19, delivering our vision for health and care integration in Leicestershire.

<http://www.healthandcareleicestershire.co.uk/download/Leicestershire-BCF-Plan-2017-19.pdf>

Lightbulb is part of the Better Care Fund in Leicestershire as is the Disabled Facilities Grant (DFG) Funding. The allocation for each district during the 2018/19 financial year is detailed below. Previously DFG funding had to be used for mandatory DFG's. Under the RRO there is some flexibility to be more innovative and to consider more cost effective solutions.

<b>District</b>	<b>Amount £</b>
Blaby	542,165
Charnwood	920,160
Harborough	418,476
Hinckley & Bosworth	472,848
Melton	281,543
North West Leicestershire	621,202
Oadby & Wigston	375,897

Alongside the above Leicester, Leicestershire & Rutland have developed a Dementia Strategy.

### **Prime Minister's challenge on dementia 2020**

“By 2020, we would like to see an increased number of people with dementia being able to live longer in their own homes when it is in their interests to do so, with a greater focus on independent living.”

## Key priorities

- 1) The district councils within the partnership have a statutory duty to ensure that all properties are free from category 1 hazards, this means that all homes should be free of hazards that are very likely to cause harm to the occupants. The council has to consider 29 different hazards when inspecting homes within the borough which include issues such as:-
  - Fire
  - Damp and Mould
  - Excess cold
  - Structural collapse
  - Asbestos
  - Electrical hazards
  - Crowding and space
- 2) The district councils also have a statutory duty to provide financial assistance for residents who meet certain criteria and whom also need their homes adapting so that they can remain independent for longer at home.
- 3) The district councils, in the partnership to continue to deliver a single offer for adaptations across the County.

Lightbulb uses a Housing MOT Checklist to assess an individual's needs, the assessment covers:-

- Health and well being
- Home environment
- Home security
- Warmth
- Personal safety and mobility around the home
- Managing in the home
- Accessing the local community
- Identify other key needs for onward referral
- Assessment and delivery of Disabled Facilities Grants.

Following completion of the Housing MOT the Housing Support Coordinator will action any referrals that will need to be made in order to help the individual remain living within their property.

The Housing Support Coordinator (HSC) may identify several areas where an individual needs support. Lightbulb is developing the Housing MOT tool further to include the needs of people with Dementia or a learning disability. This policy allows the councils to widen the offer of assistance to help a person that has a diagnosed, permanent and substantial mental health condition or learning disability, by providing a range of relatively low cost practical changes, for example:-

- Making sure the colour of switches for lights and appliances contrasts with the walls
- Check pictures and mirrors and cover or remove them if they are likely to cause confusion
- Replace furnishings that have stripes or strong patterns
- Label drawers and cupboards with pictures or text so people can identify what is inside.
- Take the doors off cupboards and wardrobes if it is safe to do so or fit them with non reflective, transparent and shatterproof fronts.
- Provide flood prevention plugs in the basin and bath.
- Change door locks so they can be easily opened in an emergency.
- Put up a white board so the person can write reminders of things they need to do.
- Provide assisted technology to identify visitors to the home.

This would be with the consent of the individual/family and/or in the best interest of the individual.

### **Capital Resources**

The costs associated with assisting residents as an alternative to DFG will be met through an allocation of funding that the council receives from National Government for the provision of DFG's. In the autumn statement in 2015 National Government said that nationally this funding would rise to £500 million by 2019/20 and this would support the adaptation of 85,000 homes.

In terms of the new Home Support Grant proposed in this policy, the council would initially allocate £30,000 from the Disabled Facilities Grant, in line with the better care guidance.

### What assistance is being offered?

The table below details what will be offered through the Better Care Fund Grant to help people to remain living independently in their own homes.

