**Property flood resilience recovery support scheme 2020**

**Grant application form**

**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/**](http://www.floodguidance.co.uk/)

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| **Official use** | **Date of receipt** | **Unique reference number** |

**Eligibility**

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| Do you own the property? | Yes / No |
| Was your property flooded as a result of storm Ciara and/or storm Dennis in February 2020? |  |
| Date of flood: |  |
| Did flood water enter **inside** your property? | Yes / No |
| Please specify which rooms were flooded? |  |
| Were you unable to use the property or did you have to leave the property as a result of the flooding? | Yes / No |

Instances where properties could be considered “unliveable or unusable” include:

• Where access to the property is severely restricted (e.g. upper floor flats with no access);

• Key services such as sewerage, draining, and electricity are severely affected;

• The adverse weather has resulted in other significant damage to the property such that it would be or would have been advisable for residents to vacate the premises for any period of time, regardless of whether they do vacate or not;

• Flooded gardens or garages will not usually render a household eligible but there may be exceptions where it could be demonstrated that such instances mean effectively that the property is unliveable.

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| **1. 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: | |
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| **2. Insurance/Repair Contact**  **Is 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: | |
| 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 Charnwood Borough Council | Signature **[name]** of policy holder |

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| **3. Details of property which was flooded** | | | | |
| Address of property flooded (if different from above), | | | | |
| Postcode: | | | | |
| Date of flood | | | | |
| Is this the first flooding event?  If not, insert date of last flood (year only)? | | | | |
| **Type of Property** | | |  | |
| Stone | | | | |
| Brick | | | | |
| Concrete walls | | | | |
| Timber | | | | |
| Metal | | | | |
| Other | | | | |
| **Type of Floor** | |  | | |
| Concrete | | | | |
| Stone | | | | |
| Timber | | | | |
| Other | | | | |
| Does your property have a Basement | **yes** | | | **no** |
| How many **Floors** have your property? | | | | |
| How high was the flood level in your business/home? (Please estimate) | | | | |

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| **4. Details of works to be undertaken**  Please provide details of the work that you intend to have completed at your property. Information is available on the Council’s website of the types of works that are eligible under this grant.  Please provide a copy of the surveyor’s report and any estimates/quotes from suitably qualified persons/businesses are to carry out the works.  **NOTE: FOR RETROSPECTIVE APPLICATIONS ONLY** – If you are applying for works that have already been undertaken, please also 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  **NOTE:** Charnwood Borough Council reserves the right to inspect any works carried or to obtain any alternative quotes for works to be provided to ensure value for money. |

**Details of work to be undertaken (please attached separate sheets as necessary).**

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| **Property level measures** | **Description of Measure** | **Included**  **Y/N** |
| Professional Survey of Premises to Identify Flood Risks | Professional survey undertaken to identify property flood risk and identify appropriate resilience and/ or resistance measures.  Professional Flood Risk Report can be commissioned by the applicant to inform any future works, and/ or to submit to insurance companies to demonstrate action taken/ level of future risk. |  |
| Airbrick Cover | Watertight cover for airbricks. |  |
| Self-closing airbrick | Replacement airbrick that automatically closes to prevent flooding. |  |
| Sewerage Bung | Inflatable device to insert in U bend of toilet to prevent sewage backflow. |  |
| Toilet Pan Seal | Seal to prevent sewage backflow. |  |
| Non-return valves 12mm overflow pipe | Valve prevents backflow via overflow pipe. |  |
| Non-return valves 110mm soil waste pipe | Prevents backflow via soil waste pipe |  |
| Non-return valves 40mm utility waste pipe | Valve prevents backflow via waste pipe. |  |
| Silicone gel around openings for cables etc. | Prevents flooding via openings for cables to access properties. |  |
| Water resistant repair mortar | Water resistant mortar used to repair walls and improve future resistance. |  |
| Re-pointing external walls with water resistant mortar | Improve water resistance through using water resistant mortar to re-point walls. |  |
| Waterproof external walls | Membrane fitted to make external walls water resistant? |  |
| Replace sand-cement screeds on solid concrete slabs (with dense screed) | Dense water resistant screed to replace sand-cement screed |  |
| Replace mineral insulation within walls with closed cell insulation | Replacement of wall insulation with water resistant insulation. |  |
| Replace gypsum plaster with water resistant material, such as lime | Replace existing plaster to water resistant material in property. |  |
| Sump Pump | A pump used to remove water that has accumulated in a water collecting sump basin |  |
| Demountable Door Guards | Guard fitted to doors to resist flooding |  |
| Automatic Door Guards | Door guards that automatically close to prevent flooding |  |
| Permanent flood doors | Permanent door (rather than demountable) which is flood resistant. |  |
| Demountable Window Guards | Guard fitted to window to resist flooding |  |
| Replace ovens with raised, built-under type | Raising oven off floor above flood level |  |
| Replace chipboard kitchen/bathroom units with plastic units | Fit plastic kitchen and/ or bathroom units to minimise water damage. |  |
| Move electrics well above likely flood level | Re-wiring of electrics (such as socket points) above flood level. |  |
| Mount boilers on wall | Raise boiler above flood level. |  |
| Move service meters above likely flood level | Raise service meters above flood level |  |
| Replace chipboard flooring with treated timber floorboards | Replace floor (including joists) to make water resistant. |  |
| Replace floor including joists with treated timber to make it water resilient | Replace floor including joists with treated timber to make it water resilient |  |
| Install chemical damp- proof course below joist level | Install damp proof course to resist groundwater flooding. |  |
| Replace timber floor with solid concrete | Replace wooden flooring with concrete. |  |
| Garage/Driveway Barrier | Driveway gate or garage barrier to resist flooding. |  |

