

# **Disabled Facilities Grant Policy**

**May 2026**

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## 1. Policy Introduction

- 1.1. This document sets out how Nottingham City Council (the Council) provides major adaptations to private sector residential properties, including homes owned by Registered Providers, through the Disabled Facilities Grant (DFG). It explains how the Council will meet its mandatory statutory duties and make use of its discretionary powers to support residents who require essential adaptations to live safely and independently. Adaptations to the Council's own housing stock are governed by a separate policy.
- 1.2. This document contains information on eligibility for grant assistance, conditions relating to applications, approval and payment of grant and other relevant conditions and requirements.
- 1.3. Under the Care Act 2014, the council has a statutory duty to provide services and support that help individuals maintain their independence. The core purpose of Adult Social Care support is to promote wellbeing, prevent or delay the need for care, and enable individuals to live as independently as possible. To meet these duties, Nottingham City Council must ensure that practical assistance is available, including the provision of home adaptations.
- 1.4. The duties for the council in relation to children's social care are set out in Part 3 of the Children Act 1989 and section 2 of the Chronically Sick and Disabled Persons Act 1970. These place responsibilities on councils to provide support and practical assistance, including adaptations, where this is necessary to meet the needs of disabled children.
- 1.5. Under the Housing Grants, Construction and Regeneration Act 1996 (the 1996 Act), local housing authorities have a statutory duty to provide Disabled Facilities Grants (DFGs) for eligible adaptations in private sector homes, provided that all relevant legislative criteria are met.
- 1.6. Nottingham City Council acts as both a social care authority and a local housing authority, giving it distinct yet complementary responsibilities in assessing need and determining the provision of home adaptations.
- 1.7. As the social care authority, the Council assesses an individual's eligible needs and identifies the outcomes required for them to live safely and independently. As the local housing authority, the Council then determines what action to take based on that assessment, including what type of adaptations, if any, should be approved for grant funding. All decisions must be based on whether the proposed works are necessary and appropriate to meet the disabled applicant's assessed needs, and whether they are reasonable and practicable, taking into account the age, condition and layout of the property.
- 1.8. The Disabled Facilities Grants (DFG) is delivered through an integrated service by the Adaptations and Renewal Agency working closely with OT services for adults and children. The relevant Occupational Therapy (OT) service will identify an applicant's needs and make referrals to the Adaptations and Renewals Agency (ARA) recommending work to

be carried out and the ARA in line with the obligations set for local housing authorities will consider these. Any referral made by an independent occupational therapist will be considered in the same way and the ARA will refer all relevant documentation to the appropriate OT service for comment in compliance with its statutory duty to consult.

- 1.9. In addition to providing mandatory DFG's, the Council has the power to offer discretionary financial assistance by virtue of the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. This policy explains how the Council has utilised these powers to enhance its ability to distribute its allocated Disabled Facilities Grant monies.
- 1.10. The award of any discretionary funding within this policy will be subject to the Council's available resources at the time of the application. Ongoing monitoring will ensure that discretionary expenditure does not compromise the Council's ability to meet its statutory duties under the mandatory DFG programme. If sufficient resources are not available to fund other Occupational Therapy referrals at that point in time, the Council reserves the right not to approve discretionary funding. The Council will, however, consider the anticipated demand for discretionary assistance and, where practicable, incorporate this into its financial planning and bidding processes to support sustainable delivery.

## **2. Works Eligible for Mandatory Grant**

- 2.1. The purposes for which mandatory DFGs may be given are set out in section 23(1) of the 1996 Act and have subsequently been added to by the Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008. The following is a summary of the categories for which grant might be provided but more detailed information can be found in the Act and associated guidance – see the following link: [Disabled Facilities Grants](#). The Council will have regard to the 1996 Act and associated guidance in determining the eligibility of any works for a DFG. The categories can be broadly summarised as follows:
  - Facilitating access – grant may be given for works to remove or overcome any obstacles which prevent the disabled person from moving freely into and around the dwelling, access to the garden and enjoying use of the dwelling and facilities or amenities within it. This includes facilitating access to the principal family room.
  - Making a dwelling or building safe – grant may be given for certain adaptations to the dwelling or building to make it safe for the disabled person and other persons residing with them. This may include the provision of lighting where safety is an issue or for adaptations designed to minimise the risk of danger where a disabled person has behavioural problems.
  - Access to a room usable for sleeping – grant may be given for the provision of a room usable for sleeping where adaptation of an existing room (upstairs or downstairs) in a dwelling or the access to that room is unsuitable. Where the disabled person shares a bedroom with a spouse or partner a grant may be given to provide a room of sufficient size so that normal sleeping arrangements can be maintained.

