

HOUSING RENEWAL ASSISTANCE POLICY 2021-2026

Introduction

Targeted grant assistance or other forms of help contributes to the goals and commitments the Council has identified in the Camden Plan. It includes commitments to improve standards and affordability in the private rented sector. This policy directly focuses on some of the most vulnerable in the borough and recognises the strong link between housing and health and the changing role of the council in public health.

It is reasonable to assume that owners are responsible for maintaining the standards of their own property, but that not all owners can afford to or are in a position to do so, especially older frailer people, people with disabilities, the vulnerable, and those on a low income. The Policy enables the Council to play a vital role in assisting these groups to improve poor living conditions in the private sector. In addition, it encourages sustainable communities through the provision of advice and referral to other agencies.

The policy is consistent with the wider aims of the Camden Plan.

To meet these objectives and to deliver the priorities identified through consultation the proposed updated HRA Policy specifically aims to:

- Improve the living conditions, health, home safety and security for owner-occupiers and private sector tenants.
- Assist people to age well and live independently, whether by adapting their homes or to relocate to homes that are more suitable and reduce delays in hospital discharges.
- Improve the energy efficiency of private sector dwellings and reduce fuel poverty. Encourage renewable energy and sustainable improvements to reduce carbon emissions in the borough.
- Improving the stock in the private rented sector, by alignment of assistance with landlord accreditation and effective enforcement.
- Increase the supply of accommodation in the borough by reducing the number of empty properties.
- Target assistance to assist people with modifications to their home in to enable them to remain safely in their own homes.

The discretionary budget allocated to the policy is a total of £1 million until 2026 (£200,000 per year). Other funding may be allocated from the council or other sources during the life of this policy. Separate funding for Disabled Facilities Grants is provided by central government, the budget for 2021/22 is £1,046,736.

Grant types

Mandatory

1. Disabled Facilities Grant (DFG)

Discretionary

Owner occupiers and private sector tenant grants

2. Discretionary Disabled Facilities Grant (DDFG)
3. Health and Safety / Hospital Discharge Grant
4. Home Security Grant
5. Relocation Grant
6. Warm Home Grant
7. Warm Home Grant – Repair
8. Eco Grant

Private sector landlords

9. Landlord Security Grant
10. Minimum Energy Efficiency Standards Support Grant
11. Landlord Empty Property Grant

General terms and conditions for discretionary assistance

Mandatory Grants

1. Disabled Facilities Grant (DFG)

The disabled facilities grant is a mandatory 'means-tested' grant, to help meet the cost of adapting a property (this can include mobile homes or houseboats) in which a disabled adult or child lives. Owner-occupiers and private tenants may apply for the grant for a disabled person in their household. A landlord may apply for the grant for an adaptation for their tenant.

The adaptations must meet the specific needs of the disabled person. Grant may be available if the Council's Occupational Therapist recommends an adaptation. We will advise you how the assessment by Social Services will be arranged. The Council's Occupational Therapist will make the assessment of the persons need for adaptations in relation to their disability.

The proposed adaptations have to be reasonable and practicable in relation to the property.

Maximum Grant Amount £30,000

- If repairs are also required to the dwelling being adapted, help may be available to apply for help through a Health and Safety Grant.

A Disabled Facilities Grant is not available for the following.

- Council tenants (Council tenants should contact adult social care).
- The cost of the work or equipment is less than £1,000.
- Works are in excess of, or differ from, those recommended by Camden's adult social care Occupational Therapist.

Your financial circumstances

- The amount of grant will depend on financial circumstances of the disabled person for whom the adaptation is being carried out and that person's husband, wife or partner. If the adaptation is for a child, the financial circumstances of the parents will not be taken into account. Please see our Discretionary Disabled Facilities Grant below for exclusions to the means test requirement.
- Detailed advice and an initial check of financial circumstances will be given, to provide a guide as to how much the applicant may need to contribute towards the costs of the works. This is known as the "preliminary test of resources".

