NEWARK & SHERWOOD DISTRICT COUNCIL

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Great North Road
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Nottinghamshire
NG24 1BY

www.newark-sherwooddc.gov.uk

Telephone: 01636 655467
Email: alan.batty@newark-sherwooddc.gov.uk
Your ref:
Our ref:

Date: 13th July 2020

Dear Sir/Madam

Property Flood Resilience Support Scheme

You will recall that I wrote to you in April confirming that the Council was working on making property flood resilience grants available as quickly to property owners that suffered floods in the incidents of November 2019 and February 2020.

The purpose of the scheme is to assist property owners to improve the flood resilience of their individual properties when they repair them after a flood. The outcome from this funding should be that if flooding were to reoccur, damage levels would be considerably lower and householders and businesses could return to their properties much more quickly.

We were looking for a preferred contractor to work with flooded households to give a consistency of approach and to obtain an economy of scale so that best value from the grant scheme could be achieved. For various reasons this has not been possible and therefore to avoid any additional delays we are now opening up the grant scheme for applications to be made. I have enclosed for your use an application form that should be completed and submitted to:

The government have set out the following criteria for eligibility to the scheme:

- Residential properties (including accommodation such as static caravans where this is the primary residence, defined as a location registered on electoral role) where habitable internal areas of the premise have been damaged by flooding by the relevant event.
- Business (including social enterprise) and charitable organisation properties where internal areas of the premise which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged.
- Properties must have been severely damaged by a flood event between 08 November and 18 November 2019. The inside of the property must have been flooded and there must have been damage to the fabric of the building, necessitating repair.
- The grant is only available to people where the habitable living or business areas of their properties have been damaged by entry of floodwater, necessitating drying out and/or repairs to the fabric of the building.
- Garages, outhouses and storage areas are not eligible for the scheme.

- Second homes are not eligible.
- Empty homes are not eligible.
- Basements or cellars not used as part of the habitable or business area of a property are not eligible for the scheme

The grant is for a maximum of £5,000 and any costs above this will not be reimbursed.

The first step in the process should be to have your property surveyed (the cost of which is covered by the grant) to ascertain what works are appropriate for the nature of the flooding experienced, the location and style of property. Not all builders are familiar with installing property flood resilience measures and therefore you should select your contractor with this in mind. The following may be useful http://bluepages.org.uk/protecting-my-property/

Once the works are completed we will be carrying out inspections of the work prior to the payment of any grant.

Please find enclosed a prepaid envelope & guidance notes for the scheme that should help with the application process. For any additional information please contact Della Snelling on 01636 655498.

If you are not the owner of the property, could you please forward this letter to your Landlord or Letting Agent.

Yours Faithfully

Alan Batty

Alan Batty
Business Manager - Public Protection

Encs

Guidance notes on the Property Flood Resilience Grant Scheme

What is the Property Flood Resilience Grant Scheme?

The grant of up to £5,000 (inclusive of VAT) is to ensure that flood-hit homes and businesses are better prepared for severe weather and flooding in the future.

The grant is to fund property flood resilience measures which make the property less likely to flood in the future, or reduce the impact if flooding does occur. The cost of flood resilience works are additional to the costs of standard property reinstatement or repair works, which are normally covered by insurance.

Resilient repairs are more effectively done alongside the standard repairs that insurance companies fund, rather than being fitted afterwards.

Property owners will need to consider the nature of the flood risk and the whole property. Just fitting a 'flood door' will not stop water entering through the walls or the floor. This is why a survey is required to determine what works will be effective at your property. The surveyor will also have to carry out an inspection of the work once it has been completed to make sure it meets the required standards.

We will ask for a copy of the survey if you have already had one done and any quotes you have received for the property flood resilience work. If you have already had the work done you will need to send the survey, quotes and invoice for the work.

What work will the grant cover?

Some examples of property flood measures include airbrick covers, self-closing airbricks, water resistant plaster and replacement of suspended timber floors with solid concrete. Other measures may include something that protects the whole street or clusters of properties in an area.

It is important to note that only work identified by a suitably qualified surveyor as appropriate for your property can be paid for from the grant, should your application be successful.

How do I know if I am eligible to apply?

Only the property owner can apply for the grant.

Your property must have been severely damaged by flooding between 07 November and 18 November 2019 or 16th -23Rd February 2020 to be eligible.

The grant is only available to people where the habitable living or business areas of their properties have been damaged by floodwater entering the property, where drying out and/or repairs to the fabric of the building have been necessary.

The owners of the following premises are eligible for the scheme:

- Residential properties (including accommodation such as static caravans where this is the primary residence, defined as a location registered on electoral role) where habitable internal areas of the premise have been damaged by flooding
- Business (including social enterprise) and charitable organisation properties where internal areas of the premises which are critical to the daily operations (i.e. not storage sheds or warehouses) have been damaged.

The following buildings are not eligible for the scheme:

- Garages
- Outhouses and storage areas
- Second homes
- Empty homes
- Basements or cellars not used as part of the habitable or business area of a property

My property wasn't flooded during that period but it was close to the flooded properties, am I eligible?