- Access to a bathroom – grant may be given for the provision of, or access to, a WC, washing, bathing and/or showering facilities and includes facilitating the use of such facilities.
- Facilitating preparation and cooking of food – grant may be given to re-arrange or enlarge a kitchen to improve the manoeuvrability for a wheelchair and to provide specially modified or designed storage units, work top area etc. Where most of the cooking and preparation of meals is done by another household member, it would not normally be appropriate to carry out full adaptations to the kitchen. However, it might be appropriate to carry out certain adaptations that enable the disabled person to perform minor functions in the kitchen, such as preparing light meals or hot drinks.
- Heating, lighting and power – grant may be given to provide or improve the existing heating system in the dwelling to meet the disabled person’s needs. A grant will not be given to adapt or install heating in rooms which are not normally used by the disabled person. The installation of central heating will only be considered where the well-being and mobility of the disabled person would otherwise be adversely affected. Provision is also made under this section for the adaptation of heating, lighting and power to make them suitable for use by the disabled person.
- Dependant residents – grant may be given for works to enable a disabled occupant better access around the dwelling in order to care for another disabled person who normally resides there whether or not they are related to the disabled person. Such works could include adaptations to a part of the dwelling to which the disabled person would not normally need access, but which is used by the person to whom they are providing care and therefore it is reasonable for such works to be carried out.
- Common parts grant may be given for works to facilitate access to a dwelling through common parts of a building.

### **3. Maximum Amount of Disabled Facilities Grant**

- 3.1. The maximum amount of mandatory grant that the Council can pay for any single grant application is currently £30,000.
- 3.2. The Council has agreed through this Policy to potentially provide up to an additional £20,000 as a discretionary top-up. The Discretionary top-up will be considered where circumstances are such that the cost of eligible work exceeds £30,000 (either as a result of unforeseen works post approval or due to the extent of the original work required). This type of assistance will only be offered as a top up for schemes that fall within [the Works Eligible for Mandatory Grant as outlined in section 2](#) and when repayment conditions can be applied.
- 3.3. Any mandatory or discretionary top up assistance awarded may be subject to Means Testing. The amount of grant will be reduced by any contribution assessed as payable by the grant applicant [see section 10](#) for more detail as to the Council’s approach to Means Testing.

- 3.4. Where mandatory or discretionary top up assistance has been awarded, if the subject property is disposed of within 10 years of the certified date the Council will require repayment of all or a proportion of the grant subject to the criteria as detailed in [section 4](#). All grant conditions for mandatory or discretionary top up assistance will cease on expiry of the 10-year period from the certified date.
- 3.5. In exceptional and compelling circumstances, and where budget allows, the Council may approve further discretionary assistance above the £20,000 limit. Any such approval must be authorised through Nottingham City Council's Officer Executive Decision (OED) process, in accordance with the Council's Scheme of Delegation. Any discretionary assistance awarded under these exceptional arrangements will be fully recoverable on sale or transfer.
- 3.6. Availability of Funding; discretionary grants are subject to the availability of Council resources. If funding is required to meet mandatory DFG demand the Council reserves the right not to approve discretionary funding.

#### **4. Repayment Conditions in Disposal**

- 4.1. The Council has used its discretionary powers when setting out its repayment conditions for schemes that meet the Works Eligible for Mandatory Grant ([see section 2](#)), for grants up to £50,000. The council's repayment conditions run for a specific period following the completion of any DFG that exceeds a grant total of £10,000. These conditions commence from the certified date of the grant (the date at which the Council has certified that the works have been carried out to its satisfaction) for a maximum of 10 years. The application of such conditions will apply only if the grant applicant has an owner's interest in the subject property. The maximum amount that the Council can recover is £10,000.
- 4.2. The Council has determined that it will require repayment by the applicant if:
1. the applicant disposes (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given within 10 years of the certified date; and
  2. the Council having considered:
    - the extent to which the applicant would suffer financial hardship if the applicant were required to repay all or any of the grant;
    - whether the disposal of the premises is to enable the applicant to take up employment or to change the location of their employment;
    - whether the disposal is made for reasons connected with the physical or mental health or well-being of the applicant or of a disabled occupant of the premises; and
    - whether the disposal is made to enable the applicant to live with, or near, any person who is disabled or infirm and in need of care which the applicant is intending to provide or who is intending to provide care of which the applicant is in need by reason of disability or infirmity; and

3. the Council is satisfied that it is reasonable in all the circumstances to require the repayment.
- 4.3. If an applicant is of the opinion that any of the exemptions detailed above may be appropriate, then they will be required to submit written representations to the Council setting out their case in full.
- 4.4. If no exemption is deemed appropriate the eligible element of the grant that can be reclaimed following a disposal of the property will be recovered in full upon sale of the property.
- 4.5. This condition will be registered as a local land charge and is binding on any person who is for the time being an owner of the dwelling or building.
- 4.6. Discretionary grants in excess of the £20,000 top up and the discretionary grants outlined in [sections 5-7](#) will have different repayment conditions, these are further outlined in [appendix 1](#).

## **5. Other Types of Discretionary Assistance Within the DFG**

- 5.1. In addition to offering a discretionary top up of £20,000 the council is further utilising its discretionary powers to offer the following areas of discretionary assistance through its Disabled Facilities Grant.