Provision	Eligibility	Financial limits	Conditions	Outcome
Relocation Grant Appendix 1	Means tested, same criteria as a DFG	Up to £5,000 to cover removal costs	When a property cannot be adapted or when a property can be adapted but relocation is a more cost effective option and the service users preferred option is to move.  To cover removal costs, storage and help towards legal fees only, up to the maximum amount allowed.  Not recoverable	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.
Supporting individuals with a diagnosed, permanent and substantial mental health condition or learning disability.  Appendix 2	Means tested, same criteria as a DFG	£30,000, current DFG Limit.	Assessment by a mental health professional. Linked to helping the service user to remain in their property. Supporting carers to maintain their caring role. Most cost effective way to meet the service users needs.  Not recoverable	To enable residents with a diagnosed, permanent and substantial mental health condition or a learning disability to remain in their property



<b>Provision</b>	<b>Eligibility</b>	<b>Financial limits</b>	<b>Conditions</b>	<b>Outcome</b>
Home Support Grant Appendix 1	The Home Support Grant will be a means tested grant.  Same repayment criteria as a DFG	Maximum amount £10,000, first £5,000 not recoverable. Anything over £5,000 to be recovered via a charge on the property  No limit on number of applications but £maximum in a rolling 7 year period.	Need to link to risk assessment. Risk, likelihood and impact of their health being affected by the state of their property and or the likelihood of them ending up in hospital.  Not recoverable	To provide low income households financial assistance to carry out essential repairs to their home
Ceiling Track Hoists/Equipment needed for a permanent, long term and substantial diagnosed condition. Appendix 2	Means tested, same criteria as a DFG	£30,000, current DFG Limit.	Not for palliative care or urgent hospital discharge as currently Adult Social Care safety net can be used in these circumstances.  Not recoverable	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible. Support carers in their role. Reduce need for long term double up carers.

<b>Provision</b>	<b>Eligibility</b>	<b>Financial limits</b>	<b>Conditions</b>	<b>Outcome</b>
<p>Module Ramping/suitcase or folding ramps to help speed up hospital discharge</p> <p>Appendix 1</p>	<p>No Means test as long as below the £1,000 limit.</p>	<p>Up to a £1,000</p>	<p>This would be a temporary arrangement until a permanent ramp is installed.</p> <p>Not recoverable</p>	<p>Will help people to return home from hospital quicker.</p>
<p>Cover the funding gap for DFG's over £30,000 where people have a contribution or where the works exceed £30,000.</p> <p>Appendix 1</p>	<p>Means tested, same criteria as a DFG For example where someone's contribution is £5k they can still get the DFG up to £30K.</p>	<p>Up to £35,000 (Additional 5K).</p>	<p>Where people have a contribution and the works are over the maximum threshold then this would cover the funding gap, or where there is no contribution but the works are over the maximum threshold.</p> <p>Not recoverable</p>	<p>To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.</p>
<p>Include Council Tax Support as a pass ported benefit for the purposes of all assistance and grant offered under this Policy.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Speed up the process.</p>
<p>Drop kerbs for individuals who are wheelchair users.</p> <p>Appendix 1</p>	<p>Means tested, same criteria as a DFG</p>	<p>£5,000, current DFG Limit.</p>	<p>Service user has essential access needs. In conjunction with a recommendation for hard-standing.</p> <p>Not recoverable</p>	<p>To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.</p>

<b>Provision</b>	<b>Eligibility</b>	<b>Financial limits</b>	<b>Conditions</b>	<b>Outcome</b>
Disabled Facilities Grant  Appendix 2	Mandatory means test DFG assessment as prescribed in legislation  appendix 3	£30,000, current DFG Limit.	As prescribed in legislation  Maybe recoverable District Dependent	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.
Discretionary Disabled Facilities Grant  Appendix 4	Following the means test for DFG  appendix 4	Top up amounts above the £30,000 maximum.	At the discretion of the Lightbulb Service Manager and Lightbulb Delivery Group representative.  This will be a life time condition with a charge registered against property.	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.

## Temporary amendments 2020

Initiative	Eligibility	Financial limits	Conditions	Outcome
<p><b>Hospital Discharge Grant</b></p> <p>To support NHS as part of the response to Global SARS-CoV 2 Pandemic</p>	No Means test as long as below the £5,000 limit.	Up to £5,000	<p>This would be a temporary arrangement during the Global SARS-CoV 2 Pandemic</p> <p>Not recoverable</p>	To expedite discharge from Hospital in line with new National Guidelines
<p><b>Adaptation Grant</b></p> <p>To provide adaptations to eligible applicants in a temporarily modified delivery model as part of the response to Global SARS-CoV 2 Pandemic</p> <p>Appendix 1</p>	The Adaptation Grant will be a means tested grant using the existing criteria in Appendix 1	<p>Up to £10,000</p> <p>Decisions in excess of this figure can be considered as an “outside of policy decision” by the District Lightbulb representative in consultation with the Lightbulb Service Manager</p>	<p>This would be a temporary arrangement during the Global SARS-CoV 2 Pandemic and for a period of up to 12 months post Pandemic.</p> <p>Not recoverable</p>	To expedite delivery of essential adaptations utilising a modified delivery method to ensure essential work to help people stay safe at home can continue.