Conditions

- Where major works are required e.g. building an extension, up to £10,000 may be placed as a charge against the property – this will only be repayable on transfer of the title deeds.

- With some adaptations (namely ceiling track hoists, stair lifts etc.) the Council will include an extended warranty as a part of the grant application. This usually provides extended cover for 4-5 years after the equipment has been installed. The grant will also cover twice yearly LOLER inspections (Lifting Operations and Lifting Equipment Regulations 1998) for 5 years for ceiling track hoists. Once the manufactures warranty or the extended warrant has expired, it is the responsibility of the person receiving the grant to arrange and pay for any necessary repairs that may arise.
- In certain circumstances grant funding maybe available for necessary repairs, this does not include extending existing warranties or the provision of maintenance contracts. Where goods are beyond repair the client will be referred to Camden Social Care team, for a new occupational therapist assessment.

Discretionary Grants

Owner occupiers and private tenants

2. Discretionary Disabled Facilities Grant (DDFG)

The grant is subject to funding availability.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 enables the approval of grants that will facilitate the use of mandatory Disabled Facilities Grants (DFGs). It allows works to be done that enable the lives at home of disabled people or those likely to become disabled or infirm.

The discretionary policy means that the Council can determine the provision of DFGs subject to available funding through the following DDFG – Grant types:

Fast track DFG

Similar to the mandatory DFG, in that it is identical in terms of criteria and conditions, however, the requirement for a means test for a DFG will be removed in the following circumstances:

- Where the estimated cost of the adaptation works will be less than £10,000 (excluding any agency fees). This will apply to most applications within Camden and ensure that residents are able to access adaptations that will improve the quality of their life and reduce the likelihood of further hospital admissions.
- If additional works are required after approval of the grant which would increase the cost of the works above £10,000, no retrospective means test would be applied.
- Hospital discharge in urgent/extreme circumstances where cases are identified by health and/or social care professionals.
- Where the disabled applicant suffers from a life-limiting condition and a formal means test would significantly delay the grant application.

Maximum grant amount

- Increase the grant available for a mandatory DFG where the reasonable costs of the structural building works exceed £30,000 and the applicant has been assessed as having no contribution to make. This shall be limited to an additional £15,000.

Hospital discharge grant

- This grant supports the return of hospital patients to their home.
- The Hospital discharge grant will not be means tested.
- Funding will be available where no other relevant health or social care funding obtainable and following a referral from an OT or relevant healthcare professional.
- Example of interventions, but are not restricted to, are detailed below:
 - Decluttering

- o Deep cleaning
- o Clearing properties
- o Repairs to remove Category 1 hazards under the Housing Health and Safety Rating System (that could impact applicant and/or their carers)
- o Repair of heating systems
- Grant limit of £4,500.

Independence at home grant

- A grant to supplement existing services where an unmet need is identified through dementia aids, adaptations and assistive technology. Examples of interventions, but are not restricted to, are detailed below:
 - o Assistive technology household items
 - o Labels and signs on cupboards and doors
 - o Safer flooring
 - o Lighting adaptations
 - o Tonal contrast adaptations
 - o Furniture adaptations
- Funding will be subject to receiving a referral from an OT or relevant healthcare professional.
- Grant limit of £2,500

Non-mandatory DFG works grant.

- Enable provision of desirable works through discretionary DFG that are outside the scope of the mandatory DFG policy, including converting a room for a long term/ short-term carer.
- Use DFG to enable a disabled occupant who has been assessed as having no contribution to make to be temporarily rehoused for the duration of the works; when due to the nature of the property, the applicant is unable to stay in the property or the works would have a negative impact on the applicant's health.
- Use DFG for scooter storage, access to garden, clearing out, compact furniture to facilitate access e.g. for a wheelchair.
- Dual residency of a disabled child - In cases where families separate, and a court order provides that residency of the disabled child is split between the mother and father (or other designated guardian) the Authority may consider the award of discretionary DFG to one property.
- A DFG can be granted for a child in foster care providing the likely length of care at the dwelling is expected to be years rather than months. In such circumstances the grant will be discretionary and not mandatory and will be subject to the availability of funding.
- Pay for repair or warranty for DFG facilities where this has expired, at a maximum cost of £1500.
- Use DFG for minor adaptations under £1,000 for tenants in the private rented sector and owner-occupiers.