### **5.2. Relocation Grant**

- 5.2.1. A relocation grant may be available to an applicant who owns or privately rents their property if adaptations to their current home through DFG are determined not to be feasible or reasonable and they are considering relocation to a property they intend to purchase or rent.
- 5.2.2. Applicants must be 18 or over on the date of application is made and, in the case of a disabled child, the parent(s) would make the application.
- 5.2.3. The Council must be satisfied that the proposed property already meets the needs of the disabled person without further adaptation or are satisfied that it can adapted at a reasonable cost.
- 5.2.4. The relocation grant can assist in two ways:
  - A grant of up to £5,000 may be made available towards specific relocation expenses, which includes estate agent fees, legal costs, removal costs and up to a 75% contribution toward 'white goods' in the new premises if these are not provided.
  - A grant of up to £50,000, capped at the cost to adapt the original home, may be made available towards the purchase price

- 5.2.5. The new property must be the disabled person's main residence, and no applicant will be awarded a Relocation Grant on more than one occasion.
- 5.2.6. Applications must be submitted prior to the relocation as grants cannot be paid retrospectively.
- 5.2.7. The Council will require quotations from independent contractors in compliance with the Council's procurement rules that realistically reflect the cost of the works/service provided.
- 5.2.8. All applicants will be required to complete the move within 12 months from the date of approval of their application. Any payments made will be made either directly to the service/work provider or to the grant applicant. Valid invoices or receipt must be provided prior to payment.
- 5.2.9. If the move is aborted through the fault of the applicant then costs will not be paid, and any costs already paid will be reclaimed from the applicant. If the reason for the move failing is through no fault of the applicant, then the Council will not recover the costs.
- 5.2.10. Specific conditions for financial assistance with moving costs:
- This portion of the grant is capped at £5,000 or the cost to adapt the original property, whichever is the lesser.
  - If on sale of the applicant's existing property, net equity of more than £20,000 is released, the Relocation Grant will only fund the physical removal costs (net equity refers to any equity released when the purchase price of the new property is less than the existing property's selling price).
  - This portion of the grant will be subject to the Council's Test of Resources as outlined in [section 10](#) and repayment conditions outlined in [section 4](#).
- 5.2.11. Specific conditions for financial assistance towards purchase price:
- This portion of the grant is capped at £50,000 or the cost to adapt the original property, whichever is the lesser.
  - The Relocation Grant scheme for both adults' and children's applications will be subject to the Test of Resources outlined in [section 10](#). Where assistance with moving costs and purchase price is approved a single means test will cover the whole of the relocation grant.
  - The Relocation Grant will be recorded as an indefinite local land charge and the full amount of the grant will be repayable on sale or transfer of the property.
- 5.2.12. Availability of Funding; discretionary grants are subject to the availability of Council resources. If funding is required to meet mandatory DFG demand the Council reserves the right not to approve discretionary funding.

### **5.3. Children living in joint residency arrangements**

5.3.1. Where a disabled child lives between the homes of separated parents, a statutory Disabled Facilities Grant (DFG) can only be awarded for adaptations at the child's main residence. In most cases, this will be the home of the parent who receives Child Benefit. However, it is often in the child's best interests for both properties to have suitable adaptations. In these circumstances, the Council may consider awarding a discretionary grant for adaptations at the second property, even if a mandatory DFG has been or will be awarded for the child's main residence.

5.3.2. If a court order or mediation agreement sets out that the disabled child spends significant and regular time with each parent (or designated guardian), the Council may consider discretionary funding for the second property. Discretionary support will only be available where the proposed adaptations fall within categories outlined in [section 2](#) Works Eligible for Mandatory Grant and they are assessed as necessary and appropriate, and reasonable and practicable.

5.3.3. The Council will review the details of any relevant court order or agreement, particularly the time the child spends at each property. There is no fixed percentage split; each case will be assessed individually. Considerations may include, the number of overnight stays at each property, the expected duration and frequency of stays and any specific requirements outlined in legal agreements.

5.3.4. Key conditions for this grant include:

- Assistance may be awarded up to a maximum of £30,000.
- No means test will be applied (in line with mandatory grants for children and young people).
- The grant will be registered as a local land charge.
- If the property is sold within 10 years of the certified date, the Council may require full or partial repayment, applying the criteria set out in [section 4](#).
- All grant conditions expire 10 years after the certified date.

5.3.5. Availability of Funding; discretionary grants are subject to the availability of Council resources. If funding is required to meet mandatory DFG demand the Council reserves the right not to approve discretionary funding.

#### **5.4. Applicants with a Motor neurone disease diagnosis**

5.4.1. Motor neurone disease (MND) is a rapidly progressing and life-limiting neurological condition that affects the brain and spinal cord. It significantly reduces life expectancy, with around one-third of people dying within a year of diagnosis and over half within two years.

5.4.2. Many people with MND continue working during the early stages of the condition, which can make them ineligible for DFG support under the current means-testing rules. However, by the time they are no longer able to work, living in an un-adapted home can make everyday activities extremely difficult and can place considerable strain on the individual and their carers.