The overriding principle will be to use the most appropriate and cost effective option from those detailed above to meet the service user’s health needs or to help them return home from hospital.

## **The Home Support Grant will**

- Provide for a more flexible use of funding that can be tailored to an individual's practical housing support needs.
- Align with the Housing MOT Checklist; contributing towards a more holistic approach to an individual's needs and ensuring that funding is targeted towards those most in need
- Ensure resources are targeted towards the needs and requirements of local residents

## **Means Test**

A Provisional Test of Resources (PTOR) will be carried out on each case and this will decide how much grant a person is entitled to. As part of the offer our intention is that this test of resources is completed at the earliest opportunity in order that customers can make an informed decision whether they wish to go ahead with the work if they have to make a part or full contribution to cover the cost of the work.

## **Additional Charges or fees**

For the Home Support Grant there will be no additional charge or fees; it will be unlikely that we will use an architect in the adaptations of people's homes to make them dementia friendly. If we do need an architect then this will be part of the DFG Grant as it is now.

For the Home Support Grant if the applicant rents the property then the grant is only available for works that are the responsibility of the tenant.

## **Application process**

The application process for the Home Support Grant will be via the Housing Support Coordinator or the Lightbulb Technical Officer. The person can make an enquiry and as with the DFG's a means test will be completed at the earliest opportunity.

## **Complaints and redress**

Any complaint about the Home Support Grant will be dealt with under Blaby's corporate policy.

## **Discretion on cases that fall outside of the DFG policy**

If the person is not eligible for a Disabled Facilities Grant then consideration will be given as to whether a range of other grants may be suitable such as Home Support Grant (HSG), Safety Net Funding or Charitable organisations funding. The Housing Support Coordinator will be able to work with the individual and their family to consider these other options.

## **Key service standards**

The Lightbulb Service standards will cover the delivery of making residents homes within the borough dementia friendly.

## **Implementation Plan**

To support the extension of the Disabled Facilities Grant to people with a diagnosed mental health condition Lightbulb staff have already been trained on current mental health protocols and undertaken a dementia awareness session.

## **Appendices**

Appendix 1: Home Support Grant Criteria

Appendix 2: Disabled Facilities Grant Criteria

Appendix 3: Discretionary DFG's

Appendix 4: Home Support Grant application

Appendix 5: Adaptation Grant form

## Appendix 1

### Home Support Grant Scheme Details

#### 1. General financial criteria

The Home Support Grant is a local, discretionary grant scheme aimed at helping applicants to remain safe, well and independent in their home. Assistance through this funding stream may be considered where an applicant meets all of the following criteria:

To be eligible for this grant an applicant will need to meet certain criteria and have savings of less than £6,000:

Eligible applicants will need to meet **BOTH** the **low income criteria** and the **vulnerable household criteria**.

**Low Income criteria, an applicant is eligible if they are in receipt of one of:-**

- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support (IS)
- Pension Credit (PC – all types)
- Child Tax Credit (CTC – no income cap)
- Working Tax Credit (WTC – no income cap)
- Universal Credit (UC – no income cap)
- Housing Benefit
- Council Tax Support (not single person discount)
- Have a household income below the corresponding thresholds in Table 1 below

Table 1 – Income thresholds, this table is to be reviewed annually by Lightbulb delivery group.