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| **Other Measures – Please list any other measures to be taken not identified above and add additional sheets as necessary.** | **Identified in a professional report.  Y/N** |
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| **5. Cause of flooding**  **Do you know the cause of the flooding?** | **Yes / No** |
| **If yes, please indicate which of the following was the cause of flooding:** | |
| Blocked / overwhelmed river |  |
| Extreme rainfall |  |
| Blocked drainage |  |
| Surface water runoff |  |
| Other (please specify |  |
|  | |
| **6. Flood damage**  **Please briefly describe the primary damage that was caused.** | |
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| **7. Do you have evidence of the damage?**  **Please list any evidence you have and attach copies with your application** | **Yes/ No** |
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| |  |  | | --- | --- | | **8. Have you received any alternative funding (such as previous grant funding or insurance claim payment) for any of the works you are applying for grant funding for?** |  | | **Yes/ No** |
| Please provide details of any funding already received and date received | |
| **9. 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/s and Year** | |
| **10. 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 [The Council may consider prepayments to assist applicants where there is clear evidence of the works being carried out and other temporary funds are not available].** | |
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**Terms & Conditions**

1. A Grant of up to £5000 (inclusive of value added tax) including the cost of the property survey by a competent person is available subject to eligibility. Should an applicant choose to implement measures in excess of £5000, the cost will need to be met from self-funding or an alternative source.

2. For successful applications, up to £500 (as part of the £5000 PFR Grant) is available to fund the cost of an independent pre-installation survey (to develop the project plan) and post completion inspection of the completed work by a suitably qualified independent surveyor together with a Property Flood Risk Report providing confirmation of the work undertaken for the benefit of insurers and purchasers.

3. Ownership eligibility is determined as the applicant(s) being registered at the Land Registry as:

(a) the registered proprietor of the Freehold title to the Property; or

(b) the registered proprietor of the Leasehold title to the Property where the lease is for a term equal to or in excess of 21 years.

4. All works will be based on an independent property survey by a competent surveyor (approved by Charnwood Borough Council (‘CBC’) in advance) that assesses the flood mechanisms, the level of risk, details recommended resistance and recoverability measures and indicates estimated costs for those measures.

5. The Grant is intended only to fund measures that will improve the property’s resilience and recoverability to flooding, over and above repairs that would normally be covered by insurance.

6. Properties that have received a recovery Grant following a previous flooding event are not eligible for further support except in exceptional cases. Where a survey suggests that extra resilience measures should be installed over and above what was previously installed under a PFR recovery scheme and these are not insurable, the local authority can consider these on a case by case basis and at its absolute discretion.

7. The Grant is available to be pooled for collaborative applications to establish community level resilience and recoverability.

8. The Grant is not available for a second home or a property that was empty or not occupied on a full-time basis at the time the flooding occurred.

9. Grant claims can only be made once the installation has been fully completed and approval for the work has been signed off by CBC.

10. All Grant money must be claimed by no later than 17:00 on 31 March 2021.

11. Surveys and Works should meet the Property Flood Resilience Code of Practice and all relevant planning permission, building control, listed building, electrical safety or other applicable standards.

12. Contracts for the work will be between the applicant and the contractor and surveyor. CBC may refuse to pay the Grant unless assured of the competency of the surveyor in property flood risk surveys or the contractor in relation to the specific flood resilience or recoverability measures to be installed.

**Declaration**

I confirm that I am the owner of the property (as defined in paragraph 3 of these Terms and Conditions) or have permission from the owner of the property to sign this agreement on their behalf.

I confirm, 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 and that I agree to my/our personal data being used as stated.

I confirm I have read and understand the above terms and conditions.

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 1998) and that I agree to my/ our personal data being used as stated.

If any information changes I will inform Charnwood Borough 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 and accept the conditional offer of Grant.

Name ………………………………………………………………………

Signature ………………………………………………………………….

Date ………………………………….………………...

**Submission**

**Please email completed application forms and supporting evidence to**

[FloodResillianceGrant@Charnwood.gov.uk](mailto:FloodResillianceGrant@Charnwood.gov.uk)

Or post hardcopy application forms and supporting evidence to:

Flood Resilience Grants,

Cleansing and Open Spaces

Charnwood Borough Council

Southfield Road,

Loughborough,

Leicestershire.

LE11 2TT