No, in the current guidance issued by the Department for Environment, Food and Rural Affairs (DEFRA), you would not qualify as an individual case. However, your property could be considered as part of a community scheme.

We will be writing to properties that could potentially benefit through a Community Scheme and this may include your property.

How do I apply?

We have tried to make the application process as straight-forward as possible and there is no cost for completing the application.

- Please complete the form as much as possible – you will be asked to provide details about you (e.g. contact details) and your affected property (e.g. the property address, whether or not you have had a survey or quote done for resilience measures). You have the option to enclose any evidence (pictures, surveys done, quotes received, invoices for work already done).

If you have any further questions about the application, please contact Ms Della Snelling on 01636 655498

What will happen next?

- You (or your insurance company) have arranged for a property flood resilience survey to be carried out at your property by a suitably qualified surveyor (i.e. member of RICS)
- Complete the application (you will be required to include surveys and quotes for works) and send it back to us.
- Application assessed
- If application is approved, you will be notified and asked to complete and sign an Agreement and return it to the council (contact details will be made available)
- You can now appoint a suitably qualified contractor on the basis of quotes received and approved in the application. Contractors must be independent from the surveyor you have used.
- Work can then be completed
- Following completion of the work, you will need to arrange for a post-completion inspection to be done by the surveyor to ensure work has been done to an acceptable standard
- The post-completion inspection report and invoice for work carried out need to be sent to us.
- The Council may carry out spot checks on works

What is the Deadline for Applications?

All the work has to be completed and invoices submitted by **31 January 2021**. The timescales are based on the scheme end date which is set by DEFRA.

What if my property hasn't dried out yet?
Please still apply for the grant. A suitable date for starting work will be agreed with a surveyor.

How do I know what resilience measures are needed?
A Flood Resilience survey will tell you what resilience measures are appropriate for your property.

For eligible properties, up to £500 (including VAT) is available as part of the grant to fund the cost of an independent pre-installation survey and post completion inspection of the completed work by a suitably qualified independent surveyor.

Once you have submitted an application, we will determine whether you are eligible for the grant payment and clearly notify you of the decision. Payment will be made following completion of the works and receipt of a post-completion inspection report stating that the work meets the required standard.

Do I have to pay the £500 upfront for the survey?
If you choose to self-manage your application and appoint a suitably qualified surveyor, you need to be aware of their payment terms. The surveyor may be prepared to submit their invoice to the Council for payment after the works have been signed off as complete or they may require payment from you sooner. If you are eligible for the grant, up to £500

(including VAT) can be used from the grant towards the pre-installation survey and post-completion inspection. This will reduce the balance of the £5,000 (including VAT) that is available for works. The surveyor needs to be independent of the contractor - the survey and works need to be done by different companies.

You need to be aware that if the post completion survey (or checks undertaken by the Council) identify that work has not been completed to the required standard, the work will need to be rectified in order to qualify for the grant funding. The cost of further surveys to demonstrate that work meets the required standard will need to be met by the property owner if the original £500 (including VAT) has been exhausted.

I've already had the surveyors in, so can I still apply for a grant?
If you have already had a survey done, you can apply for a grant, but the quality and acceptability of the survey will be assessed as part of the application assessment process. The survey needs to specifically set out Property Flood Resilience measures and needs to be completed by a suitably qualified surveyor. If the survey you had is not to the required standard, you will be required to have a second survey done to the required standard (the Council can arrange this for you), which can be funded from the PFR grant. In this case, the cost for any initial surveys that don't meet the standard will not be recoverable from the PFR grant and will be at a cost to the property owner. If you haven't had a survey done and you want the Council to arrange a suitable survey for you, please indicate this when completing your application form.

When can I start to buy and install the flood measures?
We can't stress enough – please do not start the work before approval of your application. You will receive formal notification of the application approval via either letter or email.

If you have already installed resilience and/or resistance measures before the grant scheme was available, a retrospective application can be made where you will need to demonstrate that value for money was achieved (this can be through obtaining multiple quotes, engaging an accredited surveyor and contractor, using high quality materials).

Please note that payment of the grant for this retrospective work is dependent on an approved application.

If your application is not approved, you will be notified but you won't be able to recover any costs incurred. The council is not liable for any expenditure prior to the approval of a grant application and receipt of a completed agreement that will be issued to the property owner to sign once the application has been approved.

What if the work quoted is above £5000?
When you get quotes for works from contractors, the council can check that the quote is within the acceptable price bands, and will not approve the grant if value for money is not properly demonstrated. If the works are above £5,000 the property owner will need to separate out the works for which they are applying to be covered by the grant, since the grant will not exceed £5,000 including VAT.

Does my insurance cover this?
The grant is intended only to fund measures which improve the property's resilience or resistance to flooding, over and above repairs that would normally be covered by insurance.

Your insurance company can apply for the grant on your behalf, with your permission, and you can use their surveyors and contractors if they are suitably qualified

How long before I hear if my Application has been Successful
Upon completion and submission of the form, you will received a notification that your application has been received. We will aim to confirm that your application has been successful within 14 days.

