

REPORT OF: HOUSING, HEALTH AND ENGINEERING SERVICES
MANAGER

TO: POLICY AND RESOURCES COMMITTEE

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DISABLED FACILITIES GRANT POLICY

PURPOSE OF REPORT

To seek approval to introduce a new Disabled Facilities Grant Policy. To ensure that the Council continues to offer adaptations to improve the health and well-being of disabled people residing in our Borough in line with legislation and guidance.

Disabled Facilities Grants (DFG) are governed by the Housing Grants Construction and Regeneration Act 1996. The legislation is quite specific in certain aspects, but more open to interpretation in others. The Disabled Facilities Grant Policy aims to clarify how we intend to implement the legislation and formalises what is currently custom and practice.

RECOMMENDATION

That the Policy and Resources Committee recommend that the Council approves the Disabled Facilities Grant Policy.

REASON FOR RECOMMENDATION

To continue to fully assist disabled people in Pendle to live independent and safe lives within their home.

ISSUE

Disabled Facilities Grants ('DFG') were introduced in 1990, the principal legal provisions in governing administration of grants are contained within the Housing Grants Construction and Regeneration Act 1996, as amended. This piece of legislation could be interpreted restrictively and so The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ('RRO')

was introduced giving Local Authorities further powers to allocate grants reflecting local needs, provided these are contained within a policy document.

The provision of DFG is currently included in the Housing Renewal Policy 2019, borne out of the Regulatory Reform Order, There is very little detail in the existing Housing Renewal Policy on how DFGs will actually be delivered.

Interpretation of the legislation, custom and practice has determined how we have made decisions and delivered DFGs over the last 25 years. We have developed decision making around published Ombudsman investigations, good practice guidance and sharing information and experience with other local authorities. There are increasing challenges from service users and their carers/families around how decisions have been made in respect of their adaptations and we need to have an up to date and more detailed Policy to support our decision making.

The attached policy has been developed to incorporate all aspects of DFG decision making. Some sections of the proposed policy are directly taken from the legislation and cannot be changed, whereas others are around interpretation, guidance and best practice. This amendment also incorporates the recommendations made within the latest DFG Audit report.

The policy includes some innovative use of the capital funding from Central Government which is accepted as good practice and also ensures that the maximum number of vulnerable people receive adaptations which is recognised as contributing to less higher cost interventions in the longer term by Health and Social Care.

The Council's legal team have also recently recommended clarification of the contractual arrangements between the Council, the customer and the contractors in order to provide greater certainty for all parties;

The policy includes the following major changes:

- Details how we will prioritise cases, details what works are eligible for grant assistance in line with the legislation and the process we will follow in delivering this service.
- Revises the Council's position with regards to our relationship with clients and contractors. The Council's legal advisers recommend updating the Disabled Facilities Grant Policy to replace the existing 'Contract Arrangements'. This includes clarification that the Council will complete the contractual paperwork with the contractor on behalf of, and as agent for, the applicant (customer). Therefore even though the Council signs paperwork with the contractor, the contract is between the applicant and the contractor; the Council is not a party to the contract acting in its own capacity and will not be liable for disputes arising between the parties (applicant and contractor). It is envisaged that in the event of a disputes between the applicant and the contractor, the Council will help to resolve these, but, should this not be possible, it may be necessary for the applicant to seek independent legal advice to remedy. It is recommended that contracts for works are prepared and put in place before works start. The proposed amendments to the Contract Arrangements are set out within the DFG Policy
- A revision into the circumstances of when the Council will allocate of discretionary funding to assist applicant's who require works costing over £30,000 or for works costing £10,000 or less (discretionary assistance) details how we can use a discretionary grant without a means test.
- A revision to slightly increase the fee generated to more accurately reflect the amount of work that is required to monitor the grant process from application to completion on site whilst allowing us to continue to offset the cost of larger schemes.

Current fees:

Level of Grant non-facilitator £	Current Fee %
0-15,000	10
15,001-30,000	7.5

Level of Grant facilitator £	Current Fee %
0-10,000	15
10,001-20,000	12.5
20,001-30,000	8.5

Proposed fees:

Level of Grant non-facilitator £	Current Fee %
0-15,000	15
15,001-30,000	8.5

Level of Grant facilitator £	Current Fee %
0-15,000	15
15,001-30,000	10

Recommendation

The report seeks approval of the DFG Policy, attached at Appendix 1. The Policy takes account of current legislation and national guidance.

IMPLICATIONS

Policy: The Policy takes into account current legislation and guidance.

Financial: The DFG capital budget is paid to the Council from Central government, therefore, no budget provision is required directly from the Council to support the delivery of the proposed policy. The policy ensures the capital budget can be maximised and used flexibly and enables us to be in a strong position to bid for additional resources from central government when opportunities arise.

Legal: The policy has been reviewed by Legal Services and any comments incorporated.