5.4.3. To ensure that residents with MND receive timely and effective support and that essential adaptations are not delayed by financial barriers, the Council has established a fast-track DFG process. Applicants with a confirmed diagnosis of motor neurone disease whose proposed adaptations fall within categories outlined in [section 2](#) will be eligible for an expedited assessment and approval route, in addition no means test is applied for adaptations costing up to £20,000.

5.4.4. There are no repayment conditions for this grant, however Specialist Equipment may be recovered as outlined in [section 17](#).

5.4.5. Availability of Funding; discretionary grants are subject to the availability of Council resources. If funding is required to meet mandatory DFG demand the Council reserves the right not to approve discretionary funding

## **5.5. Decent Homes for Disabled People Grant**

5.5.1. A Decent Homes for Disabled People Grant of up to £10,000 may be awarded to a disabled person who has an active DFG application for works outlined in [section 2](#). This discretionary grant is available where essential repairs or improvements are required before adaptation works can begin, and where those repairs address a hazard identified under the [Housing Health and Safety Rating System](#) (HHSRS).

5.5.2. This grant may be provided in addition to the maximum grant outlined in [section 3](#).

5.5.3. Applications relating to both adults and children will be subject to the Test of Resources outlined in [section 10](#). Where the applicant is an adult, a single assessed contribution will apply across both the mandatory DFG and this discretionary grant.

5.5.4. This grant will be recorded as an indefinite local land charge and the full amount of the grant will be repayable on sale or transfer of the property.

5.5.5. Availability of Funding; discretionary grants are subject to the availability of Council resources. If funding is required to meet mandatory DFG demand the Council reserves the right not to approve discretionary funding.

## **6. General Requirements and Grant Conditions**

The following sections cover general requirements and conditions that will apply to both mandatory DFGs and discretionary DFGs.

## 7. Applications for grant

### 7.1. Definition of disabled person

For the purposes of the legislation relating to DFGs, a person is defined as being disabled if:

- their sight, hearing, or speech is substantially impaired; or
- they have a mental disorder or impairment of any kind; or
- they are physically substantially disabled by illness, injury, impairment present since birth or otherwise.

7.1.1. A person aged 18 or over is taken to be disabled if:

- they are registered as a result of any arrangements made under the Care Act or any subsequent act; or
- they are a person for whom welfare arrangements have been made under that section or might be made under it.

7.1.2. A person aged under 18 is taken to be disabled if:

- they are registered in a register of disabled children maintained under the Children Act 1989 or any subsequent act; or
- in the opinion of the social services authority (Nottingham City Council) they are a disabled child as defined for the purposes of Part III of the Children Act 1989.

### 7.2. Applicant's criteria

7.2.1. The Council cannot consider an application for a mandatory or discretionary DFG unless it is satisfied that:

- the applicant has or proposes to acquire an owner's interest in every parcel of land on which the relevant works are to be carried out; or
- the applicant is a tenant of the dwelling where the relevant works are to be carried out.

#### Certificate required in case of owner's application

7.2.2. An owner's application for a DFG must be accompanied by an owner's certificate which will certify that the applicant has or proposes to acquire an owner's interest and that they intend that the disabled occupant will live in the dwelling as their only or main residence throughout a period of five years following completion of the works.

#### Certificate required in case of tenant's applications

7.2.3. A tenant's application for a DFG must be accompanied by a tenant's certificate which will certify that the application is a tenant's application and that the applicant intends that the disabled occupant (whether that is the applicant or someone in the applicant's household) will live in the dwelling as their only or

main residence throughout a period of five years following completion of the works.

7.2.4. A tenant's application should be accompanied by an owner's certificate from the person who at the time of the application is the landlord under the tenancy. The Council can waive this where it is not reasonable in the circumstances to request a certificate.

7.2.5. Private tenants must obtain their landlord's written permission and landlord's ownership certificate for the subject works before a DFG can be approved. Where a landlord withholds this permission for the works to be undertaken a grant cannot be approved. Any DFG approved would not normally include any element of reinstatement.

#### Occupiers and Consent Certificates (houseboats and park homes)

7.2.6. Occupiers of houseboats and park homes must provide an 'occupier's certificate' certifying the intention of the disabled occupier to occupy the qualifying houseboat or park home as his only or main residence throughout the grant condition period (5 years from the certified date). Any such certificate must also be accompanied by a 'consent certificate' from each person who owns the mooring or land on which the houseboat or park home is stationed or who owns the houseboat or park home.