NEWARK & SHERWOOD DISTRICT COUNCIL

Property Flood Resilience Fund Application Form

1. Please note that grants are intended only to fund measures which improve the property's resilience or resistance to flooding, over and above repairs that would normally be covered by insurance. More advice can be found at http://www.floodguidance.co.uk/		**Official use**
Is your grant application for?		
PFR work that you have already carried out following the flood event for which the grant is available (retrospective application).	Yes / No	
2. Applicant Information		
Name of Applicant:		
Flooded Property Address:		
Flooded Property Postcode:		
Are You the Owner of the Property?		
Business Name (if applicable):		
Contact Address (if different):		
Contact Postcode:		
Telephone Number:		

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1. Please note that grants are intended only to fund measures which improve the property's resilience or resistance to flooding, over and above repairs that would normally be covered by insurance. More advice can be found at http://www.floodguidance.co.uk/		**Official use**
Is your grant application for?		
PFR work that you have already carried out following the flood event for which the grant is available (retrospective application).	Yes / No	
2. Applicant Information		
Name of Applicant:		
Flooded Property Address:		
Flooded Property Postcode:		
Are You the Owner of the Property?		
Business Name (if applicable):		
Contact Address (if different):		
Contact Postcode:		
Telephone Number:		

Mobile:	
E-mail:	

Where the additional resilient repair work is part of the recovery work funded by the insurance company, please provide details below. Please indicate the contact, if they are making the claim for the grant on your behalf:

3. Insurance/Repair Contact		**Official use**
Insurance claim number:		
Name of Insurer:		
Contact person:		
Address:		
Postcode:		
Telephone Number:		
Mobile:		
e-mail:		
I am willing to allow my insurer to share data with Newark and Sherwood District Council	Signature of policy holder	

4. Property Flooded		
Date of flood:		
Is this the first flooding event? If not, insert date of last flood (year only)?		
Walls	Stone	
	Brick	
	Concrete walls	
	Timber	
	Metal	
	Other	
Floors	Concrete	
	Stone	

	Timber		
	Other		
Does your property have a basement?	**yes**	**no**	
How many **Floors** in your property?			
How high was the flood level in your business/home? (estimate)			

FOR RETROSPECTIVE APPLICATIONS ONLY – If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money i.e. utilised insurance company contractor, or sought quotes from a range of providers. Evidence of quotes and invoices should please be included with your application. If you've done flood protection work on your property, a surveyor can complete a Flood Risk Report to tell insurers or buyers how the work affects the flood risk.	**Official Use**

Funding will only be awarded once the work has been completed to appropriate quality standards and copy invoices have been provided to the Council. The final cost invoiced by the contractor should not exceed the quoted price.

5. Have you received any alternative funding (such as previous grant funding or insurance claim payment) for any of the equipment you are applying for grant funding for?	**Yes/ No**	**Official Use**
Source of Grant and Year		
6. FOR APPLICATIONS BUSINESS PREMISES ONLY – Have you received any other public grant funding during the last three years? If so please specify what for and the amount received.		
Source of Grant and Year		
7. Should your application be approved, please indicate the month you expect to make a grant claim. Grant claims can only be made once the installation has been fully completed [authorities may consider prepayments to assist applicants].		

If uninsured, grant funding will be provided directly to the contractor/supplier on receipt of invoices.

Privacy

Your personal information may be shared with Central Government for the purposes of statistics and grant payment.

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/

In accordance with Act you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are http://www.newark-sherwooddc.gov.uk/dataprotection/
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately https://ico.org.uk/
- For further details about how you information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info

Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application is correct. I confirm that I understand the purpose of this form and the reasons for the collection of my / our personal data (to the extent that this form contains information which is personal data for the purposes to the Data Protection Act 2018) and that I agree to my/ our personal data being used as stated.

If any information changes I will inform Newark and Sherwood District Council immediately.
Warning – if you knowingly or recklessly make a false statement to obtain grant for yourself or anyone else you risk prosecution, and the recovery of all grant payments. By signing this form you are agreeing that you have read and agree with the above declaration.

Signature of applicant ..... Name.....

Date:

Please return completed forms to:

Property Flood Resilience Fund Processing

Newark and Sherwood District Council

Great North Road

Newark, Nottinghamshire

NG24 1BY

Conditions of Grant

1. The Council expects all applicants to seek value for money in all the work undertaken. Appendix one sets out the indicative costs for elements of Property Flood Resilience Work and no payment in excess of these amounts will be made for that element of work.
2. The maximum grant to be paid is £5,000
3. Wherever possible applicants should seek to use a contractor approved for Property Flood Resilience works (eg one listed on the 'Blue pages' http://bluepages.org.uk/)
4. Grants will be payable to the person responsible for the fabric of the building.
5. Grants are intended to fund additional measures over and above the costs of repairs that would normally be covered by insurance. They must be used only for improvements to the fabric of the premises that would have the impact of reducing the impact and cost of subsequent flooding on the property.
6. Property owners only to apply.
7. Properties that have received a recovery grant(from the recovery scheme put in place after the 2013/4and/or2015/6)are not eligible for further support.