Risk Management: The policy maximises the help and support available for the disabled and vulnerable people within the borough. The risks to not having a formally approved policy in place are greater, as we are more open to challenge and the decision making could be inconsistent.

Health and Safety: Nothing arising from this report

Climate Change: Nothing arising from this report

Community Safety: Nothing arising from this report

Equality and Diversity: Nothing arising from this report

APPENDICES

Appendix 1 DFG Policy August 2022

LIST OF BACKGROUND PAPERS

None



HOUSING, HEALTH AND ENGINEERING SERVICES

Disabled Facilities Grants Policy

July 2022

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1. Disabled Facilities Grants – Key aims and outcomes

Disabled Facilities Grants (DFGs) are the only mandatory grant which the Council has to provide. The primary aim of DFGs is to provide aids and adaptations to enable people with disabilities to live independently and safely in their own homes. This policy sets out the mandatory legal framework for DFGs, and how the Council intends to use its powers under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) to provide discretionary interventions to promote independent living and well-being.

Key Aims

- To improve the lives of people with disabilities by enabling access and movement around their own home with the use of adaptations
- To allow more effective use of the Better Care Fund, cutting out bureaucracy and contributing to the aims of the fund, in particular, reducing hospital admissions and allowing early hospital discharges.
- To reduce the need for domiciliary and residential care by allowing people with disabilities to live more independently in their own homes.
- To provide advice, information and support regarding the adaptation of properties to meet accessibility needs, and provide a framework of assistance to vulnerable groups.
- To treat individuals fairly regardless of age, sex, gender, disability and sexual orientation and to protect their rights under Data Protection and human rights legislation.

Key outcome:

The property is adapted to meet the needs of the disabled person

2. Legal Framework and Eligibility

The principal legal provisions are contained in the Housing Grants, Construction & Regeneration Act 1996 (the Act) and subsequent associated regulations and the associated guidance 'Disabled Facilities Grant (DFG) delivery: Guidance for local authorities in England' - March 2022.

The necessary adaptation should be provided within the footprint of the existing property wherever it is possible to do so. This can include changes to existing layout and use of rooms in the property. If it is not possible to provide the necessary adaptations within the footprint of the existing dwelling, any adaptations must be provided within the curtilage of the property. Adaptations will not be considered in any outbuildings that are not linked to the main dwelling, nor will any separate building be erected that is not linked to the main dwelling.

The following is a summary of main legal provisions that apply to mandatory DFGs:

- An applicant, who defined by the Act as a person with a disability, is eligible for assistance. This includes substantial impairments in sight, hearing or speech, any mental disorder or impairment or any substantial physical disability, whether from birth or through illness or injury.
- DFGs are mandatory grants which are available to people with disabilities for works which are necessary and appropriate to meet their needs, and when it is considered reasonable and practicable to carry out the works when having regard to the age or condition of the dwelling or building.
- DFGs are subject to a financial means-test as prescribed in The Housing Renovation etc. Grants (Reduction of Grant) Regulations 1990.
- If an applicant is eligible then the Council has a maximum of six months to 'determine' the application, which means approve or otherwise, however the determination should be carried out as soon as is reasonably practicable.

- The maximum mandatory DFG in England is currently £30,000 and this amount would be reduced by any contribution determined as payable under the means-test.
- The Council has the power to recover grants if the dwelling is sold within 10 years, with a maximum recoverable amount of £10,000. Grants below £5,000 are excluded from the recovery powers, and it must be 'reasonable' for the Council to require the repayment given the circumstances.
- The duty to provide DFGs is 'tenure blind', and therefore applications from home owners or those renting in the private or social sector and treated equally depending on their needs.
- An applicant must be 18 years of age or older (Parents or guardians are able to apply on behalf of children);
- Landlords are able to apply on behalf of their tenants; but must satisfy the criteria in the Housing, Grants, Construction and Regeneration Act 1996
- The property to be adapted must be for the disabled person's main residence (legal residence) it cannot be provided for second or holiday homes. A legal residence can include dwellings, houseboats, caravans and mobile homes as well as buildings which contain dwellings.

3. Eligible works for Disabled Facilities Grants

The Act sets out for what purpose DFGs can be used and applies to all legal residences. Eligible works under the Act in respect to assisting the person with a disability are summarised below:

- Enabling Access and Egress to and from the property – grant may be approved for work to remove or overcome any obstacle(s) which prevent the disabled person from moving freely into, out of or around the home, access to the garden and enjoying the use of the dwelling, facilities and amenities within it.
- Making a Home Safe – grant may be given for certain adaptations to the dwelling to make it safe for a disabled person and other person's living with them. This may include the provision of lighting and lighting control where safety is an issue or for adaptations designed to minimise the risk of danger where a disabled person has behavioural difficulties.
- Access to a room for sleeping – grant may be given for the provision of a room suitable for sleeping where an adaptation to an existing room in a dwelling (upstairs or downstairs) or the access to that room is suitable. Where the disabled person shares that room with a spouse or partner a grant may be given to provide a room of sufficient size so that normal sleeping arrangements can be maintained.
- Access to a bathroom – Grant may be given for the provision of, or access to, a WC, washing, bathing and/or showering facilities.
- Facilitating preparation and cooking of food - grant may be given to rearrange or enlarge a kitchen to improve the manoeuvrability for a wheelchair and to provide specially modified or designed storage units, worktops areas etc. Where most of the cooking and preparation of meals is done by another household member or carer, it would not normally be appropriate to carry out a full adaptation of the kitchen. However, it may be appropriate to

carry out certain adaptations that enable the disabled person to perform minor tasks in the kitchen such as preparing light meals and drinks.

- Heating, lighting and power – grant may be given to provide or improve the existing heating system in the dwelling to meet the disabled person’s needs. A grant would not be given to adapt or install heating in rooms which are not normally used by the disabled person. The installation of central heating will be considered where the wellbeing and/or mobility of the disabled person is adversely affected. Provision will also be made for the adaptation of heating, lighting and power to make them suitable for the use of the disabled person.
- Dependent Residents – grant may be given for work to enable a disabled occupant better access around the dwelling in order to care for another disabled person who normally resides there whether or not they are related to the disabled person. Such work could include adaptation to part of the dwelling to which the disabled person wouldn’t normally need access but which is used by the person for whom they are providing care therefore it would be reasonable for such work to be carried out.
- Common parts – grant may be given for work to enable access to a dwelling through common parts of a building.
- Access to the garden – adaptation to facilitate access to a garden will only be provided if recommended by an Occupational Therapist.

4. Repair or Renovation Works

Repairs or remedial work will not normally be part of a DFG. Where such work is required the owner of the property will be responsible for carrying these out and the Council will not normally approve any DFG until such work is completed to the satisfaction of the Council.

Similarly where remedial or repair work is discovered when adaptation work is underway this will be the responsibility of the owner to fund before the adaptation work can proceed/continue. In exceptional circumstances, assistance (mandatory or discretionary) may be available for remedial, repair or unforeseen work subject to the availability of resources. The Council reserves the right to request the owner of a property provide an electrical safety certificate and a gas safety certificate as applicable prior to any work starting.

5. Referrals for Disabled Facilities Grants

Lancashire County Council (LCC) has the social care duty to assess of the needs of disabled adults and children who live in Pendle and the assessment is normally carried out by LCC’s Occupational Therapist (OT) service prior to an application for DFG funding. The O.T. will decide whether the adaptation is ‘necessary and appropriate’ for the Disabled Person and will make a referral to the Council if there is a need for an adaptation.

Housing Health and Engineering service will act on the recommendations within the referral and will administer the DFG, providing that the work is considered to be ‘reasonable and practicable’. The Council should have regard to the age, condition or suitability of properties, for example: -

- Where there are multiple or excessive changes in levels.
- Where the property is in a poor or dilapidated condition.
- Where the moving of any existing services would be prohibitively expensive
- Where the property is a listed building or in conservation area and the proposed adaptation would be prohibitively expensive or inappropriate.
- Where the adaptation work would have a detrimental effect on other residents.

In cases where it is not possible to adapt a property to an appropriate standard or where the cost of the work is considered excessive the Council will take the view that the work is not 'reasonable' and 'practicable'.

The Council will accept the advice of the Technical Officer and the Residential Team Leader in the determination that proposed work is 'reasonable' and 'practicable'.

6. Prioritisation of DFG Applications

On receipt of a referral from an OT, each referral will be considered to be of a standard priority regardless of tenure and will be dealt with in order of the date that a referral is received.

However the priority of the case can be re-classified as urgent in the following circumstances:

- Following recommendation by an OT at a DFG liaison Panel Meeting, between the Council and the Occupational Therapists'.
- Where the referral is for equipment only adaptations such as stair lifts and track hoists that are not subject to design and specification
- Where the applicant is bed blocking due to their home being unsuitable for discharge from hospital.

High priority (urgent) referrals will be dealt with as a priority by the Council over standard priority referrals. High priority cases will be dealt with in order from the date that the referral was determined to be urgent / high priority. The Council may on occasion deal with small and easily designed adaptations as a priority at times when there is sufficient resource to do so, with the consent of the Residential Team Leader.

