

APPLICATION FOR REPAIR AND RENEWAL GRANT

1. Applicant Information	
Name of applicant	
Business name (if applicable) and please indicate if freehold or leasehold	
Address	
Postcode	
Telephone Number	
Mobile	
E-mail	

2. Property flooded	
Address of property applying (if different from above), including postcode. N.B. Only one application per property	
Date property was initially flooded	
Have you made an insurance claim yes/no	
If no, please explain why	

3. Do you know the cause of the flooding?	
Blocked/ overwhelmed river	
Blocked drainage	
Extreme rainfall	
Surface runoff	
Groundwater	
Other (please specify)	

4. Please briefly describe the primary damage that was caused

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5. Is your grant application for;	
Resilience/ resistance measures that you will install in the future should your grant be approved?	Yes/ No
For resilience/ resistance measures that you have already purchased and installed following the flooding (retrospective application).	Yes/ No

6. Please indicate which of the available resilience/ resistance measures you intend to or have installed (if a retrospective application), and cost (including VAT).

Two like for like quotes should be provided with your application to support the identified cost, at least one of which must be from a local supplier (if available). Alternatively, retrospective applications should answer question 8.

Please note that the maximum grant that can be applied for is £5,000 (including VAT costs). Any costs incurred above £5,000 will need to be met from your own funds.

When selecting which measures you intend to install, please read the application guidance note. We also strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate, and may make limited difference to protecting or minimising the damage to your premises.

Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application.

We recommend you only install products that are marked with the 'kitemark' logo

Resistance measures	Cost each £	Number of units	Total Cost £
Demountable Door Guards			
Demountable Window Guards			
Airbrick Cover			
Sewage Bung			
Toilet Pan Seal			
Sump Pump			
Re-pointing external walls with water resistant mortar			
Waterproof external walls			
Automatic Door Guards			
Automatic Window Guards			
Self-closing airbrick			
Non-return valves 110 mm soil waste pipe			
NRV 40 mm utility waste pipe			
NRV 12 mm overflow pipe			
Garage/ Driveway Barrier			
Resilience measures			
Replace sand-cement screeds on solid concrete slabs (with dense screed)			

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Replace chipboard flooring with treated timber floorboards			
Replace floor including joists with treated timber to make water resilient			
Replace timber floor with solid concrete			
Raise floor above most likely flood level			
Replace mineral insulation within walls with closed cell insulation			
Replace gypsum plaster with water resistant material, such as lime			
Install chemical damp-proof course below joist level			
Replace doors, windows, frames with water-resistant alternatives			
Mount boilers on wall			
Move washing machine to first floor			
Replace ovens with raised, build-under type			
Move electrics well above likely flood level			
Move service meters well above likely flood level			
Replace chipboard kitchen/ bathroom units with plastic units			
Total Cost of Resilience/ Resistance Measures implementing			£
Professional advice on flood resistance/ resilience			£
Flood Risk Report (Professional advice)			£
Total Amount of Grant Applying For if different (maximum £5,000 including VAT)			£

7. Two like for like quotes for the purchase and installation of the identified measures should be included with your application. If you have not selected the cheapest available quote, please briefly explain why.

8. FOR RETROSPECTIVE APPLICATIONS ONLY – If you are applying for works that have already been undertaken, please 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.

9. Have you received any alternative funding (such as previous grant funding or insurance claim payment) for any of the equipment you are applying for grant funding for?

**Yes/
No**

If yes, please specify and state why also seeking Repair and Renew Grant support

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10. FOR APPLICATIONS FOR <u>BUSINESS PREMISES</u> ONLY – Have you received any other public grant funding during the last three years? If so please specify what for and the amount received.

11. 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 and contractors paid from own fund. Oxford City Council has to claim payment from Government by 31 March 2015. YOUR CLAIM MUST BE WITH US BY 15 MARCH 2015 TO BE PAID

Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application are correct. I confirm that 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 Oxford City 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. You will be required to provide invoices for all products purchased and also provide photographic evidence that the measures that you have claimed for have been installed.

Date Signature

Name

Annex B - Guidance to applicants

Purpose of the Fund

Following an announcement by the Prime Minister on the 12 February 2014, the Repair and Renew Grant (RRG) scheme has been established to provide grants of up to £5,000 to homeowners and businesses that had been flooded between the **1 December 2013 and up to 31 March 2014**, to implement flood resistance and/ or resilience measures to minimise the impact of any future floods.

The RRG will **not** provide funding support for general repairs from flood damage, or to supplement insurance excess payments.