Household composition	Annual Household income
No children	£21,780
Up to two children	£30,800
More than two children	£40,260

(Benefit letters must be provided as evidence or bank/savings statement(s) if household income assessment only)

**AND**

**An applicant is eligible if they are vulnerable and have evidence to show:**

They are in receipt of

- Disability Living Allowance (DLA),
- Personal Independence Payment
- (PIP) or Attendance Allowance (AA).
- Benefit letter / bank statement required as
- evidence

**Where an applicant is vulnerable if:**

- Pregnant (Mat B1 letter)
- Has children aged under five (birth certificate)
- Aged over 65 (birth certificate, driving licence, passport, medical letter)
- Hospital admission due to a fall (Letter from a medical professional), or:
- Has a health condition that can be exacerbated by the cold including Cardiovascular conditions
- Respiratory conditions (in particular, chronic obstructive pulmonary disease (COPD) and childhood asthma)
- Musculoskeletal conditions (osteoarthritis and rheumatoid arthritis)
- Neurological conditions (ME, fibromyalgia, dementia, multiple sclerosis and epilepsy)
- Autoimmune and immunodeficiency diseases (for example, lupus, Multiple Sclerosis, diabetes, HIV, resulting from cancer treatment)
- Mental health conditions (moderate / severe for example, schizophrenia and bipolar disorder)
- Disabilities (diagnosed condition or impact on mobility or receipt of disability benefit)
- Terminal illness
- Severe learning disability
- Cancer
- Hemoglobinopathies (sickle cell disease and thalassaemia)

(Letter from medical professional required to evidence condition(s))

The Home Support Grant can be considered where the assistance provided through the Grant is part of a package of overall support or will resolve a single, identified housing support need.

The Grant is not intended to fund works which are the responsibility of the landlord. However, funding may be considered being provided for tenants, for such works that a tenant is responsible for such as removing clutter or deep cleaning a property. A grant for a private sector tenant will need to be discussed and agreed with the local authority to ensure for example, that it does not duplicate any other available funding streams or impact on any enforcement action.

Home owners and tenants receiving support through this Grant scheme should also be prepared to confirm an intention to remain in the property for 12 months following completion of the works.

## **2. Maximum Grant**

The maximum Grant available under this scheme is £5,000, which can be through unlimited applications, with a maximum of total financial payment of £5,000 per household over a 7 year rolling period. Financial assistance provided through this scheme may take the form of a part contribution to the cost of the required works (for example, where the total cost is greater than the maximum Grant available and the applicant is funding the remainder).



### **3. Discretionary Top up to the Grant**

The discretionary element is means tested and is recoverable, it is at the discretion of the Lightbulb Service Manager and the Lightbulb Operational Group partner. This element is recoverable and a charge will be placed on the property.

### **4. Context and eligible works under this Grant scheme**

5. The Home Support Grant aims to help keep people safe, well and independent in their home by providing funding for practical housing support. Below are some examples of the types of work Home Support Grant can be used for. As far as possible, these have been linked to the Housing MOT Checklist.

The Checklist is a local tool used to identify risks to an individual's health, safety and wellbeing. Linking to the Housing MOT Checklist will enable the Home Support Grant to be targeted towards providing the right assistance to reduce these risks and keep people safe and well in their homes.

This is not an exhaustive list and applications for other works will be considered, within the overall context of the Grant scheme:

#### **Help with the home environment**

This will include things such as:

- Removing clutter or old furniture/appliances from the property
- Deep cleaning/sanitisation to reduce the risk of infection or illness

#### **Help with home security**

This will include things such as:

- Installation of external security lights
- Installing additional locks and spy holes

#### **Help with warmth and affordability**

This will include things such as:

- Energy efficiency works such as loft insulation or insulation of hot water tanks and pipes
- Provision of thermostats

#### **Help with personal safety and mobility around the home**

This will include things such as:

- Works to access paths or steps at the front or rear of the property to ensure safer access
- Initial costs for a lifeline system or similar, not including ongoing costs

Applicants are reminded that these examples should be read in conjunction with other qualifying criteria set out in sections 1-3.

#### **Review Process of Grant Provision**

Financial review to be carried out bi-annually. Review of assistance provision carried out by the Lightbulb Delivery Group at no more than 12 monthly intervals, after considering the outcomes of the scheme. Any review decisions will be carried out by Lightbulb delivery group.

## **Appendix 2 There will be different recovery provision for different districts**

### **Mandatory Disabled Facilities Grants (DFG's)**

Disabled Facilities Grants (DFG) remain a mandatory duty within the Housing Grants, Construction and Regeneration Act 1996 and therefore the procedures for awarding these grants are set out in statute and associated guidance.