7. Decision Making Criteria

Once the Council in consultation with the Occupational Therapist has determined the proposed work is necessary, appropriate, reasonable and practicable the following specific expectations and premise are accounted for to ensure the best use of available funds:

- Grant work should fully meet the assessed needs of the applicant. Grants that only partially meet needs will only be considered in exceptional cases. The final decision as to whether to approve a grant that only partially meets the need will be determined by the Residential Team Leader and only after all the available information has been considered.
- Work funded by a DFG will be the most modest, practical and most cost-effective adaptation to meet the assessed need(s) of the disabled person, ensuring that the limited resources are able to meet demand across the borough. This includes any equipment provided via a DFG or other funding source.
- Wherever practicable and realistic the change of use of existing rooms or the reordering of rooms will be the preferred solution and will take precedence over both the construction of extensions and the installation of equipment.
- The DFG will generally only fund one adaptation to a property for example only one external door will be ramped. In certain circumstances a case for providing more than one facility can be referred to the DFG panel meeting by the Occupational Therapist recommending the adaptation.
- Where two disabled people occupy the same property as their main residence and both have individually assessed needs by the Occupational Therapist, depending on the adaption(s) required there may be a case for considering two separate DFG applications.

In such circumstances this will be referred to the DFG Panel meeting by the referring Occupational Therapist(s) for consideration.

8. The DFG Process

Application for a DFG - An application for a DFG can only be approved when all required supporting documentation is approved by the Council. This documentation includes the following:

- A referral from an Occupational Therapist
- A completed grant application form (including a Utility Bill in the applicants name)
- A signed Owners certificate
- A signed Confirmation of scheme (where applicable)
- A signed Tenants certificate (for rented properties)
- A certificate of Title / Land registration proof of ownership
- A signed VAT exemption Certificate
- Proof of income / benefits (where applicable)
- A verified Means test carried out by the Council (where applicable)
- A schedule and plan approved by the Council for all works other than equipment only grants
- Quotes for the works (as detailed in the tendering section below) other than where the schedule of rates is applicable.
- A signed works contract between the contractor and the applicant (where applicable)
- A signed Facilitator Agreement (where applicable).

The Technical Officers within the Residential Team will provide any applicant with the necessary help and assistance to navigate and complete the application process. It is important that the grant applicant understands the conditions attached to any grant and therefore the Council will ensure these are included in the information in the application pack. If an applicant is unclear about the conditions clarification will be provided on request.

Financial Test of Resources – Once it has been confirmed that the proposed work is necessary, appropriate, reasonable and practicable a test of financial resources will be completed for all grants over £10,000. The process for the test is laid out in statute and the Council has no discretion in this area. The means-test is complex and the Council offers the applicant assistance to complete the form either within the Councils own premise or the applicants home.

Provisional Test of Resources – As the grant payable is the cost of the work less the amount of contribution calculated by the means-test, the disabled person or their representative may have concerns as to eligibility for a grant prior to making an application. In such circumstances the Council may carry out a provisional means-test either face to face or over the phone. This will provide the relevant person(s) with an approximate contribution figure, if there is one, should a grant application be made.

Survey – A survey of the property where the adaptation is proposed will be undertaken and a specification of works written. In some cases if the adaptation is for an installation of specialist equipment the Occupational Therapist may organise this survey and provide the quotation e.g. for a ceiling track hoist, a stair lift or for safe space equipment.

Council Managed (facilitator service) and Non Council Managed Applications (non-facilitator service)

Facilitator Service – Council providing additional service on behalf of applicant

The Council offers the services of an Officer who will facilitate the adaptation project on behalf of the applicant. This service includes the tendering on behalf of the applicant and appointing of a

contractor(s) as selected by the applicant, applications for Planning or Building Control permissions, completion of pre-construction phase plans, agreeing start dates with the applicant and contractor(s) and supervision of the adaptation by carrying out site visits.

The applicant will be offered a choice of experienced local contractors to carry out the work however other than in exceptional cases i.e. to prevent an excessive delay to the start of the work; the grant will only fund the lowest tender price where applicable. The Council is allowed to include a project management fee for this service within the grant. There is a fee charged for this service as a percent of the eligible cost of work. The Council reserves the right to review the Project Management fee as part of its costs / budget review processes but will not increase its fee once it has been agreed with an individual applicant.

The Council will periodically check that all contractors who are on the list have public liability insurance and before a new contractor enters the list the Council will ask for references of other works completed but further checks will not be completed.

Where a facilitator service is provided an authorisation (agreement) between the applicant and the Council must be signed. This gives the Council the authority to act upon the applicants behalf for carrying out the drawings, tendering the works to contractors selected by the applicant and inspecting the works upon completion.

A contract agreement will be put in place between the applicant and the contractor for the actual works. Although most applicants tend to accept the tender bid forwarded by the Council (as this is often the lowest price and therefore the only one the council will fully fund), they are still entitled to select any of the contractors who tendered or one of their own (subject to meeting the basic contractor standards which need to be laid out in advance) but would have to pay any difference in cost. This means that the Council will not have a contractual agreement with the contractor. Although the grant is awarded to the individual the Council will pay this directly to the contractor behalf of the applicant.

9. Applicant taking responsibility for managing own scheme (non- facilitator)

After the means-test has been carried out and it has been established that the applicant is eligible for a grant the applicant will need to obtain itemised competitive quotes in line with the Councils requirements for the work from contractors that they have selected.