Who can apply?

The owners of the following premises are eligible for RRG;

- *Residential properties (including static caravans where primary residence) where habitable internal areas of the premise have been damaged by flooding between the 1st December 2013 and the 31 March 2014.*
- *Business (including social enterprise) and charitable organisation properties where internal areas of the premise which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged by flooding between the 1 December 2013 and the 31 March 2014.*

Grants will be payable to the person responsible for the fabric of the property, normally the property owner. Applications from lease holders of businesses will need to provide confirmation from the freeholder that works can be carried out and that grant payment can be made to the leaseholder. Only ONE application per property inside a curtilage.

Criteria

- The interior of your home or business premises must have been damaged by flooding between 1 December 2013 and 31 March 2014. Please see definition above and appendix A
- The applicant must not have received other sources of public or insurance funding to establish the same resilience and/ or resistance measures applied for (such as from a Property Level Protection scheme).
- Business applicants will need to comply with state aid regulations. To be eligible for RRG support businesses must not have received more than 200,000 Euros of public funding in the last 3 years. For primary agriculture and fisheries sections the deminimis threshold is 15,000 and 30,000 Euros respectively.
- Applicants should utilise advice on the Property Protection Adviser website (<http://nationalfloodforum.org.uk/property-level-protection-community-tool/>), and other sources of information referenced in this guidance, to help select the most appropriate resilience and/ or resistance measures for the nature of the flood risk to their property.
- Properties which will benefit from wider community flood defence schemes which will be completed prior to the winter (October/November) 2014 are not eligible to apply. Information regarding approved schemes can be found on the Environment Agency website at <http://www.environment-agency.gov.uk/research/planning/118129.aspx>.

What can I apply for?

Up to £5,000 grant funding towards 100 per cent of the costs (including VAT) of purchasing and installing appropriate resilience and/ or resistance measures from the eligible list below.

Should you choose to implement measures that cost in excess of £5,000, the additional costs must be met from alternative resources.

The following resilience and/ or resistance items can be applied for. When selecting which measures you intend to install, we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate for the type of flood risk to your property, and may make limited difference to protecting or minimising the damage to your premises.

Should you choose to seek professional advice to help you select the appropriate measures prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application (within the total £5,000 including VAT that you can apply for). **Please note that Oxford City Council cannot provide this professional advice service**

Property level-measures	Description of measure/type of flood risk?	Indicative cost range £s
Professional Survey of Premises to Identify Flood Risks (<i>can be undertaken prior to RRG application to identify most appropriate measures and up to £500 of costs applied for retrospectively</i>)	Professional survey undertaken to identify property flood risk, and identify appropriate resilience and/ or resistance measures.	Up to £500 including VAT
Flood Risk Report	Professional Flood Risk Report can be commissioned after resilience and/ or resistance measures fitted 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.	20-40
Self-closing airbrick	Replacement airbrick that automatically closes to prevent flooding.	50-90
Sewerage Bung	Inflatable device to insert in U bend of toilet to prevent sewage backflow.	30-50
Toilet Pan Seal	Seal to prevent sewage backflow.	60-80
Non-return valves 12mm overflow pipe	Valve prevents backflow via overflow pipe.	70-110
Non-return valves 110mm soil waste pipe	Prevents backflow via soil waste pipe	550-650
Non-return valves 40mm utility waste pipe	Valve prevents backflow via waste pipe.	80-120
Silicone gel around openings for cables etc.	Prevents flooding via openings for cables to access properties.	80-120
Water resistant repair mortar	Water resistant mortar used to repair walls and improve future resistance.	80-120
Re-pointing external walls with water resistant mortar	Improve water resistance through using water resistant mortar to re-point walls.	150-250
Waterproof external walls	Membrane fitted to make external walls water resistant?	200-400