Mandatory Disabled Facilities Grants are available up to a maximum of £30,000 subject to a test of an applicant's financial resources, for:

- Facilitating access into and out of the dwelling
- Making a dwelling or building safe
- Facilitating access into the principal family room
- Facilitating access or provision of a room usable for sleeping
- Facilitating access or provision of a room with a toilet, wash hand basin and bath/shower or both, or facilitating the use of such amenities
- Facilitating the preparation and cooking of food
- Heating, lighting and power
- An adaptation to enable a disabled person to care for another person normally living in the same accommodation

The purpose of adaptation is to modify disabling environments in order to restore or enable independent living, privacy, confidence and dignity for individuals and their families.

The local authority shall only approve an application for a mandatory DFG following recommendation by an Occupational Therapist or Housing Support Co-Ordinator from Lightbulb, who must specify what adaptations they consider necessary and appropriate, followed by a judgement by an officer within the Private Sector Housing Section that the adaptations specified are practical and feasible having regard to the age and condition of the dwelling.

Information in respect of the test of financial resources is detailed in The Housing Grants, Construction and Regeneration Act 1996 and in The Housing Renewal Grants Regulations 1996.

As part of an application for a mandatory DFG, a test of resources must be carried out in order to assess the amount, if any, that the applicant must contribute to cost of the works. This will follow a preliminary test of resources which is aimed at preventing individuals from going through the entire grant process only to find that they are not eligible for assistance. Documentary evidence will be required to assist with the calculation of financial resources.

All requests for financial information, the clarification of any anomalies and the communication of the outcome of assessment will be treated sensitively and with the highest level of confidentiality in line with the requirements of the GDPR.

Further guidance on the eligibility criteria, test of financial resources and grant conditions are contained in The Housing Grants, Construction & Regeneration Act 1996 and associated regulations and guidance.

## **Appendix 3**

### **Lightbulb Discretionary Disabled Facilities Grants (DDFG's)**

Under this policy discretionary DFGs to 'top up' mandatory DFGs above the grant maxima of £30,000 may be awarded.

Discretionary DFG may also be available for essential works where a mandatory scheme is already subject to a grant application. However only essential works that directly benefit the disabled person will be considered and where the measures are supported by appropriate medical advice.

Additional conditions, over and above the standard conditions attached to mandatory DFGs, will be applied to require repayment of the grant on disposal of the property.


These conditions will be secured by way of a local land charge on the property.

These conditions will be specified on the information made available to the applicant at the time of the initial grant enquiry.

These grants will be awarded at the discretion of Lightbulb Service Manager in consultation with Delivery Group representative.

Applications would only be considered for this type of discretionary assistance if additional resources are made available over and above existing mandatory DFG funding.

## Appendix 4 – Home Support Grant

<b>APPLICATION FOR HOME SUPPORT GRANT</b>		 Keeping you and your home healthy
<p>Please note that you cannot start any work until you have received the Council's written approval notice. We cannot provide financial assistance for work that has already started or has been completed. <i>Maximum grant available if £5,000. A home visit may be required to confirm applicant's eligibility and assistance may be subject to inspection</i></p>		
<p><b>Name of the applicant:</b> <b>Date of birth:</b> <b>National Insurance number:</b> <b>Home phone number:</b> <b>Mobile phone number:</b> <b>Email address:</b></p>		
Address of where works are to be carried out:		
Would you like to appoint somebody to deal with your application (e.g. a relative)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please complete the details below		
Name: Address:		
Telephone No: Email address:		
Does this person have a Power of Attorney to act on your behalf?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please provide the details of the owner(s) of the property.		
Name: Address:		
Telephone No: Email address:		
Are you the owner of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a tenant making an application to carry out repairs to the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you have a repairing obligation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you an occupier / tenant making an application to carry work other than repairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, the property owner must complete an Owners Consent Form.		

Do you agree for the financial assistance to be paid direct to your contractor? Yes  No

Description of work to be carried out.

Please clearly identify which of the qualifying criteria below apply to your application.