If a relative of the applicant provides the quotations the grant will be approved for the cost of materials only. The applicant will be responsible for the cost of labour.

Quotations will be evaluated by a Technical Officer to ensure they cover only identified work and represent value for money. If considered excessive the applicant will be asked to obtain further quotes. Once quotes are accepted the amount of grant offered will be on the lower prices submitted. The applicant may choose to appoint one of the alternative contractors; however a grant will not be available for the difference in cost. Applicants will retain the right to choose their own contractor providing:

- The contractor is qualified and suitably experienced to undertake the necessary work needed.
- The contractor provides a quotation in accordance with the schedule of work.
- The applicant funds any difference in cost

Once the application is formally approved, in writing, the applicant can contact the contractor to arrange a start date. Work should not start until planning and/or building regulations approval is in place, or the applicant has confirmation that the work is exempt otherwise the grant may not be paid. As part of the grant conditions the work must be completed within 12 months from the formal approval date and must be carried out by one of the contractors whose estimate was

submitted with the application. The contract for work remains between the applicant and contractor. If an architect or structural engineer is required the applicant will be responsible for engaging their services. However a Technical Officer must approve the estimate for fees for such services before the grant is approved. Applicants are encouraged to ensure these professional services are provided by a suitably qualified person.

Regardless of whether or not an applicant opts to have a facilitator or a non- facilitator service, the contract for the works will remain between the applicant and the contractor. The Council's role will be as the contract administrator.

Tendering of DFG's

If the anticipated cost of work is lower than £10,000 two quotations are required.

If the anticipated cost of work exceeds £10,000 three quotations are required for both Facilitator Service and non- facilitator service grants.

In exceptional circumstances the Council may accept two itemised competitive quotes providing the applicant can evidence due process has been followed.

The lowest quotation that meets the specification usually wins the tender, however the applicant may select a higher value tender provided they are willing to pay the difference between their preferred contractor's quotation and the lowest. To ensure value for money, the Council can estimate the cost of job using a schedule of works as a benchmark for comparing the value of tenders or can refer to recent DFG's they have been involved with.

There are exceptions to the tendering process as stair lifts, through floor lifts, step lifts, ceiling track hoists and automatic wash-dry WCs and rise & fall baths form part of a scheme for the provision of equipment with LCC. The stated items are recommended by LCC and LCC may obtain quotes for such specialist equipment as part of their referral process.

Timescales

The Council has six months to approve a grant once a formal application is made. Applicants must not start work before achieving formal grant approval or their application will not be valid. Where planning permission or building regulation approval is required, work must not start until these are in place.

Payments

Interim payments can be made direct to the contractor(s) and other professional bodies as appropriate for works satisfactorily completed. Interim payments can only be made for extension works and at the rate of 60% of the grant total and this is when the contractor has completed extension works to the point of it being wind and weatherproof. In exceptional circumstances interim payments can be considered by the Council but the Residential Team Leader must be satisfied that there is a reasonable case for this.

Completion of Works

On completion of work a Technical Officer will complete a site visit to ensure all works have been satisfactorily completed and will ask the disabled person or their representative to sign a form to confirm they are happy with the work following which the grant money will be released to the contractor(s). If a building regulations application has been submitted and approved the grant will not normally be released until the completion certificate has been issued.

Grant funded works

All grant applicants are advised to familiarise themselves with the grant conditions to ensure they are fully aware of them. Grant conditions are sent out to applicants as part of the application process.

10. Applicant Funded Work (offsets)

In certain circumstances a grant up to the estimated cost of providing an adaptation can be used to contribute towards an alternative scheme (offset grant). For example, where the provision of a through floor lift would meet the assessed needs of the disabled person but the preference of the applicant is for an extension, a grant equal to the cost of the through floor lift could be approved. The agreed alternative works must meet the assessed need of the disabled person as determined by the Occupational Therapist. The responsibility for the project management of an alternative scheme rests with the disabled person / their representative to arrange. This is permissible provided the following guidelines are adhered to:

- If an alternative scheme is pursued it must meet all the applicants needs as assessed by the Occupational Therapist. To ensure this the plans must be agreed in advance by the Occupational Therapist.
- The grant will only be based on works agreed by the Occupational Therapist as necessary and appropriate and approved by the Council.
- In order to calculate the amount of grant the applicant is entitled to 3 competitive quotes, where applicable, should be provided for the works as agreed by the Occupational Therapist as necessary and appropriate. In exceptional circumstances the Council may accept two quotes providing the applicant can evidence due process has been followed.
- The applicant will be responsible for funding any unforeseen items. - No interim payments will be made for alternative schemes if it is not possible to assess from work in progress correct levels of interim payments.
- Full and final monies will only be released once the alternative scheme of works has been completed and an assessment can be made that the completed work fully meets the identified need(s).
- Where the applicant chooses to incorporate an adaptation into a larger or new build scheme, the grant will only fund internal works specifically required for the disabled person.
- A grant cannot be used to fund any part of a new build or alteration that was already planned prior to an application for a grant being made. A grant can however be considered for adapting part of a new build to meet the disabled person's needs. This will generally be restricted to internal works. There is an expectation that the needs of the disabled person will be factored in to all structural works.
- Grant funding cannot be used for any improvement works
- In the case of a self-build scheme there is an expectation that the needs of the disabled person will be incorporated into the design. Grant funding may be available for specialist facilities in accordance with the Occupational Therapist assessment.

