

**Sevenoaks District Council
Repair & Renew Grant**

SCHEME GUIDELINES

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.

Email grants@sevenoaks.gov.uk.

Funding of up to £5,000 per property per application is available to flood affected homes and business premises to put flood resilience measures in place to reduce the risk of or minimise the impact of future flooding. Collaborative applications, where a street or row of properties have been flooded and would like to work together to establish more appropriate solutions, can be submitted based on a contribution of £5,000 per property.

Please note we can only accept one application per property.

We may be able to pay your supplier directly if you are not able to pay for works yourself and then reclaim. Please speak to us directly to discuss your requirements.

1. WHAT ARE THE SCHEME'S PRIORITIES?

The Scheme provides funding to put flood resilience measures in place for homes and business premises damaged by flooding between 1st December 2013 and 31st March 2014.

2. WHO CAN APPLY?

The owners of the following premises are eligible:

- Residential properties where habitable internal areas of the premises have been damaged by flooding between 1st December and 31st March 2014.
- Businesses (including social enterprises) and charitable organisation properties where internal areas of the premises which are critical to the day to day operations of the business have been damaged by flooding between 1st December 2013 and 31st March 2014.
- Static caravans where they are the primary residence.

3. HOW MUCH AND WHAT CAN I APPLY FOR?

The most we will award for any one application is £5,000. The minimum grant is £100:

- 100% of the costs (including VAT) of purchasing and installing appropriate resilience measures from the following list :
 - Professional surveys of premises to identify flood risks
 - Flood risk reports
 - Listed building consent
 - Airbrick covers
 - Self-closing airbricks
 - Sewerage bungs
 - Toilet pan seals
 - Non-return valves
 - Silicone gel for openings around cables
 - Water resistant repair mortar
 - Repointing external walls with water resistant mortar
 - Waterproofing external walls
 - Replacing sand-cement screeds on solid concrete slabs
 - Replacing gypsum plaster with water resistant materials
 - Sump pumps
 - Demountable or automatic door guards
 - Permanent flood doors
 - Demountable window guards
 - Septic tank resistance or resilience measures
 - Kitchen flood resilience works
 - Replacing flooring and joists with treated timber
 - Installing chemical damp-proof courses
 - Replacing timber floors with solid concrete
 - Garage/driveway barriers
 - Other measures (as identified by independent survey)

4. WHAT ARE THE MAIN CONDITIONS?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- You or your business must have a bank account.
- All appropriate legal agreements, insurances and processes needed to deliver the required improvements are in place, or will be in place by the time the work commences, including any necessary planning, building regulations or other permissions.
- Any grant you are awarded will be used only for the improvements set out in your application and will be ring-fenced for this purpose. It must not be used for any other purpose.
- A third party independent survey is undertaken to advise the most appropriate flood resilience measures for your property.
- For proposed works to be undertaken, please supply three quotations for the cost of the items you are claiming for. If you are not going with the cheapest quote, please say why.
- Payment will be made once works have been completed. A claim form will be provided that can be submitted, along with an invoice for works completed, to claim funding awarded.
- If you are applying retrospectively for works completed, please supply copy of invoice for works completed.
- Works must be completed and claimed by 31 December 2014.
- You will be required to submit evidence of flooding to your property or business premises.
- All publicity materials must acknowledge Sevenoaks District Council's support.
- Applicants should make every effort to ensure that the grant applied for does not duplicate any claim made to or paid by an insurance company. If it is found that this funding duplicates any such claim, the funding must be repaid to the Council.

5. WHAT WE WILL NOT FUND

We will not grant the following:

- Claims for flooding that occurred before 1 December 2013 or after 31 March 2014.
- Businesses that have not put any insurance arrangements in place;
- Routine business expenses or costs that are recoverable elsewhere;
- Storage sheds or warehouses;
- Impacts of flooding as a result of:
 - Failure of a water main
 - Failure of an internal water system
 - Failure of a sewerage system (unless this failure was caused by the adverse weather conditions)

6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?

The appraisal process will look at:

- The extent to which you or your business has been affected by flooding between 1 December 2013 and 31 March 2014.
- Whether the proposed resilience measures are appropriate for the nature of flooding experienced.
- That the application represents value for money (eg through provision of like-for-like quotes).
- Whether any other known flood defence scheme has been committed to in the same area.
- Whether the applicant has received other public or insurance funds for the same measures.
- Whether applicant businesses comply with state aid legislation.

If you require any assistance, please contact:

Simon Davies, Partnership and Project Officer, on 01732 227000

Return by post to the address below, with all supporting papers:

**Simon Davies, Communities & Business Team, Sevenoaks District Council,
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG**