

- Priority will be given to landlords willing to rent the accommodation to tenants from the Joint Waiting List, through Smart Move or Deposit Guarantee Scheme operated by WHBAC or the Councils 'safe rent' scheme.
- Grant monies will be released upon receipt of completed tenancy agreements or equivalent agreements.

If you fail to comply with the grant conditions the Council may reclaim all of the grant monies paid.

How do I contact the Private Housing Team?

The Private Housing Team is located at The Guildhall, High Street, Worcester WR1 2EY

Telephone 01905 722276.

The office is open between 08:30am and 4:30pm Monday to Friday

Useful telephone numbers

Planning Officer:	01905 722532
Building Control Officer:	01905 722541
Trading Standards:	01905 765373
Conservation Officer:	01905 722501

General

This brochure is to assist you in applying for a grant to carry out improvements. If you have any queries, please contact the Private Housing Team, Systems Support Assistant on 01905 722276 .

Are you thinking of Converting an Empty Property into Housing Accommodation?

This leaflet will explain how you can get financial assistance from the council to convert your empty property into units for renting.

What work is eligible for grant?

Grant is available to carry out works of repair, improvement and adaptation to provide new units of housing accommodation for rent by the conversion of large existing dwellings or the commercial buildings. The works can include renovation of the fabric of the building in addition to conversion.

Will the Council specify the standard of the works to be carried out?

The Council will require the work to be carried out to a high standard and may specify the following works:

- All units must be provided with adequate and efficient space heating with adequate controls.
- All units must have adequate thermal insulation i.e. double glazed windows and roof insulation.
- Units provided must provide adequate living accommodation and facilities.
- There must be adequate means of escape in case of fire from the premises.
- All units must be provided with smoke detectors wired into the electric mains.
- Where multiple units are provided there must be a door entry system to the main external door.
- Adequate noise insulation must be provided between units and where necessary to prevent nuisance from/to external sources.
- Adequate provision must be made for the storage of refuse.
- The units must be self contained, minimum of 1 bedroom and arranged so that bedrooms can be entered without passing through another bedroom.

What information do I need to supply?

The Council will require the following information:

- A copy of a plan of your proposal together with a detailed specification, NBS or equivalent of the works to be carried out. (These must be prepared by an architect or similar professional).
- Three builder's detailed estimates of the cost of the work. It is best to discuss your proposals with the Council's Officers before obtaining estimates.
- Proof that you are the owner of the building.
- Proof that you have obtained the necessary Planning and Building Regulations permissions.

Please note that the scheme must be prepared and supervised by a building professional such as an architect or quantity surveyor.

How much Grant can I expect to receive?

This grant is discretionary and their availability and level are subject to the Council's resources at the time you apply. The grant will not exceed 50% of the cost of the works and will be limited to £15,000 if one unit of accommodation is provided or £30,000 for more than one being the maximum grant.

Are there any conditions attached to having a grant?

Grant approvals are subject to the following conditions:

- The units provided must be let or be available for letting for a period of five years.
- You must insure the property and keep it "fit for human habitation" for five years.
- If you dispose of one or all of the units within the five year period and the disposal is not an exempt disposal you will be required to repay all the grant money back.