11. Fees

The Council will charge a fee to cover incurred costs as per the following rate plus VAT:

Level of facilitator service Grant £	Fee %
0-15,000	15%
15,001-30,000	10%

Level of Non- facilitator Grant £	Non- facilitator Fee %
0-15,000	15%
15,001-30,000	8.5%

For all approved DFG's the Council will charge a minimum of £250 to cover the Council's administration costs.

For grants that are cancelled after they have been approved the Council will charge a minimum fee of £250 to cover the Council's administration costs.

12. Statutory Timescales

From Formal and complete DFG Application to Approval **6 months**

From Approval to Completion of Work(s) **12 months**

From Approval to Payment of Grant **12 months**

*There may be some flexibility in timescales where:

- The Council is responsible for the procurement and paying of the contractors direct
- If additional works are required
- Where any retention of monies is applicable

13. Specialist Equipment

Equipment eligible for a mandatory grant should be fixed to the premises not freestanding. Freestanding equipment may be supplied by LCC.

14. Specifications

All adaptations and DFG work where applicable will be in accordance with Building Regulations and any necessary planning permission must be attained.

In addition Contractors will work in line with the Councils Specification for works 2022 as set out in Appendix 1 to this Policy.

Bathroom spec

The legislation dictates the facilitation of access to a bathroom to be used by the disabled person, but not the detail of the fixtures and fittings. In line with legislation and guidance, we will provide a basic, functional level access shower room to meet the needs of a disabled person. If

an applicant wants a higher spec (e.g. more tiles, different tiles, new toilet, etc), we can facilitate this but they must fund it themselves.

Kitchen spec

The legislation dictates the facilitation of access to a kitchen for a disabled person to prepare meals, but not the detail of the fixtures, fittings and space requirements. In line with legislation and guidance, we will provide a basic, functional kitchen, to meet the needs of a disabled person, only if they need to prepare their own meals. A kitchen can be a high cost item and it only needs to be functional, so we would not provide items or facilities that anyone would be expected to have in their kitchen e.g. oven.

Ramping

The legislation dictates the provision of access to and from a dwelling. Ramped access is the usual way this is provided and this section details how we will provide the ramp, in line with existing custom and practice and taking account of building regulations.

Access to gardens/fencing and safe play areas

The legislation dictates facilitating access to a garden, but provides no detailed guidance for this. The provision of access to a garden under DFG works is limited to the provision of basic access through the removal or overcoming of obstacles which are preventing the disabled person from moving freely in and out of the property, including common parts to the most appropriate part of the garden or yard for the purpose of drying clothes, supervising play, and gardening. It also covers the provision of fencing and safe play areas for children with a disability. For gardens on several different levels it would be considered inappropriate to attempt to provide access to all levels. Works will not cover landscaping.

Two dwellings converted into one

We are often asked to provide adaptations to properties which were originally 2 dwellings, now converted into 1. The DFG works cannot be used to carry out works to make them flow better as one dwelling nor to correct any disrepair or concerns raised by Building Control or Planning and will only cover works relating to the area that the disabled person will use. If the defective works or disrepair will hinder the proposed DFG works then the works to rectify need to be carried out prior to the DFG works commencing, all at the cost of the owner.

Party Wall etc. Act 1966

We are often involved in adaptations at the boundary of an adjoining property where the Party Wall Act is relevant i.e. if the adaptation involves building a wall on, or close to the boundary wall with one or both of the neighbouring properties, an agreement will need to be signed under the Party Wall etc Act 1996. The Council will approach the neighbours on behalf of the applicant. In the event of a dispute, the DFG cannot be approved and the applicant would need to take independent legal advice and appoint a party wall act surveyor. A DFG can only be approved when a party wall agreement has been signed

15. Disputes relating to standard / quality of work

Where a dispute arises regarding the standard of work the Council will withhold any payment until the work has been completed satisfactorily in the professional opinion of the Council. Note: where the completed work meets the Council's approval but the applicant is not satisfied the Council will not unreasonably withhold payment to the contractor.

16. Maintenance and Warranties

An applicant will be given the option to sign the ownership of Track Hoists over to LCC as well as the responsibility to maintain them once the manufacturer's warranty has expired. When the item is no longer needed LCC may remove the item so that it can be utilised by another applicant.