## **8. Means tested contributions/Successive Grants**

- 8.1. Applicants for DFGs will be required to complete a test of resources form (means test) to determine whether any contribution is to be paid towards the cost of works. At the point of referral to the ARA, while the applicant is on the waiting list they are encouraged to complete a Preliminary Means Test to determine whether they will be expected to pay anything towards the cost of the proposed work.
- 8.2. Before a grant application can proceed the Council will undertake the means tests in line with the prevailing statutory provisions in force at the point of application. At present, parents of disabled children and young persons are not subject to a test of resources. The recipient of a passport benefit (a number of means tested mainstream benefits) will automatically be assessed as having a NIL contribution toward any grant award and will receive full grant.
- 8.3. Once the means test has been completed in accordance with the national formula, the Council may waive a portion of any assessed client contribution for grants up to £50,000, where the proposed adaptation falls within the categories outlined in [section 2](#). The current amount of contribution to be waived is published on the Council's website ([see: {web page}](#)), this may be updated periodically.

- 8.4. If an applicant has an assessed contribution, they pay the contribution to the Council ahead of any works starting.
- 8.5. In circumstances where an applicant has a degenerative condition and where it is likely additional adaptations may be required over time it should be noted that there is no restriction on further grant applications at a later date. Any contribution paid by an applicant toward an initial application will be deducted from any future assessed contribution if the second application is made within a prescribed period (10 years for owner occupiers and 5 years for tenants).
- 8.6. This provision means that it may be in the interest of applicants to proceed with a grant application even if their assessed contribution is higher than the likely cost of works, leading to the award of a 'nil grant' approval. In such circumstances the applicant must proceed to complete the subject works to a satisfactory standard. If a second application is submitted within the prescribed period, the cost of the previously completed works will be deducted from any assessed contribution the applicant might have.
- 8.7. The Council reserves the right to increase or decrease the amount of contribution waived to ensure it has the financial capacity to meet mandatory DFG demand.

## **9. Managing a DFG Application and Cost of Work**

- 9.1. To ascertain what is required the ARA will undertake a survey of the dwelling and develop a specification including a drawing of works. The specification will be sent to the Occupational Therapist for agreement that this will meet the applicant's needs. Once the specification has been agreed by the Occupational Therapist, a copy of this will be sent to the applicant.
- 9.2. The Council uses public money to fund the provision of both mandatory and discretionary DFGs and as such it must take into account value for money.

### **9.3. Agency Service**

9.3.1. The Council's Adaptations and Renewal Agency (ARA) offers an Agency Service which will manage the adaptation project in line with the agreed specification of works on behalf of the applicant. In consultation with the applicant and taking any necessary actions in line with current laws and guidelines, the ARA will:

- Process grant applications according to Nottingham City Council's rules.
- Verify property ownership through the Land Registry.
- Help obtain, or directly obtain, any necessary documents to support the funding application.
- Create a list of required works and get quotes from approved contractors.
- Consult with experts as needed to get plans, reports, and any necessary permissions for the work.

- Get consent from landlords when needed.
- Inform the approved contractors of the grant approval and instruct them to arrange the start of work with the applicant.
- Communicate with the contractors about any building issues that arise during the work.
- After inspecting the completed work and receiving appropriate invoices, make payments for the building work and related fees, including any payments needed during the work, directly to the involved parties.

9.3.2. The applicant will be offered a choice of contractors to carry out the DFG work, however, the grant will only fund the lowest tender price in most circumstances.

9.3.3. Interim payments can be made direct to the contractor(s) and other relevant professional bodies, as appropriate, for works satisfactorily completed.

9.3.4. The Council is allowed to include an agency fee for this service within the grant, this will be added to the total cost of the works including any VAT.

9.3.5. If during the course of the grant process an applicant decides they no longer wish to use the services of the ARA, they will be responsible for paying back any reasonable costs incurred by the ARA up to that point.

#### **9.4. Non-Agency Applications**

9.4.1. After the means test has been carried out and it has been determined that the applicant is eligible for a grant the applicant may wish to manage their own grant application. The next step is to obtain a minimum of two or three, dependent on the scheme of works, itemised competitive quotations. These must be submitted by the contractors and meet with the agreed specification of works.

9.4.2. If a relative of the applicant provides the quotations, the grant will be approved for the cost of materials only. The applicant will be responsible for the cost of labour.

9.4.3. Quotations will be evaluated to ensure they cover only the identified works and represent value for money. If considered excessive the applicant will be requested to obtain further quotes. Once the quotes are accepted the amount of grant offered will be based on the lower of the prices submitted. The applicant may choose to appoint one of the alternative contractors; however, a Grant will not be available for the difference in cost.

9.4.4. Applicants will retain the right to choose their own contractor providing:

- The contractor is qualified and suitably experienced to undertake the works required.
- The contractor provides a quotation in accordance with the specification of works.

- The applicant funds any difference in costs.
- The contractor is not a relative of the applicant.

9.4.5. Once the application is formally approved, in writing, the applicant can contact the contractor to arrange a start date. Works should not commence until Planning and/or Building Regulation approval is in place, or confirmation that the work is confirmed as exempt, otherwise the grant may not be paid.

9.4.6. As part of the grant conditions the works must be completed within 12 months from formal approval and must be carried out by one of the contractors whose estimate was submitted with the application. The contract for works remains between the applicant and contractor.