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Replace sand-cement screeds on solid concrete slabs (with dense screed)	Dense water resistant screed to replace sand-cement screed	670-740
Replace mineral insulation within walls with closed cell insulation	Replacement of wall insulation with water resistant insulation.	720-800
Replace gypsum plaster with water resistant material, such as lime	Replace existing plaster to water resistant material in property.	4280-4740
Sump Pump	A pump used to remove water that has accumulated in a water collecting sump basin	400-600
Demountable Door Guards	Guard fitted to doors to resist flooding	500-900
Automatic Door Guards	Door guards that automatically close to prevent flooding	1000-2000
Demountable Window Guards	Guard fitted to window to resist flooding	500-900
Replace ovens with raised, built-under type	Raising oven off floor above flood level	700-780
Replace chipboard kitchen/bathroom units with plastic units	Fit plastic kitchen and/ or bathroom units to minimise water damage.	5000-5520
Move electrics well above likely flood level	Re-wiring of electrics (such as socket points) above flood level.	760-840
Mount boilers on wall	Raise boiler above flood level.	1080-1200
Move service meters above likely flood level	Raise service meters above flood level	1620-1800
Replace chipboard flooring with treated timber floorboards	Replace floor (including joists) to make water resistant.	920-1020
Replace floor including joists with treated timber to make it water resilient	Replace floor including joists with treated timber to make it water resilient	3490-3850
Install chemical damp-proof course below joist level	Install damp proof course to resist groundwater flooding.	6250-6910
Replace timber floor with solid concrete	Replace wooden flooring with concrete.	8210-9070
Garage/Driveway Barrier	Driveway gate or garage barrier to resist flooding.	2000-3000

Where appropriate, we recommend that homeowners and businesses use products that carry the BSI kitemark for flood protection products (PAS1188) or similar standards.

Collaborative community flood defence scheme

Streets or areas of residence wishing to apply collectively to establish community defence schemes resulting in better resilience measures to be implemented on behalf of a number of properties are encouraged to apply where owners meet the criteria.

How to apply and support documentation

Applicants should complete an application form and submit it to:

Tanya Bandekar
 Service Manager, Revenues and Benefits
 Oxford City Council
 St Aldate's Chambers
 St Aldate's
 Oxford
 OX1 1BX

Alternatively you can scan and send the documents electronically to:

tbandekar@oxford.gov.uk

PLEASE ENSURE YOU INCLUDE ALL QUOTES AND INVOICES

Applicants should complete an application form and submit it to the council no later than 31 December 2014.

Applications should be submitted with two like for like quotes for each of the resilience and/ or resistance measures (including installation costs and VAT) applied for, at least one of which must be from a local supplier (if available). If you have not selected the cheapest available quote, you should explain why in the application form (question 8).

The quotes must:

- be independent of the applicant
- be comparable (e.g. of same or similar specification (quality), size, quantity, units)
- be dated (within the last six months)
- show the supplier's address, telephone number and contact details
- give the VAT number (if the supplier is VAT registered and VAT is charged on the quote)
- show the supplier's company registration number (if they are a limited company).

How will applications be assessed?

Oxford City Council will assess each application to ensure that the applicant is eligible (property flooded between 1 December 2013 and 31 March 2014), meets the criteria of the fund outlined above, and represents value for money (costs in line with expectations).

Oxford City Council will aim to assess each application within 20 working days of receipt of a completed application (including all required supporting information), subject to the volume received.

When can I start to purchase and install the equipment?

Wherever possible, you should not incur any costs for purchase and installation of resilience and/ or resistance measures before your application has been approved and you have been formally notified (letter or e-mail). Should you incur costs before your application is considered, you do so at your own risk that your application may not be approved, and therefore the expenditure will not be recoverable.

Oxford City Council and/ or Defra do not have any liability for costs incurred prior to the submission and approval of an RRG application.

However, we realise that some people that have been flooded since the 1 December 2013 and the 31 March have;

- already installed eligible resilience and/ or resistance measures before the RRG was announced or launched.
- have had to install flood resilience and/ or resistance measures as part of repair works to premises that had to proceed before the RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application **not** be approved, you will **not** be able to recover costs incurred. Oxford City Council and/ or Defra do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

Can I make a retrospective application?

As above, we realise that some people whose property has been flooded between the 1 December 2013 and the 31 March have;

- Already installed eligible resilience and/ or resistance measures before the RRG was announced or launched.
- Have had to install flood resilience and/ or resistance measures as part of repair works to premises that had to proceed before the RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application **not** be approved, you will **not** be able to recover costs incurred. Oxford City Council and/ or Defra do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

If approved, how/ when do I claim the grant?

If your application is approved, we will confirm in writing and you can purchase and install the flood resilience or resistance measures applied for in line with the quote you selected and submitted with your application.

Once the works have been completed, you have received and paid the invoice, you can submit a grant claim (on relevant form) to the council. We will send you a copy of the grant claim form when we confirm your application has been approved. You should submit a copy of the invoice, and a photograph (s) of the resilience and/ or resistance measure(s) that have been installed.