- Use DFG for works related to hazards to the structure of the dwelling that will reduce the risk of accidents to enable disabled persons to remain in their homes.

Note: where works for DFG discretionary grants are the same as those that would permit entitlement to Housing Renewal Assistance discretionary grants the same limits and general terms and conditions will apply.

3. Health and Safety / Hospital discharge grant

Grant assistance for essential works of repair that remedy serious hazards that will seriously affect the health and/or safety of the occupant(s), and/or prevent them being discharged from hospital.

Maximum grant

Maximum grant of £20,000 towards elimination of HHSRS category 1 hazards and works to facilitate hospital discharge.

Eligible Works – Health & Safety

- To repair defects which seriously affects the health and safety of the applicant. Examples are dangerous electrical and gas installation, significant ingress of wind and/or rain, dangerous structures, stairs, steps etc.
- To repair or modify the property, including the common parts, as part of a falls prevention programme.
- To repair, modify or adapt a property, including the common parts, to assist in a hospital discharge.
- To repair faulty equipment installed through disabled facilities grant assistance for qualifying applicants.
- To satisfy the reasonable repair criteria or the modern amenities criteria to ensure the property is a Decent Home.

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application:

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; or they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken. And have been in receipt of an approved benefit continuously for the previous 6 months.

or

2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and have been in receipt of an approved benefit continuously for the previous 6 months.

or

3. Have children aged 18 years or younger in full-time education living with them and have a total household income of less than £30,000*.

*(level based on BEIS – Green Homes Grant LAD documents – funding must be targeted at low-income households...Local Authorities can continue to use the criteria of combined household income of no more than £30,000 gross).

Hospital discharge

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; or they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken; and the works have been recommended by a hospital or ASC OT, Social worker.

or

2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and the works have been recommended by a hospital or ASC OT, Social worker.

Conditions

Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.

4. Home Security

Grant assistance for the installation of approved domestic security measures

Maximum grant amount – up to

- £1,500

Eligible Works

- Window and door locks
- Approved door viewers
- Approved door chains and limiters
- Letterbox shrouds
- London and Birmingham bars
- Intercom entry systems
- Video entry systems

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application:

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; or they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken. And have been in receipt of an approved benefit continuously for the previous 6 months.

or

2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and have been in receipt of an approved benefit continuously for the previous 6 months.

or

3. Have children aged 18 years or younger in full-time education living with them and have a total household income of less than £30,000*.

*(level based on BEIS – Green Homes Grant LAD documents – funding must be targeted at low-income households...Local Authorities can continue to use the criteria of combined household income of no more than £30,000 gross).

Conditions

Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.

5. Relocation Grant

We seek to help the most vulnerable members of the community to improve their homes but in some cases, providing support for an occupant to relocate to more suitable accommodation may be the most appropriate option.

Grant assistance towards relocation costs where:

- The cost of refurbishing the dwelling to remedy significant hazards is in excess of other grant assistance and sufficient other sources of finances, are not available to the applicant; or
- For a disabled person, where the Occupational Therapist advises that the privately rented dwelling is unsuitable for adaptation works, or the cost of the works is in excess of the grant assistance and sufficient other sources of finances are not available to the applicant.

Maximum Grant Amount – up to

- £12,000

Eligible Fees and Services

Relocation grants can be used to pay moving costs, utility connection costs or fees for services provided by approved organisations such as a Home Improvement Agency.

Eligible Applicants

Eligibility is limited to applicants in receipt of an approved benefit, and are:

- Private sector tenants (excluding RSL tenants) with a disability who are eligible for a Disabled Facilities Grant for adaptations which cannot be achieved in their current home.