**Savings**

I have less than £6000.00 in savings	Yes / No
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**Low Income Criteria**

Are you or your partner in receipt of:

Income-based Jobseeker's Allowance	Yes / No
Income-related Employment and Support Allowance	Yes / No
Income Support	Yes / No
Pension Credit (Guarantee or Savings)	Yes / No
Child Tax Credit	Yes / No
Working Tax Credit	Yes / No
Universal Credit	Yes / No
Housing Benefit	Yes / No
Council Tax Support	Yes / No

If you do not receive one of the benefits above, please confirm your household composition and annual household income:

No children with an annual household income below £21,780.00	Yes / No
Up to two children with an annual household income below £30,800.00	Yes / No
More than two children with an annual household income below £40,260.00	Yes / No

**Vulnerable Household**

Does your household contains:

A person who receives Disability Living Allowance	Yes / No
A person who receives Personal Independence Payment	Yes / No
A person who receives Attendance Allowance	Yes / No
A person who is pregnant	Yes / No
A child aged under five	Yes / No
A person aged over 65 years of age	Yes / No

**Does your household contain a person with any of the following health conditions**

A person who has been admitted to hospital due to a fall	Yes / No
--	----------

Is there an immediate or imminent risk to health, safety or well being of the applicant or someone in their household? If the answer is yes, please state condition, which could include:

- Cardiovascular condition,
- Respiratory condition (i.e. chronic obstructive pulmonary disease (COPD), childhood asthma etc.)
- Musculoskeletal condition (i.e. osteoarthritis, rheumatoid arthritis etc.) neurological condition (i.e. ME, fibromyalgia, dementia, multiple sclerosis and epilepsy etc.)
- An autoimmune or immunodeficiency disease (i.e. lupus, Multiple Sclerosis, diabetes, HIV, as a resulting of cancer treatment etc.)
- A moderate to severe mental health condition (i.e. schizophrenia, bipolar disorder etc.)
- A diagnosed medical condition which affects their mobility, a terminal illness, a severe learning disability,
- has been diagnosed with cancer
- has been diagnosed with haemoglobinopathies (sickle cell disease and thalassaemia)

Other please specify:

Yes / No

### Declaration

To be completed by the applicant.

**Warning: If you knowingly make a false statement you may be liable to prosecution.**

I confirm the written information provided in this form, any continuation sheets and the supporting documentation I have provided is to the best of my knowledge correct. I understand that any information the Council obtains in connection with this application, may be shared with other departments of the Council and shared with Government Departments, for the prevention of fraud.

I confirm the proposed works are not eligible to or the subject of an insurance claim, an application for charitable monies or grant application to any other organisation.

I understand that the Council will retain the information provided by me in this application in accordance with the Data Protection Act 2018.

Date: .....

Signed: .....

### Benefit Authorisation

To be completed by the applicant or person receiving the income related or disability benefit.

I authorise the Department of Works & Pension and HM Revenue & Customs to confirm to the council, that I receive the benefit I have indicated above.

I also give my consent to the Council to refer to information provided by me in my applications for Housing Benefit or Council Tax Support

Date: .....

Signed: .....

### Intention To Reside At The Property

To be completed by the applicant.

I confirm that it is my intention to continue to reside in the property for a period of 12 months following completion of the work.

Date: .....

Signed: .....

**To submit your application for Home Support Grant you must provided all of the information listed below:**

- A completed application form.
- Documentary evidence to show the National Insurance number(s) of the applicant.
- Documentary evidence to confirm the Financial and Vulnerable Household Information you have provided in you application.
- Two contractor's quotations for the work.

**If you have any queries or require additional information, please contact Private Sector Housing.**

*FOR OFFICE USE ONLY:*

IDOX Ref: .....

Date: .....


Key Worker: .....

**Blaby District Council  
LIGHTBULB  
Desford Road  
Leicestershire  
LE19 2ED**

☎ 0116 2727665  
✉ [lightbulb@blaby.gov.uk](mailto:lightbulb@blaby.gov.uk)

26/02/2019

## Appendix 5

<b>APPLICATION FOR ADAPTATION GRANT</b>		 <b>Lightbulb</b> <small>Keeping you and your home healthy</small>
<p>Please note that you cannot start any work until you have received the Council's written approval notice. We cannot provide financial assistance for work that has already started or has been completed. <b>Maximum grant available if £10,000. A home visit may be required to confirm applicant's eligibility and assistance may be subject to inspection</b></p>		
<p><b>Name of the applicant:</b> <b>Date of birth:</b> <b>National Insurance number:</b> <b>Home phone number:</b> <b>Mobile phone number:</b> <b>Email address:</b></p>		
Address of where works are to be carried out:		
Would you like to appoint somebody to deal with your application (e.g. a relative)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please complete the details below		
Name: Address:		
Telephone No: Email address:		
Does this person have a Power of Attorney to act on your behalf? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please provide the details of the owner(s) of the property.		
Name: Address:		
Telephone No: Email address:		
Are you the owner of the property?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a tenant making an application to adapt the property? If yes, the property owner must complete an Owners Consent Form.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you agree for the financial assistance to be paid direct to your contractor? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Description of work to be carried out.		