9.4.7. If an architect or structural engineer is required the applicant will be responsible for engaging their services. However, the Council must approve the estimated fees for such service before the grant is approved. Applicants are encouraged to ensure these professional services are provided by a qualified person, preferable members of the Royal Institute of British Architects (RIBA) / Chartered Institute of Architectural Technologists / Royal Institution of Chartered Surveyors (RICS) / Institution of Structural Engineers (IStructE).

## **9.5. Agency and Non-Agency Applications**

9.5.1. The Council has six months to approve a grant once a formal application is made; in reality the Council seeks to approve grants much quicker than this. However, at times of severe budget pressure the approval process may take up to 6 months to ensure spending is maintained within budget limits.

9.5.2. Applicants must not start work before receiving this formal grant approval or their application is not valid. Where Planning Permission and Building Regulation approval is required work must not start until these are in place.

9.5.3. Upon completion of the work the ARA will visit to ensure all works have been completed satisfactorily and will ask the applicant to sign a form confirming they are happy with the work. Grant money will then be released (usually) to the contractor. If a Building Regulations application has been submitted and approved the grant will not normally be released until the Completion Certificate has been issued.

9.5.4. Grant amounts are subject to the Council's maximum grant outlined in [section 3](#) and repayment conditions outlined in [section 4](#). Any discretionary grants are subject to the availability of Council resources. If funding is required to meet mandatory DFG demand the Council reserves the right not to approve discretionary funding.

## **9.6. Alternative works**

9.6.1. In some cases applicants may wish to carry out works above and beyond those eligible for grant funding. This is acceptable provided the applicant confirms this in writing and the guidelines below are adhered to:

- If an alternative scheme is pursued it must meet all the applicant's needs as assessed by the Occupational Therapist (OT). To ensure this the plans must be agreed in advance by the OT.
- The grant amount will only be based on the specification of works agreed by the OT as necessary and appropriate, and approved by the ARA.
- Two to four, dependent on the scheme of works, itemised competitive quotations must be provided for the proposed works.
- Any unforeseen items are the applicant's responsibility.
- Grant monies will only be released once the alternative scheme of works has been completed and an assessment can be made that the completed works fully meet the identified needs.
- Where an applicant chooses to incorporate an adaptation into a larger or new build scheme, the grant will only fund internal works specifically required for the disabled person for example, a wheelchair-accessible shower.
- In order to protect public funds it is important that the grant is not used to fund any part of a new build or alteration that was already planned prior to an application for a grant being made. A grant can however, be considered for adapting part of the new build to meet the disabled person's needs. This will generally be restricted to internal works. There is an expectation that the needs of the disabled person will be factored into all structural works.
- In the case of a self-build scheme, there is an expectation that the needs of the disabled person will be factored into the design. Grant funding may be available for specialist facilities in accordance with an Occupational Therapist assessment.

9.7. Grant amounts are subject to the Council's maximum grant outlined in [section 3](#) and repayment conditions outlined in [section 4](#). Any discretionary grants are subject to the availability of Council resources. If funding is required to meet mandatory DFG demand the Council reserves the right not to approve discretionary funding.

## **10. Payment of Grant**

10.1. The Act allows the Council to pay the grant directly to the contractor on satisfactory completion of the works. Therefore, the Council will pay the contractor following the final inspection visit and on production of a final invoice, providing the work has been carried out to its satisfaction. However, if the applicant chooses to pay the contractor themselves, for example, where they have an additional payment to make towards the cost of additional works, then on production of a receipt the Council will make the payment to the applicant. For the purpose of Non-Agency and Alternative works schemes, the applicant will be considered the contractor.

10.2. Where a dispute arises regarding the standard of the works, the Council will withhold any payment until it the works have been completed satisfactorily in the professional opinion of the Council. Where the works meet the Council's approval but the applicant is not satisfied the Council will not unreasonably withhold payment to the contractor. The legislation requires the Council to pay the grant on condition that the work has been carried out to its satisfaction. It also states that it is able to pay the contractor direct where it has advised the grant applicant prior to the grant being approved that this would be the method of payment.

## **11. Cessation of grant entitlement**

11.1. Where a grant applicant ceases to be entitled to a grant before completion of the works, the legislation states that the Council cannot pay any grant or any further instalments (as the case may be) after the date that their circumstances made them ineligible for the grant. If the grant applicant makes an owner's application, s/he ceases to be entitled to a grant when s/he ceases to have a qualifying owner's interest or ceases to have the intention specified in the owner's certificate which accompanied the grant application. If the grant applicant makes a tenant's application, s/he ceases to be entitled to a grant when s/he ceases to be a qualifying tenant of the dwelling or if the landlord ceases to have the intention specified in the owner's certificate submitted with the application.

11.2. The Council has the right under the legislation to demand any instalment that has already been paid to be repaid forthwith, together with interest from the date on which it was paid until repayment. The Council will consider each case on its own merits in deciding whether to recover any such payments.

