

Application Form for Empty Homes Loan or Grant

Blaby District Council offers interest free loans and grants of up to £10,000 for works necessary to bring long term empty homes back into use.

Applicants must be 18 or over. Applicants cannot be Authorities, Corporations, Boards, Trusts, Bodies or their tenants. Applicants who owe money to the council for arrears of council tax, rent deposit loans or any other purpose will not be eligible for assistance.

Grants and loans cannot be paid if you start work before your application is approved. If we approve your application we will provide written confirmation. **Grant or loan approval does not imply that the works will comply with planning rules or building regulations.**

Please ensure you read 'Important Information for Loan and Grant Applicants' before completing and submitting this form.

Contact Us

If you have any queries regarding this form please contact us:

Empty Homes Team
Environmental Health Department
Blaby District Council
Council Offices
Desford Road
Narborough
Leicester
LE19 2EP

Tel: 0116 272 7784

Email: emptyhomes@blaby.gov.uk

This form can be made available on request, in other languages and formats (Large Print, Braille or on Audio Tape) by contacting Empty Homes Team at the above address.

1. Applicant Details

Details of person applying for loan or grant

Title: Mr Mrs Miss Ms

Forename(s): _____

Surname: _____

Address: _____

_____ Postcode: _____

Landline Tel: _____ Mob No: _____

Email address: _____

2. Agent Details

Details of person applying for loan or grant on applicant's behalf, if applicable

Title: Mr Mrs Miss Ms

Forename(s): _____

Surname: _____

Address: _____

_____ Postcode: _____

Landline Tel: _____ Mob No: _____

Email address: _____

3. Site Address

Address of long term empty property

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Town: _____

County: _____

Postcode: _____

4. Description of works

Please provide a brief description of the works and associated costs for each element

Description of works	Cost
Net: £	
VAT: £	
Total: £	

5. Contractor Details

Details of contractor you wish to carry out the works

Title: Mr Mrs Miss Ms

Forename(s): _____

Surname: _____

Address: _____

_____ Postcode: _____

Landline Tel: _____ Mob No: _____

Email address: _____

Please ensure you enclose 2 completed schedules of work (completed fully by contractors) with your application.

Applicant's Declaration

Please read and sign the following declaration:

I declare that, to the best of my knowledge, the information I have provided and the works included on the enclosed estimate are true and completed and I have a duty or power to authorise the carrying out of these works.

I have read, understood and accept the terms and conditions of the loan or grant.

I understand that, if I knowingly make a false statement, I will be liable to prosecution.

Signed: _____ Date: _____

Print name: _____

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Terms and conditions of Empty Homes Grant/Loan

1. A grant/loan will only be paid on satisfactory completion of the approved works as set out in the schedule.
2. The maximum grant/loan payable is £10,000.
3. The grant is to enable an empty home to be brought back into use to provide affordable privately rented accommodation to housing applicants in Blaby District.
4. The owner of the empty home agrees to let the property on completion of works for a period of 2 years.
5. The tenancy must be for a minimum term of 6 months and at the end of that period the owner must notify the Council if the tenancy is not to be renewed. The Council retains the right to nominate a further household for the remainder of the 2 year period.
6. The owner agrees to Blaby District Council advertising the finished property for rent to housing applicants and undertakes to allow the Blaby District Council Housing Options Team to nominate a household from the list of those in need of housing.
7. The owner will not unreasonably refuse to accept such nomination. We will work in partnership and discuss potential tenants together. If there are any problems during any point, the Housing Options Team will be here to provide help and advice.
8. The owner agrees to let the property at the Local Housing Allowance rate in force at the time the tenancy is entered into. A schedule of the local housing allowance payable is available from the Council on request.
9. The Council requires the owner to provide all necessary paperwork prior to letting the property (gas safety certificate, energy performance certificate etc.). The Council is not acting as agent but can advise on tenancy agreements, deposit schemes etc.
10. Any extra work arising from unforeseen problems during the build may not be covered. It is the owner's responsibility to contact the grant officer in the case of unforeseen works. The grant officer will need to inspect as soon as possible and decide whether the work can be covered by the grant.
11. Choosing a contractor to price for the job is the decision and responsibility of the property owner. The schedules must be fully completed by the contractor and we must have 2 prices, these will be checked by the grant officer to make sure that they are reasonable. The Council will approve one of the schedules and the works to the property must be carried out in accordance with that schedule unless agreed otherwise by the Council in writing.
12. The work being done under the grant must be completed within a month of grant approval unless agreed otherwise by the Council in writing.
13. The expectation is to make the empty property ready to let as soon as possible, therefore any works needed that are not being done under the grant need completing no more than a month following the completion of the grant work.
14. When the grant/loan work is fully completed, payment will be made directly to the contractor once the grant officer and owner are satisfied. Any invoices should be addressed to the

owner. Guarantees/Completion certificates are required for some works and payment will be withheld until these are received.

15. The owner will be responsible for ongoing repairs and maintenance to the property once the grant work is completed.
16. These terms and conditions remain in place for 2 years following completion of the grant works.
17. The Council will place a Local Land Charge entry against the property on completion of the grant. If, for whatever reason, the owner breaches these terms and conditions or disposes of the property (by sale or assignment) during the 2 years following the completion of the grant works, the Council will take steps to reclaim the grant.