Please clearly identify which of the qualifying criteria below apply to your application.

**Savings**

I have less than £6000.00 in savings	Yes / No
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**Low Income Criteria**

Are you or your partner in receipt of:

Income-based Jobseeker's Allowance	Yes / No
Income-related Employment and Support Allowance	Yes / No
Income Support	Yes / No
Pension Credit (Guarantee or Savings)	Yes / No
Child Tax Credit	Yes / No
Working Tax Credit	Yes / No
Universal Credit	Yes / No
Housing Benefit	Yes / No
Council Tax Support	Yes / No

If you do not receive one of the benefits above, please confirm your household composition and annual household income:

No children with an annual household income below £21,780.00	Yes / No
Up to two children with an annual household income below £30,800.00	Yes / No
More than two children with an annual household income below £40,260.00	Yes / No

**Vulnerable Household**

Does your household contains:

A person who receives Disability Living Allowance	Yes / No
A person who receives Personal Independence Payment	Yes / No
A person who receives Attendance Allowance	Yes / No
A person who is pregnant	Yes / No
A child aged under five	Yes / No
A person aged over 65 years of age	Yes / No

**Does your household contain a person with any of the following health conditions**

A person who has been admitted to hospital due to a fall	Yes / No
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<p><b>Is there an immediate or imminent risk to health, safety or well being of the applicant or someone in their household? If the answer is yes, please state condition, which could include:</b></p> <ul style="list-style-type: none"> <li>• Cardiovascular condition,</li> <li>• Respiratory condition (i.e. chronic obstructive pulmonary disease (COPD), childhood asthma etc.)</li> <li>• Musculoskeletal condition (i.e. osteoarthritis, rheumatoid arthritis etc.) neurological condition (i.e. ME, fibromyalgia, dementia, multiple sclerosis and epilepsy etc.)</li> <li>• An autoimmune or immunodeficiency disease (i.e. lupus, Multiple Sclerosis, diabetes, HIV, as a resulting of cancer treatment etc.)</li> <li>• A moderate to severe mental health condition (i.e. schizophrenia, bipolar disorder etc.)</li> <li>• A diagnosed medical condition which affects their mobility, a terminal illness, a severe learning disability,</li> <li>• has been diagnosed with cancer</li> <li>• has been diagnosed with heamoglobinopathies (sickle cell disease and thalassaemia)</li> </ul> <p><b>Other please specify:</b></p>	Yes / No
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### Declaration

To be completed by the applicant.

**Warning: If you knowingly make a false statement you may be liable to prosecution.**

I confirm the written information provided in this form, any continuation sheets and the supporting documentation I have provided is to the best of my knowledge correct. I understand that any information the Council obtains in connection with this application, may be shared with other departments of the Council and shared with Government Departments, for the prevention of fraud.

I confirm the proposed works are not eligible to or the subject of an insurance claim, an application for charitable monies or grant application to any other organisation.

I understand that the Council will retain the information provided by me in this application in accordance with the Data Protection Act 2018.

**Date:** .....

**Signed:** .....

### Benefit Authorisation

To be completed by the applicant or person receiving the income related or disability benefit.

I authorise the Department of Works & Pension and HM Revenue & Customs to confirm to the council, that I receive the benefit I have indicated above.

I also give my consent to the Council to refer to information provided by me in my applications for Housing Benefit or Council Tax Support

**Date:** .....

**Signed:** .....

### Intention To Reside At The Property

To be completed by the applicant.

I confirm that it is my intention to continue to reside in the property for a period of 12 months following completion of the work.

