

## Schedule of Fees and Charges

- This document should be read in conjunction with the Home Adaptation and Assistance Policy

Conditions		Repayment amount	Notes and Discretions
<b>1. Local Land Charges placed on a property to repay Disabled Facilities Grant</b>			
In accordance with legislation, local authorities may impose conditions around repayment of the Disabled Facilities Grant for owner occupiers in certain circumstances. Herefordshire Council applies this power, by placing a local land charge on the property, subject to a condition period of 10 years from the certified date.			
1.1	Where the grant exceeds £5,000 but is less than £5,500.	The full amount of any local land charge applied	The Council will use its discretion as to whether a local land charge will be applied. This discretion is delegated to the HIA Manager.
1.2	Where the grant exceeds £5,500.	The full amount of any local land charge applied up to a maximum of £10,000	A local land charge will be applied in all cases for the grant amount over £5,000
1.3	Where the grant exceeds £5,000 repayment may be required where the property is disposed of by sale, assignment, transfer or otherwise.	The full amount of any local land charge applied up to a maximum charge of £10,000	The Council may use its discretion as to whether to waive repayment of the land charge at the time of property disposal. This discretion is delegated to the Head of Prevention Services.
1.4	A local land charge will not be considered for properties owned by a landlord.	-	-
<b>2. Fees</b>			
The Home Improvement Agency does not charge for advice only. In accordance with legislation, certain services and charges may be included within a Disabled Facilities Grant.			
2.1	Where the Home Improvement Agency provides support for a disabled facilities grant application or where an owner occupier or tenant decides to go ahead with other grant assisted works within this policy or on a private basis supported by the agency.	The Home Improvement Agency will charge a fee of an agreed percentage of the net cost of works to cover these services.	The fee will be set by the Director for Adults and Wellbeing.
<b>3. Emergency Repayable Grant</b>			
A discretionary grant for emergency and essential works of repair that remedy a serious hazard that could adversely affect health or safety, determined using the housing health and safety rating system. It is enforced through the application of local land charges and is repaid when the ownership of the property changes, or on transfer of the property to family members.			

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3.1	Where the grant is less than £500	The full amount of any local land charge applied	The authority will use its discretion as to whether a local land charge will be applied. This discretion is delegated to HIA Manager
3.2	Where the grant exceeds £500, up to a maximum of £15,000 within any 10 year period	The full amount of any local land charge applied	The Council may use its discretion as to whether to waive repayment of the local land charge at the time of property disposal. This discretion is delegated to the Head of Prevention Services.
<b>4. Discretionary Disabled Facilities Grant</b>			
A discretionary grant in addition to the Disabled Facilities Grant or which can be awarded if the necessary works cannot be considered for funding through mandatory grants. It will incur a local land charge which must be repaid to the local authority in full when the grant recipient disposes of the property in respect of which the grant was given. The applicant, together with any joint owner, will be required to agree to the charge being taken on the property.			
4.1	Where the grant is less than £500	The full amount of any local land charge applied	The council will use its discretion as to whether a local land charge will be applied. This discretion is delegated to the HIA Manager.
4.2	Where the grant exceeds £500, up to a maximum of £15,000 within any 10 year period	The full amount of any local land charge applied	The Council may use its discretion as to whether to waive repayment of the local land charge at the time of property disposal. This discretion is delegated to the Head of Prevention Services.
4.3	The assistance will normally be subject to a maximum limit of £15,000 within any 10 year period.	The full amount of any local land charge applied	Any grant in excess of this will require authorisation by the Head of Prevention Services.
<b>5. Discretionary Fast Track Adaptations Scheme</b>			
This assistance will be considered to cover the installation cost of specific adaptations in private properties which may be installed on a rental or re-use scheme. Maintenance costs may also be included where considered necessary.			
5.1	Amounts are subject to need in eligible circumstances.	-	Adaptations provided under this scheme will not be means tested but a monthly

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			rental charge may apply to some adaptations provided under this scheme.
<b>6. Discretionary Assistance</b>			
Where one off circumstances which cannot be predicated are not covered by other types of assistance within this policy, discretionary assistance may be considered. Discretionary assistance is subject to a means test equivalent to that used for the disabled facilities grant and has a maximum limit of £5,000. The assistance will require authorisation by the Head of Prevention Services, and is subject to a local land charge.			
6.1	Where the grant is less than £500	The full amount of any local land charge applied	The authority will use its discretion as to whether a land charge will be applied.
6.2	Where the grant exceeds £500, up to a maximum of £5,000	The full amount of any local land charge applied	A local land charge will be applied.
6.3	Where the grant exceeds £500 repayment may be required where the property is disposed of by sale, assignment, transfer or otherwise.	The full amount of any local land charge applied up to a maximum charge of £5,000	The Council may use its discretion as to whether to waive repayment of the local land charge at the time of property disposal. This discretion is delegated to the Head of Prevention Services.
<b>7. Relocation Assistance</b>			
This assistance may be available to owner-occupiers where relocation is considered the most cost effective or practical option and where the existing home is unsuitable for improvement, repair or adaptation. The maximum amount of financial assistance will be £10,000 and will cover costs including estate agents fees, solicitor's fees, stamp duty, difference in purchase price. A local land charge may be applied.			
7.1	Where the grant is less than £500	The full amount of any local land charge applied	The Council will use its discretion as to whether a land charge will be applied.
7.2	Where the grant exceeds £500	The full amount of any local land charge applied	A local land charge will be applied.
7.3	Where the grant exceeds £500 repayment may be required where the property is disposed of by sale, assignment, transfer or otherwise.	The full amount of any local land charge applied up to a maximum charge of £10,000	The Council may use its discretion as to whether to waive repayment of the local land charge at the time of property disposal. This discretion is delegated to the Head of Prevention Services.

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<b>8. Handyperson Service</b>			
The home improvement agency technicians provide a range of minor adaptations and a Handyperson service,			
8.1	An hourly charge applies to the Handyperson service at a rate equivalent to the local rates charged by voluntary agencies for similar services.	The full hourly cost of the work, plus relevant materials	The hourly charge will be set by the Director for Adults & Wellbeing.
<b>9. Technology Enabled Care Services</b>			
The council also operates an in-house technology team which helps support vulnerable people to remain living in their own homes with appropriate equipment and technology to summon assistance where required, or to control their home environment and activities within the home safely and appropriately.			
9.1	Telecare is free for the first 6 weeks of the service and thereafter a weekly charge applies.	-	The charge will be set by the Director for Adults & Wellbeing.

### Terms and Conditions applying to all Charges and Fees

The council will not approve an application for assistance if any of the assisted works have been carried out before the application is approved. The council may, subject to means testing, pay ancillary fees and charges associated with eligible works, for example;

- Home improvement agency fees (a percentage of the net cost of adaptation works associated with assisting vulnerable client's accessing grants, loans and services set by the Director of Adults & Wellbeing.
- Planning and building regulation fees,
- Survey fees, completion of forms and certificates.
- Other specialist contractor/consultant fees