With the exception of track hoists where applicants have signed over the ownership to LCC, when equipment is installed using a DFG, the applicant who was awarded the grant becomes the owner of the equipment and is therefore responsible for its maintenance, repairs and for removing the equipment once it is no longer needed. Therefore once grant works have been completed the Council will not finance or organise servicing, repairs or maintenance after the expiry of any applicable warranty period which is usually 12 months. Applicants are advised to consider purchasing longer warranty at the time of installation as repairs can be costly. A five year warranty will be funded as part of the grant for certain specialist equipment e.g. stair lifts. Information relating to warranties will be provided to the applicant as part of the grant approval process.

17. Removal of Adaptations and Reinstatement of Work

The Council do not usually remove adaptations from properties if they are no longer required, neither will reinstatement work be carried out. Applicants will be made aware of this before DFG work is undertaken. Should an applicant change their mind about an adaptation once the Occupational Therapist Assessment and work has been completed unless the Occupational Therapists confirms there has been a significant change in the applicants needs the Council will not remove or carry out any additional work.

18. Replacement of Facilities / Specialist Equipment

Consideration to replace damaged or broken facilities or equipment will be given under a further DFG providing it:

- Cannot be repaired
- Has not been wilfully damaged
- Still meets the needs of the disabled person
- Has been annually serviced/maintained in accordance with the manufacturer's instructions, where applicable (including the warranty period); and the warranty period has expired.
- Any decision to replace damaged or broken facilities or equipment will be made by the DFG panel. A DFG will not be considered where a facility or equipment that was present in a property has been removed by or under the instruction of the disabled person / occupant unless there was a proven good reason for doing so.

19. Change in Circumstances

Certain changes in an applicant's circumstances may affect payment of the grant. Changes prescribed by legislation are:

- Where work is no longer necessary or appropriate to meet the needs of the disabled person.
- The disabled person ceases to live in the property
- The disabled person dies.

In such circumstances the Council can decide:

- Not to pay the grant or any further instalments
- That some of the work should be completed and the grant or some of it will be paid; or
- That the grant application should be re-determined.

In the circumstances described the Council has the right to demand repayment of any grant paid including interest. Each case will be considered on its own merit. The right to demand repayment also extends to circumstances where the applicant ceases to be entitled to the grant before the work has been completed.

False or Inaccurate Information

The Council is entitled to refuse to a grant, any further grant instalments or recalculate the grant when:

- The grant was approved on the basis of inaccurate, incomplete or false information.
- The cost of the work is less than the original estimate.

20. Repayment in case of Compensation

It is a condition of the grant that the applicant takes reasonable steps to pursue any relevant claim and to repay the grant so far as appropriate out of the proceeds of a claim.

A claim is:

- An insurance or legal claim against another person in respect of damages to the premises to which the grant relates, or
- A legal claim for damages in which the cost of the works to the premises to which the grant relates is part of the claim.

21. Applicants on the Housing waiting list

DFG applicants who are on a waiting list for other accommodation will be made aware that they will lose their housing application priority once a DFG is approved. This is because that it is a condition of a DFG that the applicant will live in the property throughout the grant condition period of 5 years

22. Schedule of rates framework for level access showers.

Given these types of adaptations are high frequency the Council has implemented a scheme whereby Contractors that signed up to the Council's set schedule of rates are able to complete works on pre-set rates. This reduces waiting times by around 3 weeks so is a benefit to the applicant. The appointment of contractors to complete the works under the schedule of rates is limited to facilitator grants and to contractors that have signed up to this scheme, however the Applicant will be responsible for selecting the contractor off this list. The Applicant will be made aware that the contract will remain between the Applicant and the Contractor.

23. Financial Constraints

If an adaptation is expected to cost below £1,000 then it will be considered to be a Minor Adaptation and LCC will arrange for the works to be completed and a referral will not be made to the Council.

A mandatory grant covers any reasonable costs subject to limit of £30,000.

In such cases where the total grant amount exceeds £30,000, the Housing Health and Engineering Service will inform the Applicant of the shortfall. It is then for them to find this finance or request a discretionary disabled facilities grant or seek a financial contribution from Social Services.

24. Financial Means Test

Where the disabled person is a child or young person or is in receipt of one of the following income-related benefits, then the authority must assume that their income is not greater than the applicable amount and they will not have an assessed contribution:

- Income Support;
- Housing Benefit;
- Universal Credit;

- Guaranteed Pension Credit;
- Income-Based Job-Seekers Allowance;
- Working Tax Credit with an annual income of less than £15,050;
- Child Tax Credit with an annual income of less than £15,050; and
- Income Related Employment and Support Allowance.

The Council would need to see proof of benefit in all cases

A child is a person under 16. The definition of a “young person” follows the definition of a qualifying young person for child benefit purposes. This refers to young people who are 16 or over but under 20 and receiving full-time education up to and including A level. The course must last more than 12 hours a week not counting homework and meal breaks. The definition excludes certain young people under the age of 20 such as those claiming certain benefits in their own right.