**Date:** .....

**Signed:** .....

**To submit your application for Adaptation Grant you must provided all of the information listed below:**

- A completed application form.
- Documentary evidence to show the National Insurance number(s) of the applicant.
- Documentary evidence to confirm the Financial and Vulnerable Household Information you have provided in you application.
- Two contractor's quotations for the work.

**If you have any queries or require additional information, please contact Private Sector Housing.**

FOR OFFICE USE ONLY:

IDOX Ref: .....

Date: .....

Key Worker: .....

**Blaby District Council  
LIGHTBULB  
Desford Road  
Leicestershire  
LE19 2ED**

☎ 0116 2727665  
✉ [lightbulb@blaby.gov.uk](mailto:lightbulb@blaby.gov.uk)

26/02/2019

## Appendix 6 – Adaptations Grant Owners form



Adaptation Grant – Tenants Application Owners Consent	
Address of property:	
Name of tenant:	
Description of work to be carried out:	
I am the owner of the property subject to my tenant's application for an Adaptation Grant.	
I have reviewed the proposed scheme of work and hereby given my consent for the work to be carried out.	
To be signed by all owners of the property.	
Date: .....	Signed: .....
Date: .....	Signed: .....

If you have any queries or require additional information, please contact:

Blaby District Council  
LIGHTBULB  
Desford Road  
Leicestershire  
LE19 2ED  
☎ 0116 2727665  
✉ [lightbulb@blaby.gov.uk](mailto:lightbulb@blaby.gov.uk)

<i>FOR OFFICE USE ONLY:</i>
IDOX Ref: .....
Date: .....
Key Worker: .....

## Amendments – 13/03/19

1. Cover – Addition of ‘Assistance Policy 2019 – 2024’
2. Page 4 – Reconfiguration of wording
3. Page 5 – Strategic aims moved to single page & reconfiguration of wording
4. Pages 6 & 7 - Key priorities moved to new page and reconfiguration of wording
5. Page 8 – Relocation Grant - what assistance is being offered, moved to new page addition ‘To cover removal costs, storage and help towards legal fees only, up to the maximum amount allowed.’ Appendix 1 being used as means test (for anything on RRO under 5K)
6. Page 8 – Supporting individuals with a diagnosed, permanent and substantial mental health condition or learning disability. – addition of ‘Not recoverable’
7. Page 9 – Home Support Grant addition of ‘No limit on number of applications but £5,000 maximum in a rolling 7 year period’ and ‘Not recoverable’
8. Page 9 – Ceiling Track Hoists / Equipment needed for a permanent, long term and substantial diagnosed condition – addition of ‘appendix 2’ and ‘not recoverable’
9. Page 9 – Extended warranty cover – addition ‘appendix 2’ and ‘not recoverable’
10. Page 10 – Module Ramping/suitcase or folding ramps - addition ‘appendix 1’ and ‘not recoverable’
11. Page 10 – Cover the funding gap for DFG’s over £30,000 - addition ‘appendix 1’ and ‘not recoverable’
12. Page 10 – Include council tax relief as a pass ported benefit – addition for the ‘purposes of all assistance and grant offered under this Policy’ and N/A
13. Page 10 – drop kerbs – addition ‘appendix 1’ and ‘not recoverable’
14. Page 11 – addition of all details in box relating to DFG Grant.
15. Page 11 – addition of all details in box relating to Lightbulb Discretionary DFG
16. Page 12 – all information edited
17. Page 13 – 17 – all new additional information
18. Page 18 – new details relating to discretionary DFG
19. Pages 19 – 22 – New Homes Support Grant form
20. Pages 11 – 12 Adaptation Grant detail
21. Appendix 5 – Adaptation Grant form
22. Appendix 6 – Adaptations Grant Owners consent form

## **Amendment Log**

Original document written and approved December 2018

14<sup>th</sup> March 2019, Amendments

Approval date: 13/03/19

Delivery Group: 22/03/19

Quin Quinney: 17/04/2019

29<sup>th</sup> July 2020, Amendments

Approval date: 29/07/2020

Delivery group: 29/07/2020

Teresa Neal: 7/12/20

Portfolio holder: 11/12/20

19<sup>th</sup> November 2020, Amendments

Approval date Operational Group: 19/07/20

Teresa Neal: 7/12/20

Portfolio holder:11/12/20

Accessibility amendments – 27/04/21