Conditions

- No grant is payable unless evidence is provided that other sources of financial assistance have been sought and are not reasonably available.
- The Council must be satisfied that it is suitable for the applicant.
- Agreement that the property is suitable from Camden's Occupational Therapy Service must be given.
- The Council will not provide this type of assistance retrospectively.
- Applicants must receive written approval from Council prior to relocating to another dwelling.

Receiving this grant does not prevent applicants applying and potentially receiving Grants and assistance from other schemes in this policy.

6. Warm Home Grant

Discretionary grant assistance for the installation and maintenance of energy efficient/low carbon measures which directly improve, health, safety and well-being.

Maximum Grant Amount – up to

- £8,000

Eligible Works

The approved energy efficiency measures include: -

- Installation of new central heating systems (gas/heat pump).
- Replacement boilers with Part L compliant boilers.
- Insulation of external cavity walls
- Insulation of internal or external solid walls
- Installation of flat roof insulation above habitable rooms
- Installation of floor insulation for habitable rooms above an unheated void
- Loft Insulation and/or an insulating jacket for hot water tanks where other eligible works are carried out at the same time.
- Draught proofing if loft or cavity/solid wall insulation is installed at the same time.
- Ancillary works directly necessary for installing insulation.
- In deciding whether other works are eligible, the whole life cost benefit of the works will be considered.

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application:

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; or they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken. **And have been in receipt of an approved benefit continuously for the previous 6 months.**

or

2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; **and have been in receipt of an approved benefit continuously for the previous 6 months.**

or

3. Have children aged 18 years or younger in full-time education living with them and have a total household income of less than £30,000*.

*(level based on BEIS – Green Homes Grant LAD documents – funding must be targeted at low-income households...Local Authorities can continue to use the criteria of combined household income of no more than £30,000 gross).

or

4. **Non means tested.** Aged 70 years or over and their partner is 65yrs or older and are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; or they have a duty to carry out the works. And have written permission from the landlord for the works to be undertaken.
5. **Non means tested.** Aged 70 years or over and their partner is 65yrs or older. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years.

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.
- Grant will not be available for electric heating unless a gas supply is not readily available, and the type of electric heating will need to be approved by the Council.
- Gas central heating boilers to have a minimum seasonal efficiency of 90% and to have Nitrous Oxide (NOx) emissions of 40mg/kWh or less.
- A 10-year sealed audible carbon monoxide (CO) alarm must be fitted in the room housing the gas boiler. The alarm must be marked to EN 50291 and have the British Standards' Kite mark or another European approval organisation's mark on it. The alarm must fitter in accordance with the manufacturer's instructions.

7. Warm Home Grant – Repair

Grant assistance to help those that cannot afford to pay for repairs to space heating systems that are out of warranty.

Maximum Grant Amount – up to

- £1000

Eligible Works

- Repairs to existing space heating systems which are out of warranty.

Eligible Applicants

Applicants will be eligible to apply if at the time of the completed application:

1. They are an assured, regulated or controlled private tenant and have occupied the dwelling in the same tenure for the previous 10 years; or they have a duty to carry out the works; and have written permission from the landlord for the works to be undertaken. And have been in receipt of an approved benefit continuously for the previous 6 months.

or

2. They are a leasehold or freehold owner-occupier who have owned and occupied the dwelling for the previous 10 years; and have been in receipt of an approved benefit continuously for the previous 6 months.

or

3. Have children aged 18 years or younger in full-time education living with them and have a total household income of less than £30,000*.

*(level based on BEIS – Green Homes Grant LAD documents – funding must be targeted at low-income households...Local Authorities can continue to use the criteria of combined household income of no more than £30,000 gross).

Conditions

- Grant will not be paid where financial assistance is available from another organisation or scheme, or where the works can be funded through a claim on the household insurance policy.
- The grant will not cover the cost of any service or maintenance plans.