Should your grant claim be in line with the original grant approval (in terms of equipment purchased and installed at identified costs), the grant claim will be processed and payment in to your bank account within 30 working days of receipt.

Please note that at some future stage an employee of Oxford City Council may visit your premises to ensure the resilience and/ or resistance measures have been installed in line with the requirements of the grant. If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

What is the deadline for Grant claims?

Applications can be submitted at any time between the 1 April 2014 and the 31 December 2014. Oxford City Council has to claim payment from Government by 31 March 2015. **YOUR CLAIM MUST BE WITH US BY 15 MARCH 2015 TO BE PAID.**

When will someone visit to inspect that the works have been completed?

A random selection of premises that have received RRG funding will be inspected following installation of the resilience and/ or resistance measures, and the grant has been paid.

If selected, we will be in contact to arrange a time to visit.

If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

Local guidance

When considering your application, the council will look at any community level flood defence works which are planned in the local area and would make any household/ business premises works redundant. If this is the case, we will inform you.

In Oxford during flooding, river levels can drive groundwater up through floors of houses in the flood plain. Even if flood-resistant measures are used to keep water out it might be useful to consider utilising a pump. Despite the risk of loss of electric power, mains electric pumps are safer for use in domestic properties, because of the risk of carbon monoxide poisoning from fuel-driven options.

Flood defences can be either 'reactive' or 'passive'.

- 'Reactive' measures (which you have to put in place) such as airbrick covers or flood boards for doorways are practical in Oxford because the Environment Agency can give at least two hours warning by phone. In practice there's normally at least a day's warning of flooding, giving plenty of time to respond.
- 'Passive' defences (such as automatic airbricks and flood-proof doors) remain in place, so will help protect the building even if you are away. So, if residents are unable to fit defences when needed, flood-proof doors could be a practical solution.
- In Conservation Areas, solutions must be appropriate for the building as it might not be acceptable to fix permanent frames to doorways and airbricks.

It can help to consider flood-resilient measures too: Raising white goods on plinths; Fitting plastic skirting boards or wainscoting; Rerouting electric cable above ceilings and putting sockets higher on the wall; Lime plaster instead of conventional gypsum; or perhaps lightweight doors on lift-off hinges. Such measures can be adopted progressively, to gradually reduce the cost of flood damage in successive events.

The ultimate protection against groundwater flooding in many Oxford houses would be to replace timber floors with solid concrete. This is a costly and disruptive option, but could be worth considering if the floor has to be replaced after a flood. Even with a solid floor, it's worth including a sump to hold a pump to remove leakage through walls or other defences.

Sources of further guidance

Prior to implementing any flood resilience and/ or resistance measures (whether through the RRG or at your own cost) it is strongly advised that you seek some guidance as to the most appropriate means of protecting your premises. Flooding can occur for a wide variety of reasons, and you could mistakenly install resilience and/ or resistance measures which will make no or very little difference to protecting your premises in the future. It is very unlikely that Property Level Protection will prevent future flooding to your home or business, but informed resilience and/ or resistance measures can reduce the level or risk or damage incurred.

There are a wide range of sources of information available to you;

- **Insurance Company Advice** - Your insurance company may be able to offer advice during an assessment visit, or through a helpline. A number of insurance companies have established free advisory services following the recent flooding.
- **Property Protection Adviser Website** (www.nationalfloodforum.org.uk/property-level-protection-community-tool/)
- Homeowners and businesses can obtain a tailored report on the type of flood resilience measures that might be appropriate for their property from the Defra funded Property-Protection-Adviser website, which will give guidance on the kind of measures that might need to be fitted and their likely cost. You will be asked a few simple questions about your property and will receive a tailored report that takes into account the age and type of property.
- **Environment Agency Website** - <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>
- **Planned flood defence schemes in your area** - The programme of Flood and Coastal Erosion Risk Management projects is available on the Environment Agency's website <http://www.environment-agency.gov.uk/research/planning/118129.aspx>. The "2014/15 FCRM schemes programme", a spreadsheet available on that page, shows the approved programme with funding reserved for 2014/15 on the first tab and indicative funding for projects in the years 2015/16-2018/19 on the second tab. The list can be filtered by parliamentary constituency or Regional Flood and Coastal Committee area to identify any planned schemes that may be relevant to a Repair and Renew Grant application.
- **Prepare you property for flooding guide** - <http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/geho1009brdl-e-e.pdf>
- **Companies able to carry out surveys.** Please refer to the yellow pages or local internet searches. Companies should have previous experience of supplying expert advice on property flood resilience and resistance.

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