



Great Yarmouth
Borough Council

Great Yarmouth Borough Council
Regulatory Reform (Housing Assistance) Order 2002
Private Sector Housing Renewal Assistance

EXPLANATORY NOTES – For your stage 1 application

Completion of the enclosed (green) application form is required for stage 1 in the process of making application for financial assistance towards repairs or renovation works to your home. These explanatory notes should help you complete the form. We will use the details of your financial situation to carry out an initial means test to calculate if you have to contribute towards the cost of any works required on your property. Please also complete and return the second (green) form, entitled “**Tell us about your home**” with your application as this will help us decide how to process your application.

Stage 1 of your Application – no evidence is required at this stage.

Question 2 - Please give the address of the property you wish to improve. **(N.B. to qualify for assistance you must be the owner(s) of the property and been in occupation for a minimum of 12 months)**

Question 3 - If you are the sole owner of the property your name is the only name on the property title deeds. If there are other names on the title deeds, then you are a joint owner and you must give the name(s) of the joint owner(s) and their address(es).

Tell us when you purchased the property and how long you have lived in it. If these dates differ, please give both dates.

Please state if any of the owners of the property in Question 2 have ever purchased another property at any time.

You must live in the property (specified in Question 2) as your main and only residence

Question 4 - If you pay rent to the owner of the property in Question 2, you must give the owner's name and address. This applies only to private rented accommodation. If you rent the property from a Housing Association or you are a Council Tenant, you do not qualify for Renewal Assistance and should get in touch with your landlord or your Estate Manager at the Council.

Your written lease or rental agreement must state that you are expected to carry out repairs to the property at your own expense in order for you to qualify for Assistance.

If in the event you do not have a written agreement, the Council will use it's discretion to decide if you are eligible for assistance.

Question 6 - If you own another property(ies) you must provide us with the address(es) and name(s) of the occupants. If the property(ies) are commercial premises you must state such.

You must state the amount of outstanding mortgage left to pay and give an indication of the current market value of your property(ies)

Question 7 - Tell us briefly what problems you want to rectify in your home.

Question 8 - You must show the full amount of any benefits you receive and any unearned income.

Question 9 - You must show the amount of income you have earned in the last 12 months so that we can average out your weekly earned income over this period. We will calculate what Assistance we can offer you based on this information.

If you have had any other form of income/allowance (other than state benefits) over the last 12 months, ie one-off payments, share dividends, etc, please give details.

Question 10 - Please provide current details/balances of all bank/building society cheque, current accounts, etc. Please also tell us the amount of savings/capital and investments, ie bank or building society accounts, shares, premium bonds, ISAs, etc.

Question 11 - You must state the amount of outstanding mortgage left to pay on the property in Question 2.
Please state all other borrowings and commitments that are set against the value of your property.

What happens next?

When we receive your completed form we will write to you to inform you if you have to contribute to the cost of any works and ask you if you wish to proceed. If you inform us that you would like to proceed with your application an appointment will be made for a Renewal Officer to survey your property and produce a schedule of works that would be eligible for renewal assistance.

This schedule will be sent to you with a stage 2 application pack which sets out the information, documents and evidence required to support your application for assistance.

Please note that all applications are prioritised based on need, therefore it could take many weeks, or months, for us to respond to you at any stage of the process due to the volume of applications and our available resources.