8. Eco Grant

A grant to owner occupiers and joint owner occupier freeholders of private residential property where the applicant receives relevant Council planning permission for the installation of environmentally beneficial systems.

Maximum Grant Amount – up to

- £2,500 – per installation and
- £5,000 – per property

Eligible Works

- A solar water heating system
- Photovoltaic cells to generate electricity.
- A similar agreed scheme subject to the appraisal of its benefits
- Installation of an approved green or brown roof
- Installation of air source heat pump/s

Eligible Applicants

- Applicants are freeholder owners of properties containing private rented tenants or leaseholders, or leaseholders who own a share of the freehold of their building.
- All leaseholders within the property have a tenancy granted for a term exceeding 21 years.

Conditions

- Applications should be supported by a whole house PAS2035 retrofit plan where possible.
- The property will need to be suitable for the installation.
- To qualify for this grant, householders with un-insulated pitched roofs must have loft insulation installed to part L if it is feasible to do so.
- Camden Council Grants may be used in conjunction with any other assistance, such as a Government scheme or other scheme. Any other funding awarded will be taken into consideration when calculating the grant. The grant will not exceed the cost of the works.
- Payment will only be made if the property: -
 - does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and
 - where the premises are liable for licensing under Part 2 or Part 3 of the Housing Act 2004, the premises are licensed.

Private Sector Landlords

9. Landlords Security Grant

Grant assistance to encourage landlords and freeholders to improve domestic security in their properties.

Maximum grant amount

- £500 per let for approved security measures.
- £5,000 per building for approved security measures; whichever is the lesser amount.

Eligible works for approved security measures

- Communal intercom door entry system must extend to all lets within the building.
- Video security systems
- Window and door locks
- Approved door viewers
- Letterbox shrouds
- London and Birmingham bars

Conditions

- Where the premises are liable for licensing under Part 2 or 3 of the Housing Act, the premises are licensed.
- At completion of the works the landlord must be a member of the [London Landlord Accreditation Scheme](#)

10. Minimum Energy Efficiency Standards Support Grant

Grant assistance to support landlords to improve the energy efficiency of properties to band C where the property has an existing energy performance certificate rating of band D to G.

Maximum grant

- Match fund landlord contribution (excluding any other external funding), subject to a maximum of £10,000 per building.

Eligible works for MEES support grant

- Any works recommended via:
 - Valid energy performance certificate (EPC should be ideally no more than 24 months old); and/or
 - Through whole house PAS2035 retrofit plan (for properties where EPC is not required, e.g. House in Multiple Occupation). Any works to be overseen by a retrofit coordinator.

Conditions

- On completion of the works the property will achieve a rating of at least band C.
- Grant assistance will not be available where works are covered by a scheme provided by an organisation other than Camden.
- No grant assistance will be available where a notice requiring works to be carried out for excess cold has been served under Part 1 of the Housing Act 2004, unless a complete application is received before the start date of works, as detailed in the statutory notice.
- Gas central heating boilers to have a minimum seasonal efficiency of 90% and to have Nitrous Oxide (NOx) emissions of 40mg/kWh or less.
- A certificate of future occupation is required for renting for 5 years.
- Where applicable the landlord must complete the HMO Certificate.
- Property must comply with Camden's HMO standards, where applicable.
- Where the premises are liable for licensing under Part 2 or 3 of the Housing Act, the premises are licensed.
- At completion of the works the landlord must be a member of the [London Landlord Accreditation Scheme](#)

11. Landlord Empty Property Grant

Grant assistance to increase the supply of residential accommodation and encourage the owners of properties that have been empty for a significant period of time to bring them into residential use. It is a condition of the grant that the property must not have been intentionally left vacant for at least 12 months prior to the date of application.

Maximum Grant Amount – up to

- £15,000 – per bedsit and/or studio and/or one bedroom dwelling
- £30,000 – per two-bedroom single household dwelling
- £40,000 – per three-bedroom single household dwelling or larger
- £80,000 – per building; Whichever is the lesser amount

Eligible Works

- All necessary works required so that at completion the property will comply with Part 1 of the Housing Act 2004 and be a Decent Home.

