SCOTTISH STATUTORY INSTRUMENTS

2003 No. 420

HOUSING

The Housing Grants (Application Forms) (Scotland) Regulations 2003

Made - - - -	*7th September2003*
Laid before the Scottish Parliament - - - -	*10th September2003*
Coming into force - -	*1st October 2003*

The Scottish Ministers, in exercise of the powers conferred by sections 237 and 330 of the Housing (Scotland) Act 1987(**1**) and of all other powers enabling them in that behalf, hereby make the following Regulations:

Citation, commencement, interpretation and revocation

1.—(1) These Regulations may be cited as the Housing Grants (Application Forms) (Scotland) Regulations 2003 and shall come into force on 1st October 2003.

(2) In these Regulations–

"the Act" means the Housing (Scotland) Act 1987; and

"specifications" includes plans.

(3) Forms 2 and 3 as set out in the list of forms in the Schedule to the Housing (Forms) (Scotland) Regulations 1980(**2**) are revoked.

Application Forms

2. The form of the application set out in Schedule 1 is prescribed as the form of the application for improvement grant to be used for the purpose of section 237 of the Act which is not an application in relation to the works described in section 236(2)(a)(ii) of the Act.

3. The form of the application set out in Schedule 2 is prescribed as the form of the application for improvement grant to be used for the purpose of section 237 of the Act which is an application in relation to the works described in section 236(2)(a)(ii) of the Act.

(**1**) 1987 c. 26. Section 237 was amended by the Housing (Scotland) Act 2001 (asp 10), section 97. See section 338 of the Housing (Scotland) Act 1987 (c. 26) for the definition of "prescribed". The functions of the Secretary of State were transferred to Scottish Ministers by virtue of section 53 of the Scotland Act 1998 (c. 46).

(**2**) S.I.1980/1647, amended by S.I. 1996/632.

4. The form of the application set out in Schedule 3 is prescribed as the form of the application for repairs grant to be used for the purpose of section 248 of the Act(**3**).

5. The form of the application set out in Schedule 4 is prescribed as the form of the application for grant for a means of escape from fire in a house in multiple occupation to be used for the purposes of section 249 of the Act(**4**).

St Andrew's House, Edinburgh
9th September 2003

MARGARET CURRAN
A member of the Scottish Executive

(**3**) Section 248 was relevantly amended by the Housing (Scotland) Act 1988 (c. 43), Schedule 7, paragraph 14, and Schedule 8, paragraph 6, and by the Housing (Scotland) Act 2001 (asp 10), section 103.
(**4**) Section 249 was relevantly amended by the Housing (Scotland) Act 1988 (c. 43), Schedule 7, paragraph 15, and Schedule 8, paragraph 7, and by the Housing (Scotland) Act 2001 (asp 10), section 104.

SCHEDULE 1 Regulation 2

APPLICATION FOR IMPROVEMENT GRANT not relating to works for a disabled occupant.

APPLICATION FOR IMPROVEMENT GRANT not relating to works for a disabled occupant.

Please read these notes before completing this form. These notes are not a complete or authoritative statement of the law.

In this form and these notes "house" includes flats, and other buildings being converted to houses or flats.

This form must be completed and returned to the local authority for the area where the house is situated. The local authority will tell you what documents you need to provide to show that the information you give is correct. They may also need to inspect the house to check that they can give grant for the works you plan to do.

YOU SHOULD NOT START THE WORK ON THE HOUSE BEFORE THE LOCAL AUTHORITY HAS APPROVED YOUR GRANT APPLICATION IN WRITING.

IF YOU START WORK BEFORE YOUR APPLICATION IS APPROVED, THE LOCAL AUTHORITY MAY NOT BE ABLE TO GIVE YOU A GRANT.

If you are not the owner of the house, the owner must agree to the application being made. If grant is given, the following conditions apply to the house for 5 years after the work is completed. The owner must agree to abide by these conditions:

- the house must be used as a private dwelling-house (although part may be used for business purposes);
- if the owner or a member of their family occupies the house, it must be their main home; and
- the house must be kept in good repair, as far as possible.

The conditions will be registered on the title of the house. If there are any loans secured on the house the lender should be informed of this application.

The amount of grant that may be paid usually depends on the income of the applicant and their partner over the past year. ("Partner" means someone you are married to, or someone who normally lives with you as if you are married.) If you are a joint owner, joint tenant or joint liferenter, the income of all the joint owners, joint tenants and joint liferenters, and of their partners, is also taken into account. You will need to collect information from all these people to fill in Part D of this form, and ask them to sign to confirm that the information about them is correct. You must tell them what the information is for, and which local authority you are sending this application to.

If the application relates to a house which is not your main home or the main home of a member of your family, or if the applicant is a company or organisation, the amount of grant depends on the cost of works compared to the increase in value of the house due to those works, and certain other criteria.

Leaflets are available to tell you more about the grants system and how the amount of grant is calculated.

PART A - GENERAL

A1 Address of the house where work is to be done.
Please include the flat number, if applicable

Postcode

A2 Your details (the applicant).

Name	
Address (if different from A1)	
Postcode	
Telephone (day) Telephone (mobile)	Telephone (evening) Email

A3 Who owns the house where work is to be done?
If there are joint owners, please continue on a separate sheet if necessary

Owner's name	
Owner's address	
Postcode	Telephone

A4 If you want someone else to deal with the application for you, please give their details.

Name	
Address	
Postcode	
Telephone (day)	Telephone (evening)
Telephone (mobile)	Email

PART B - ABOUT THE HOUSE

B1 What sort of property is it? *Please tick one box*

House: detached ☐ semi-detached ☐ terraced ☐

Flat: tenement ☐ high-rise ☐ 4-in-a-block ☐

Other - please describe

B2 Please give a brief description of the planned works.

B3 How much will these works cost?

Cost of work	£
VAT on work	£
Professional fees	£
VAT on fees	£
Total	£

You will need to provide full specifications for the work and estimates of the costs, including professional fees. The local authority will tell you what is required.

B4 As far as you know, have any other grants been applied for to do work on this house, within the past 10 years? *Please tick one box*

No ☐ Yes ☐ Please give details below

Type of grant	
Amount	£
Date approved	

B5 What is the Council Tax Valuation Band of the house? ☐

B6 Was the house built, or converted to a dwellinghouse, within the last 10 years? *Please tick one box*

Yes ☐ No ☐