## **12. Changes in circumstances**

12.1. In some cases, there is a change in circumstances after the grant has been approved that affects the payment of grant. These circumstances (which are prescribed in the legislation) are:

- where the works cease to be necessary or appropriate to meet the needs of the disabled occupant; or
- the disabled occupant ceases to occupy the dwelling; or the disabled occupant dies.

12.2. In such circumstances, the legislation states that the Council can take such action as appears to be appropriate and may decide:

- that no grant shall be paid or as the case may be, no further instalments shall be paid; or
- that the works or some of them should be completed and the grant or an appropriate proportion of it paid; or
- that the application should be redetermined in the light of the new circumstances.

12.3. The Council has the right under the legislation to demand any instalment that has already been paid to be repaid to the Council forthwith together with interest from the date on which it was paid until repayment is completed. Each case will be considered on its own merits in deciding whether to recover any such payments.

### **13. Cases where grant is recalculated**

13.1. The Council is entitled to refuse to pay grant or any further instalment of grant which remains to be paid or make a reduction in the amount of grant in the following circumstances:

- The Council ascertains that the amount of grant was approved on the basis of inaccurate or incomplete information and exceeds that which the grant applicant was entitled;
- The Council ascertains that without their knowledge the eligible works were started before the application was approved;
- The works are not completed within 12 months;
- The cost of works is less than the estimated expense upon which the grant was calculated; and/ or
- The work has been carried out by a contractor who was not one of the contractors who originally quoted for the work.

13.2. Where any of the above situations arise, the Council can demand repayment by the applicant in whole or part, of the grant or any instalment of the grant paid together with interest from the date of payment until repayment. Each case will be considered on its own merits in deciding whether to recover any such payments.

### **14. Repayment in case of compensation**

14.1. It is a condition of the grant that the applicant takes reasonable steps to pursue any relevant claim and to repay the grant so far as appropriate out of the proceeds of such a claim. A claim is:

- an insurance claim or legal claim against another person in respect of damages to the premises to which the grant relates; or
- a legal claim for damages in which the cost of the works to premises to which the grant relates is a part of the claim, and a claim is a relevant claim to the extent that the works to make good the damage or the cost of which is claimed are works to which the grant relates.

14.2. In the event of a breach of this condition the applicant shall pay to the Council on demand the amount of grant so far as relating to any such works together with compound interest from such date as may be determined, calculated at such reasonable rates as the Council may determine.

- 14.3. The Council may determine not to make such a demand or to demand a lesser amount. The assumption is that the amount will be demanded in full however on representations from the applicant, the Council will consider each case on its own merits.

## **15. General Provisions**

- 15.1. Where work has commenced but grant entitlement has ceased and where the Council has decided that the works or some of them should be completed and the grant or an appropriate proportion of it paid the Council will arrange to make good the work so that the property is safe, secure and watertight.
- 15.2. This may not include carrying out such work as finishing internal surfaces and plumbing any new facilities (unless these are the only facilities in the property) for example. Any work over and above making the property safe, secure and water-tight would have to be paid for by the applicant or some other appropriate person.

## **16. Deferring Grant Payment**

- 16.1. The Council has the discretion to defer any payment of an approved grant for a period of up to twelve months from the date of grant approval. Any such decision must be set out within the grant approval notice.

## **17. Maintenance and Recycling of adaptations**

- 17.1. It is usually the responsibility of the applicant to take out the necessary insurances and maintenance agreements to ensure the adaptation and / or equipment is properly maintained.
- 17.2. If a grant application is made for replacement of defective / obsolete equipment it will not be approved if it can be shown that the equipment can be repaired at a reasonable cost in comparison to renewal. In such cases the costs of the repairs will fall to the householder.
- 17.3. The applicant is required to notify the Council if, and as soon as, any specialised equipment or portable accommodation provided under the grant is no longer needed. The Council may choose to recover the unwanted specialised equipment as set out in the grant condition and will make good any damage caused by the removal of the equipment and make safe any potential risk. This does not include re-instating to the condition before the equipment was installed. Eg extensive ground works or decoration.

## **18. Registered Social landlords**

- 18.1. The Council are aware that whilst there is no specific legal obligation on Registered Providers (RP) to fund adaptations to their own dwellings, it is good practice for responsible RPs to respond to the needs of its disabled tenants. Therefore, the Council will seek to establish a formal agreement with the RPs in the city with regard to providing a contribution to any adaptations carried out to their dwelling for the benefit of the disabled occupier. Furthermore, the Council would require the RP to facilitate any adaptations by making any reasonable adjustments to the dwelling and by ensuring there are no repairs, renovation or maintenance work outstanding.
- 18.2. Where a social landlord submits the application, the Council will apply a condition allowing it to nominate tenants to the property for the duration of the grant condition period. The landlord will be expected to hold the property for up to four weeks if it becomes vacant to allow for reletting to a suitable nominee.

## **19. Complaints**

- 19.1. Where Applicants are dissatisfied with the service they have received (including where a grant has been refused), they should contact the Team Manager – Adaptations and Renewal Agency at the main Council address. If the matter is not resolved to Applicants' satisfaction, they can make a formal complaint to the Council.
- 19.2. If after receiving the Council's response the complainant is still dissatisfied, they can write to the Local Government Ombudsman.