Eligible Applicants

- Applicants must have an owner's interest in the premises, and where the owner's interest is leasehold, the lease must have at least 10 years remaining at approval.

Conditions

- The owner must sign an agreement with the Council and to make the accommodation available for letting by Camden's Housing Department nominated tenants. If the accommodation is not required by the Councils Housing Department, it must be let at the Local Housing Allowance rent level for the 3-year period.
- The property, whether residential or commercial, must not have been intentionally left vacant for at least 12 months prior to the date of application.
- At completion of the works the landlord must be a member of the London Landlord Accreditation Scheme & London Rental Standard (LRS)
- Property complies with Camden's HMO standards where applicable.
- Works must be undertaken to bring the property up to Part L of the current Building Regulations if practicable.
- Applicants MUST have planning approval or change or established use certificates prior to making an application.
- The grant must be repaid in full if the dwelling is sold within 3 years.
- There can be no further grant awarded for works to the property except for a landlord application for DFG where the tenant is eligible, within 10 years of completion of works.
- Where the premises are liable for licensing under Part 2 or 3 of the Housing Act, the premises are licensed.
- At completion of the works the landlord must be a member of the [London Landlord Accreditation Scheme](#)

- The property does not contain any Category 1 hazards under Part 1 of the Housing Act 2004 and be a decent home.

General terms and conditions for discretionary grant assistance

1. All discretionary assistance is subject to the availability of funding. The availability of any of the grants or assistance may change at any time without notice, and the Council will not be liable for any costs incurred in an unsuccessful application for whatever reason.
2. Assistance will not be provided for works commenced and/or completed before formal written approval is obtained.
3. The availability of assistance cannot be guaranteed until the applicant receives a written formal approval document.
4. No discretionary assistance will be available to applicants living in dwellings owned by members of the applicant's family*, the Council, Housing Associations, the health authority or other similar public bodies.

*Members of your family include the following:

- Your spouse, or person living with you as wife or husband.
 - Your children, this includes stepchildren.
 - Your parent(s), grandparent(s), grandchildren, brother, sister, aunt, uncle, nephew, niece.
5. With the exception of Eco grants, Landlord Grants or Housing Supply Grants, if an applicant owns a second home that is not tenanted, no grant assistance can be considered.
 6. Except where mentioned in the eligibility criteria and/or terms for the type of assistance, no grant will be available, if the dwelling is in joint ownership (including leaseholders with repairing obligations), unless all owners satisfy the eligibility criteria to qualify for that assistance, unless there is just cause e.g. legally separated couples.
 7. If an applicant seeks assistance for works, where other types of assistance for the works is available, such as neighbourhood renewal funding etc. they will normally be required to seek the alternative form of assistance before being entitled to assistance under this policy.
 8. No grant will be available to an applicant for works of repair or improvement, where assistance was paid to the applicant, or partner or joint owner, for a similar type of works within 5 years of the new application. [To avoid doubt, the type of works, not the name of the assistance, is the relevant issue and no grant will be available to an applicant for the same type of works that was formally known under another name. E.g. (Home Repair Assistance) Minor Works Grant, Health, Safety & Security Grant, within 5 years of the new application].
 9. The applicant is responsible for obtaining all necessary permissions for the works, including where necessary, landlord's and/or freeholder's permissions, building regulation approval, listed building approval, planning permission etc. The reasonable cost may be included in the cost of the eligible works, up to

the maximum grant amounts. Approval of an application for assistance does not in any way imply that any necessary permissions, referred to in this clause, have been given.

