

## Property Flood Resilience (PFR) grant application

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 <a href="http://www.floodguidance.co.uk">http://www.floodguidance.co.uk</a>	
2. Is your grant application for PFR work that you have already carried out? Yes/No	
3. Applicant Information	
Name of applicant	
Flooded property address	
Flooded Property Postcode	
Who is the owner of the property?	
Business name (If applicable)	
Contact address (if different from above)	
Contact Postcode	
Telephone Number	
Mobile Number	
E-mail address	
How would you prefer us to contact you? Please note we will use the email address or contact address indicated above.	Email / Post

**Where the resilience repair work is part of the recovery work funded by the insurance company, please provide details below**

4. Insurance / Repair contact details	
Name of Insurer	
I agree to allow my insurance company to share data with Worcester City Council.	Yes / No

I will be nominating my Insurer to progress my application for PFR Grant on my behalf	Yes/No
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5. Flooded Property	
Date of flood	
<p>Which areas of the property were affected?</p> <p>The grant is only available where the habitable living or business area of a property has been damaged by entry of floodwater, necessitating drying out and/or repairs to the fabric of the building</p> <p>Garages, outhouses and storage areas are not eligible.</p> <p>Second homes and empty homes are not eligible.</p> <p>Basements or cellars not used as part of the habitable or business area are not eligible</p>	

<p>FOR APPLICATIONS RELATING TO BUSINESS PREMISES ONLY</p> <p>Please provide details of any other public grant funding received during the last three years</p>	
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6. Please confirm whether you are willing to pool grants with your neighbours to fund community level flood protection and resilience work where appropriate.	Yes / No
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**Terms & Conditions**

- 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.
- 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.

- Ownership eligibility is determined as either the Freeholder or the owner of a 21 year lease or longer of the property,
- All works will be based on an independent property survey by a competent surveyor that assesses the flood mechanisms, the level of risk, details recommended resistance and recoverability measures and indicates estimated costs for those measures. (Update, Please see Approval in Principle section below, para 2.)
- 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.
- 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.  
(Update, Please see Approval in Principle section below, para 2.)
- The grant is available to be pooled for collaborative applications to establish community level resilience and recoverability.
- The grant is not available for a second home or a property that was empty at the time the flooding occurred.
- Grant claims can only be made once the installation has been fully completed and approval for the work has been signed off.
- All grant money must be claimed by end of 31 March 2022 (updated).
- Surveys and Works should meet the Property Flood Resilience Code of Practice and all relevant building control, listed building, electrical safety or other applicable standards.
- Whilst the applicant is encouraged to use the recommended contractors and surveyors, the council takes no responsibility for their competency. The contracts will be between the applicant and the contractor and surveyor. If the applicant chooses to use a surveyor or contractor not on the recommended list, the council 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 (either the freeholder or the owner of a lease longer than 21 years) or have permission from the owner of the property to fill out this application form 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 that if any information changes I will inform Worcester City Council immediately.
- I confirm I have read and understand the above terms and conditions.

**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 and submitting this form you are agreeing that you have read and agree with the above declaration.**

### **Privacy Notice**

The information that you supply will be processed by Worcester City Council, who, for the purposes of the Data Protection Act 1998, are the Data Controller. Any personal information you provide will be treated as strictly confidential and will only be used for the purpose it was collected. Your information will not be shared with any other parties with the exception that the Local Authority are under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

This information may be stored onto your application.

**Thank you for completing this application. Please return to Flood Resilience Grant, Worcester City Council, Guildhall, High Street, Worcester WR1 2NR or preferably email to [Property@worcester.gov.uk](mailto:Property@worcester.gov.uk). We will then confirm eligibility and approval in principle and provide a reference number for use in all further correspondence.**

**Applicant name:**

**Applicant signature:**

**Date:**

## **How the scheme works**

1. **Application** – Worcester City Council will send application forms and details of the grant scheme to property owners known to have been or likely to have been affected by the February 2020 floods. Property owners may also apply directly by downloading forms and guidance from the Council’s website <https://www.worcester.gov.uk/community-safety/accidents-emergencies-and-safety/flooding-information/flooding-support-funding>
2. **Approval in Principle** – Once the Council has received an application, it will check eligibility and confirm this with the applicant by sending an approval in principle with a reference number to be used in further correspondence. After receiving an approval, the applicant will then be responsible for contacting the surveyor of their choice to arrange for a property survey to be conducted and recommendations for work to be prepared.

We would always encourage you to take appropriate advice before proceeding with any work. However, we are aware of the current difficulties in finding available surveyors with suitable expertise in this specialised area and have made some revisions to the original scheme to expedite the process.

A survey will not be required to justify any Recovery work, i.e. work to reduce the damage done to the property and the length of time before it is habitable again, that falls within the scope of the List of Example Eligible Resilience Measures document we have provided. If your proposal includes work that isn’t listed here, please submit the proposals with a justification for our consideration.

A suitable survey report will be required to support any proposals for Resistance work, i.e. work to stop flood water from entering the property or group of properties.

Unless the Council specifically requests, a Survey will not be required to justify further works to properties where a Property Flood Resilience Grant has been paid previously. However, the application should clearly state what works were undertaken previously and how the property will benefit from the proposed works.

3. **Property Survey Approval** – If a survey is required, the applicant will then submit a Property Survey Approval form along with a copy of the survey and a copy of the surveyor’s invoice. If a survey isn’t required, please use the Property Survey Approval Form to confirm what work you are claiming grant for.
4. **Property Survey Confirmation and Payment** – On receiving a copy of the Property Survey Approval Form and the property survey if required, the Council will review and if satisfactory pay the surveyor on the applicant’s behalf and confirm the works proposed are within the scope of the grant eligibility.

5. **Quotes** –The applicant will be responsible for contacting the contractor/s of their choosing to arrange for works to be quoted. Usually one quote will suffice although the Council reserves the right to ask for more to be sure of value for money.
  
6. **Full Works Approval** – If the Council deems that the works are eligible, is satisfied with the competence of the contractor and the costs are reasonable, approval will be given to the applicant that the works can be done. The approval document will state the amount of grant to be paid and whether a surveyor revisit to sign off the works will be required or what further evidence of satisfactory completion will be required.
  
7. **Completion of works** – After the works have all been completed the applicant will need to submit receipted invoices and any requested evidence with the completion of works form stating when the works were completed, and confirmation that they are happy for the contractor/s to be paid directly.
  
8. **Sign off of works** – After receiving the completion of works documents, a representative or agent of the Council (if specified as necessary in the full approval document) will conduct a site visit to confirm satisfactory completion of the work.
  
9. **Payment of works** – After confirming a satisfactory completion the Council will send the payment directly to the contractor/s and the applicant will be notified of this.



## **Completion of works form**

Please send a copy of the invoice/s along with this form.

1. Applicant Information	
Name of applicant	
Flooded property address	
Flooded Property Postcode	
Business name (If applicable)	
Claim reference number	

2. Please identify the work that has been carried out and state the date that the work was completed.



3. Please confirm that you are happy for us to pay the contractor/s.

Yes / No

**Applicant signature:**

**Date:**