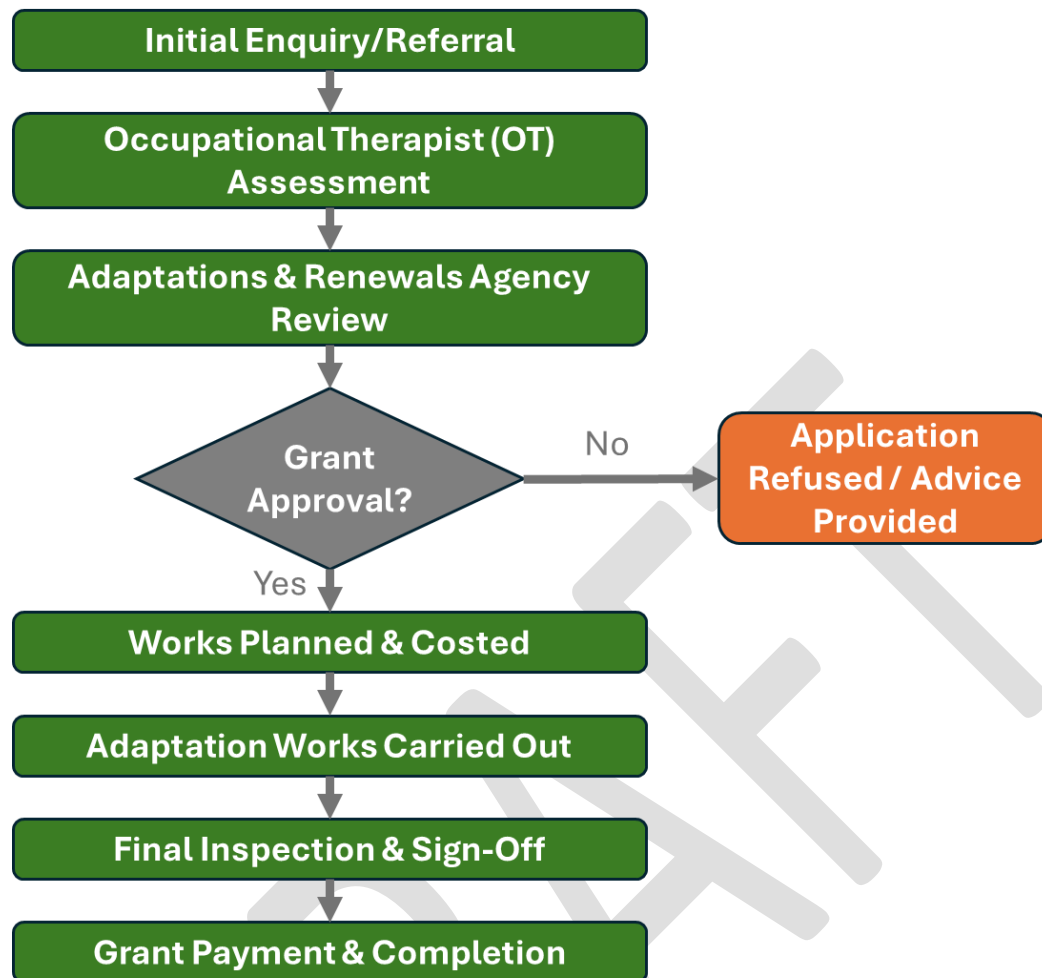
## **20. Policy Amendments**

- 20.1. The Corporate Director of Adult Social Care has delegated authority to make minor policy amendments which do not affect the broad thrust of policy direction.

## Appendix 1 - Repayment conditions and application of means testing

Grant type	Repayment condition	Repayment term	Means test
Mandatory DFG £30K plus discretionary £20K top up	Apply repayment on amounts over £10K, capped at £10K	If property is sold within 10 years	Adults – required Children – not required
Exceptional funding (£50K+)	Grant amount over £50K fully repayable	On sale or transfer of property	Adults – required Children – required
Relocation Grant – moving costs	Maximum loan is below the repayment threshold	n/a	Adults – required Children – not required
Relocation Grant – purchase price	Grant amount fully repayable	On sale or transfer of property	Adults – required Children – required
Children living in joint residency arrangements	Apply repayment on amounts over £10K, capped at £10K	If property is sold within 10 years	Adults – n/a Children – required
Applicants with a Motor neurone disease diagnosis (£20K)	No repayment conditions	n/a	Adults – not required Children – n/a
Decent Homes for Disabled People Grant	Grant amount fully repayable	On sale or transfer of property	Adults – required Children – required

## Appendix 2 – DFG Process Diagram



## Version Control

<b>Version No</b>	<b>Version Information</b>	<b>Author</b>	<b>Date</b>	<b>Status</b>
0.1	Initial version and amended versions	Ruth Stallwood	April 2026	Draft

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