

You should read this leaflet carefully before deciding which option to use.

You can talk to the grant officer about which option you would like to choose.

The grant officer will be able to tell you how long your grant is likely to take.

You will be told how much your grant/loan is and any contribution you may have to make before work starts.

The grant officer will be able to answer any questions you may have and will leave you his calling card with his contact details so that you can contact him directly as and when the job progresses.

The grant officer can be contacted on 01935 462462 or

[Email: dfg@southsomerset.gov.uk](mailto:dfg@southsomerset.gov.uk)



All enquiries regarding this publication should be directed to:

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Home Aid

Home Adaptations



This leaflet describes the three options available to you for choosing a contractor to carry out the adaptations needed to your home. It also gives further advice and information on the adaptation process

Options

What are my Options?	Option 1 Use the Home Aid Service to arrange everything for you	Option 2 Choose your own builder and arrange everything yourself	Option 3 Choose an agent to act on your behalf and do everything for you
How does this option work?	<ul style="list-style-type: none"> ◆ Once the grant officer has visited he/she can arrange for someone from Home Aid to visit. ◆ Home Aid is the Council's home improvement Service. ◆ Home Aid will draw up a scheme of works and help you complete a grant application. ◆ The Home Aid officer will contact your occupational therapist to discuss/agree the adaptations that are needed. ◆ Home Aid will help you select builders and help you apply for planning permission, building regulation approval and any other consents needed. ◆ Home Aid will help deal with queries from the builders while they are on site. ◆ When the builders are finished, Home Aid will check to ensure the works have been carried out properly and fully meet your needs before they are paid. ◆ Home Aid will liaise with the grant officer on all aspects of the job on your behalf. 	<ul style="list-style-type: none"> ◆ You will have to fill in the application forms and apply for any permissions necessary ◆ You will have to choose your own builder ◆ We recommend that you arrange for two builders to visit your home and provide estimates. ◆ You will then send us your builder's estimates with your completed application forms. We will then work out how much grant you are entitled to and then approve your grant. ◆ You will then arrange for the selected builder to carry out the works, and supervise them yourselves. ◆ Once the works are completed, we will check them to ensure they have been carried out properly and fully meet your needs before we pay the grant to you or your builder. 	<ul style="list-style-type: none"> ◆ You can employ an agent to act on your behalf. You are advised to sign a JCT contract if going down this route ◆ Your agent will help you fill in the application forms ◆ Your agent will select a suitable builder, to visit your home and provide estimates for the cost of the adaptations needed. ◆ Your agent will give the Council 2 or more estimates and grant applications forms. ◆ The grants officer will then work out how much grant you are entitled to and then approve your grant. ◆ Your agent will then arrange for the builders to carry out the works, and supervise them on your behalf. ◆ Once the works are completed, your agent will check them to ensure they have been carried out properly and fully meet your needs before they pay the grant to the builders. ◆ Your agent will charge a fee for this on top of the cost of the building and other works.
Why would I choose this option, and what are the advantages?	<ul style="list-style-type: none"> ◆ This option is quick and simple ◆ Home Aid will provide you with all the help you need. ◆ You may want to choose this option if the work is relatively straightforward. 	<ul style="list-style-type: none"> ◆ This option will involve you more, but you have full control over which builder carries out the work in your home. ◆ You may want to choose this option if you have a preferred builder you want to use. 	<ul style="list-style-type: none"> ◆ The agent will provide you with all the help you need from your application to the completion of the work. ◆ You may want to choose this option if your situation is complicated, or you want extra works carried out in your home.
Remember	<ul style="list-style-type: none"> ◆ In most cases the grant will cover <u>all</u> of the agreed adaptation costs using Home Aid. ◆ There will be a fee charged for the Home Aid service, but in most cases the approved grant will cover the full fee costs. ◆ You will have already been told if you have a means tested financial contribution to pay towards the cost of the works. If you do Home Aid may be able to help you meet your costs through the WRT loan scheme. More information is available on request. ◆ Home Aid fees are currently 12% 	<ul style="list-style-type: none"> ◆ The grant <u>may not</u> cover all of the costs of your chosen builder if they are more expensive than the one Home Aid would have provided. ◆ You will have already been told if you have a means tested financial contribution to pay towards the cost of the works. If you do, you may be able to meet your costs through the WRT loan scheme. More information is available on request 	<ul style="list-style-type: none"> ◆ The grant <u>may not</u> cover all of the costs of your chosen builder/agent if they are more expensive than the one Home Aid would have provided . ◆ As Option 1, there will be a fee charged for the agents services which is normally covered by the grant, however not all of your agent's fees may be covered and if the builders estimates are expensive all the costs may not be covered. ◆ You will have already been told if you have a means tested financial contribution to pay towards the cost of the works. If you do your agent may be able to help you meet your costs through the WRT loan scheme. More information is available on request