

Adaptations to private homes

A guide for owner occupiers with a disability

Wolverhampton
City Council



Introduction

Adaptations to homes are made to help people with disabilities cope with everyday life. We want you to have a safe place to live and enable the right care to be given.

After your enquiry is referred to us, for example by your doctor, district nurse, social worker, or directly by you, an Occupational Therapist from the Community Equipment Service (C.E.S) will arrange to visit you.

He or she will assess you and your home, taking into account your needs and those of your carer/ carers to determine which aids and adaptations will help you remain independent.

Any work costing under £1,000 is free whether you own your own property or rent privately. For any work costing over £1,000 you may apply for a Disabled Facilities Grant from Neighbourhood Renewal.

If adaptations are needed and you meet the Council's rules for providing them, the Occupational Therapist will make recommendations and send them to Neighbourhood Renewal within two weeks.

If you want to contact the C.E.S yourself to ask about adaptations the telephone number is 01902 553666. Minicom/Textphone 01902 553677.

Grant applications

Small adaptations that do not require building work, for example grab rails, will be organised by the Occupational Therapist.

For major adaptations, the Occupational Therapist will make recommendations and send them to Neighbourhood Renewal at the Civic Centre.

You will be sent a financial assessment form and a grant enquiry form. Please complete these forms and return them to Neighbourhood Renewal as soon as possible. If you have any problems in completing or returning these forms then contact us directly. Numbers for your area are on page 6.

You will be sent a letter advising you of the estimate of any contribution you will have to make towards the work. The preliminary estimate of your contribution will be based on the information you have provided on the financial assessment form.

If you need to discuss anything in the letter, contact the person named on the letter.

If you agree to your contribution, sign the form attached to the letter and return it to Neighbourhood Renewal. You must return this form or your grant application will not be processed any further.

Major adaptations

Major adaptations are any work that will cost more than £1,000 and they are put in order of priority by the Occupational Therapist. The priority categories are 1, 2 & 3.

A technical officer from Neighbourhood Renewal will visit you to inspect your home. From the time you return the form to the time of inspection will depend upon the priority category you have been given.

Priority 1 will take up to one month to be inspected

Priority 2 will take up to six months to be inspected

Priority 3 will take six to 12 months to be inspected

The technical officer will consult you about any work to be carried out. If plans are needed and you engage an architect or surveyor, the technical officer will liaise with these people. The cost of employing an architect/surveyor may be included in the formal grant.

You will need to submit at least two estimates from builders with your grant application form, but you can get as many quotations as you wish. We will supply a list of builders but you can choose your own builder even if they are not on the list.

You will also be required to confirm your ownership of your property to us.

The grant package

The Grant Package is sent to you with a letter and form advising you about your contribution toward the work. The package will include:

- The grant application form
- A declaration of ownership form
- A certificate of owner occupation
- Two copies of the schedule of work form
- A list of recommended builders (or stairlift companies if only for a stairlift)
- Details of where to return the forms

When you return the completed forms the

technical officer will assess the cost of the work and a second financial assessment of your means will be made to determine the final grant you will get.

You will then be sent a letter offering you the grant. The letter will tell you if you have to pay anything towards the work to be done. You can then contact the builder of your choice to arrange for the work to be done and to inform them of the amount of the grant.

You will get formal grant approval when the work starts. The technical officer will inspect the work when it is finished. If he/she is happy with the work

the grant is paid to you to pay the builder or we can pay it directly to the builder for you.

Following the initial guarantee period, you will be responsible for ensuring that any adaptations provided are properly maintained, serviced and repaired.

If work does not start

IMPORTANT

If the work is not started, then no grant will be paid even if you have incurred any costs. You should also note that if any work is started before a grant offer is made, no backdated payment will be made to cover this.

Care & Repair

Care and Repair is an organisation in Wolverhampton set up to provide advice and assistance to owner occupiers over 60 years old to enable them to live independently in their own homes.

Care and Repair can provide advice and assistance to owner occupiers of any age applying for a Disabled Facilities Grant. If at any stage in the grant application process, you feel you require further help, you may contact Care and Repair.

They can give you advice and help to complete the financial assessment forms. They are also

ADAPTATIONS TO PRIVATE HOMES

able to provide technical officers and will contact architects and/or builders on your behalf and, if necessary, arrange joint visits with the companies concerned. They will also contact contractors for estimates if you wish.

Their technical officer will usually visit your property with builders before work starts and will make sure that a high standard of workmanship is maintained. Care and Repair can be contacted on 01902 557000

The Neighbourhood Renewal telephone number for your area is:

Wednesfield;
Ashmore Park;
Scotlands;
Low Hill; Bushbury;
Heath Town;
New Park Village;
Springfields; Underhill -
01902 554786.

Penn; Blakenhall;
Graiseley; Penn Fields;
Finchfield; Merry Hill;
Tettenhall; Pendeford;
Whitmore Reans; Oxley -
01902 554793

East Park; Bilston;
Bradley; Ettingshall;
Goldthorn Park;
Parkfields; Portobello,
Eastfield -
01902 554798

Further Contacts

If you want to talk about this leaflet contact the Neighbourhood Renewal Unit on 01902 554786/554793/554798.

Occupational Therapy Offices, Community Equipment Service,
Craddock Street, Wolverhampton, WV6 0QJ.

You can telephone the Community Equipment Service
9-12.30pm/1.30-4.30pm Monday to Friday.
Telephone: 01902 553666 Minicom/Textphone: 01902 553677.

You can call in to the Neville Garratt Centre, Bell Street,
Wolverhampton, WV1 3PR

This information is produced by Wolverhampton City Council.

It is available on request in large print, Braille and on audio tape.
Contact 01902 555496.

If English is not your first language, or you need to communicate
in other ways, then we can arrange for an interpreter or signer to
help you.

If you are pleased or unhappy with the way we have dealt
with you then you can contact either:

Brian Gamble
Social Services Complaints and Client Relations Officer
Performance Review Unit, Danescourt Road, Tettenhall
Wolverhampton, WV6 9BH, **Telephone: 01902 553203**
Email: brian.gamble@wolverhampton.gov.uk

or

Paul Johnson, Regeneration & Environment
Wolverhampton City Council, St Peter's Square
Wolverhampton, WV1 1RP, **Telephone: 01902 555409**
Email: p.johnson@wolverhampton.gov.uk

www.wolverhampton.gov.uk