10. No grant will be available for works which are eligible for funding through an insurance claim.
11. Grant may be payable where an applicant had received assistance for works but the new application is for works of another type e.g. an applicant who received a Warmer Cheaper Greener Grant previously for a new boiler may apply for a grant for window locks but would not be entitled to another Warm Home Grant for new heating controls.
12. Grant Assistance will only be available to the following tenants:

Assured Tenants

You are likely to be an assured tenant if all these apply;

- You pay rent to a private landlord.
- You have control over your home so that your landlord and other people cannot come in whenever they want to.
- Your landlord does not live in the same building as you.
- You moved in between 15 January 1989 and 27 February 1997 and your landlord did not give you a notice saying that you have an assured shorthold tenancy.
- You can also be an assured tenant if you moved in after 27 February 1997 but this is quite rare. This can only happen if your landlord gave you a written notice saying that you have an assured tenancy before your tenancy started, or if you previously had an assured tenancy in the same accommodation with the same landlord.

Regulated Tenants

You are likely to be a regulated tenant;

- If you pay rent to a private landlord and your tenancy started before 15 January 1989.
- You may still be a regulated tenant even if you later signed a new tenancy agreement after that date with the same landlord.
- You will not be a regulated tenant if you've lived in the same property as your landlord since your tenancy started.

Controlled Tenants

- Almost all controlled tenancies were converted into regulated tenancies by the Housing Act 1980

13. An application is deemed to be complete when all the following documentation has been received by the Council:
 - A fully completed and signed application form,
 - Itemised estimates for the approved works from bone fide contractors.

- Proof of ownership
 - Proof of eligibility
 - Landlords permission, in the case of rented accommodation
 - Freeholders permission, where necessary, and
 - Any other documentation requested by the Council to either prove the eligibility of the client, the extent, nature or need for the works or to monitor the effectiveness and/or impact of the assistance.
14. Where works are to be carried out by a contractor, assistance will only be given where the Council is satisfied that the contractor is bona fide. To be bone fide, the contractor must be VAT registered, a limited company incorporated to carry out works, a member of a recognised trade organisation or body and have satisfactory public liability insurance.
 15. Except where mentioned in the eligibility criteria and/or terms for the type of assistance, no assistance is available unless a 10-year life battery operated single point smoke alarm, or better, CO2 is installed in the dwelling as part of the assistance funded works. This clause does not apply to landlords receiving assistance to a house or flat in multiple occupation
 16. Applicants must be 18 years of age or over at the date of the application.
 17. Reasonable fees, at a rate decided by the Council, may be included for assistance from architects, surveyors, engineers, advisors etc., where deemed necessary and applicable. The applicant is advised to confirm the eligibility with the Council before incurring any costs.
 18. An application for assistance will not be approved unless the Council is satisfied that the works are necessary.
 19. The works must be completed within 6 months from of the date of formal written approval. In certain circumstances, a shorter time may be deemed necessary.
 20. A shorter timescale than 6 months may be applied to an approval, provided the applicant is made aware in writing that a shorter timescale, from approval to completion, is required for whatever the reason. The Council must have good reason to set a short timescale, such as to protect the Council's assistance budget.
 21. Any approval will cease to have affect at the expiry of the timescale for works to be completed, unless extended in writing by the Council.
 22. Payment will only be made upon completion of works to the satisfaction of the Council and upon satisfactory receipt of all necessary invoices, guarantees and certificates.
 23. Except where specifically exclude under the details of assistance, all landlords are required to be members of the London Landlord Accreditation Scheme, before payment of any grant will be made.
 24. Approved Benefits

The following benefits or tax credits are deemed to satisfy the approved benefit requirement as detailed above: -

- Attendance Allowance
- Child Tax Credit (household income less than £30,000)

- Council Tax Support
- Disability Living Allowance (DLA)
- Employment Support Allowance (ESA)
- Housing Benefit
- Income Support
- Industrial Injuries Disablement Benefit
- Job Seekers Allowance (JSA)
- Pension Credit Guarantee
- Personal Independence Payment (PIP)
- Universal Credit
- War Disablement Pension

NOTES:

- Householder includes the applicant's spouse, or partner, if they are living with the applicant.
- Partner means the spouse/partner of the person with whom the applicant lives as husband or wife or civil partner.