The Council can make decisions about who is a qualifying young person by following decisions made about Child Benefit.

For applications where the estimated cost of the adaptation does not exceed £10,000 the Council will not carry out a financial assessment. If additional works are required after approval of the grant that would increase the cost above £10,000 then there will be no retrospective financial assessment carried out.

25. Residence and Ownership

The property must be the person with a disability’s main or only residence to be eligible to be adapted, and if that is not currently the case, then the person with a disability must intend to occupy it as their main or only residence, once the work has been completed, for the grant condition period.

The grant condition period is for 5 years, and starts when the works have been complete to the satisfaction of both the Council and applicant.

If an applicant is proposing to buy a new home, then a DFG can only be awarded once the purchase has been completed and this can be proven. If an applicant is looking to buy a new property, then they will be encouraged to liaise with the OT service and the Council regarding the suitability of the dwelling to meet the needs of the person with a disability, whether it is possible to adapt the property, and the likely timescales, cost and contribution expected to do so.

If the applicant is an owner occupier then an Owner’s Certificate must be obtained. The Owner’s Certificate needs to certify that the applicant has or proposes to acquire an owning interest in the property, and that the person with a disability intends to live in the property, as their main or only residence, during the course of the grant condition period.

If the applicant is a tenant then a Tenant’s Certificate must be obtained. The Tenant’s Certificate needs to certify that the application is a tenant’s application, and that the tenant (or the person with a disability), intends to live in the property, as their main or only residence, during the course of the grant condition period (providing it is possible due to health and other factors). For rented properties an Owner’s Certificate is also needed to be provided by the owner.

If the applicant lives in a house boat, caravan or mobile home then an Owner-Occupation Certificate must be obtained. The Owner-Occupation Certificate needs to certify that the application is an occupier’s application, and that the occupier, (or the person with a disability, intends to live in a house boat, caravan or mobile home, as their main or only residence, during the course of the grant condition period (providing it is possible due to health and other factors).

For rented properties an Owner's Certificate also needs to be provided by the owner. A consent certificate, consenting to the work being carried out, is also required from each person, apart from the applicant, who is entitled to possession of the premises where the houseboat is moored, or caravan or mobile home are pitched.

Dual Residency of a Disabled Child – Where parents have joint custody of a disabled child only one property will be classed as the main residence for the purpose of a mandatory DFG. The main residence will be determined by whichever parent receives child benefit. This property may or may not be within the Pendle Borough although the Council would only be liable for mandatory grant to any property within the boundaries of Pendle.

26. Legal Charges

Where a property has been extended or a garage has been converted and the Disabled Facilities Grant exceeds £5,000 then a charge will be registered against the property for a maximum of 10 years. If the property is sold then the grant will be recovered up to a maximum of £10,000.

27. Applications and Approvals for Disabled Facilities Grants

Pendle Borough Council will not consider an application for Disabled Facilities Grants unless they are satisfied that: -

- The applicant is over the age of 18 years of age
- The applicant has an owners interest in the property (as defined by Section 101 Housing Grants Construction and Regeneration Act 1996) alone or jointly with others **or**
- The applicant is a person who (alone or jointly with others) – a) in the case of an application in respect of works to a dwelling, is a tenant of that dwelling; or; b) in the case of a common parts application, is a tenant of a flat in the building. In either case does not have or propose to acquire an owner's interest in every parcel of land on which the relevant works are to be carried out
- The property is occupied, or will be occupied by the Disabled Person on completion of the works

No assistance shall be given unless an application for it is made to Housing Health and Engineering Services and approved by them prior to the start of any works.

An application shall be in writing and shall specify the premises to which it is related and contain

- Particulars of the works in respect of which assistance is required.
- Particulars of any ancillary services or charges in respect of which assistance is sought.

A Certificate of Title is required to confirm ownership signed by a Solicitor, Bank or Building Society or sight of the deeds indicating the applicant's ownership. Alternatively this information can be verified via the Land Registry Database.

Housing Health and Engineering Services will consider a submitted application and issue a decision within 6 months of the date of the said complete application in accordance with the provisions of the Housing Grants, Construction and Regeneration Act 1996.

A DFG Application can only be approved by the Residential Team Leader or the Housing Health and Engineering Services Manager.

28. Service standards

Legislation requires a decision from the Council to approve the grant or not within 6 months of receiving the full application (this includes all necessary information e.g. proof of home ownership

or landlord consent); the Council will aim to achieve this within 4 weeks. In addition the Council will use reasonable endeavours to meet the following standards:

- After receiving a recommendation from the LCC OT service we will write to the applicant within 5 working days to acknowledge the DFG request has been received and a 'Preliminary Test of Resources form' will be sent.
- Priority cases will be visited within 4 weeks, and standard priority cases will be visited in order of recommendation received.
- In accordance with legislation, the Council will aim to complete the installation of all disabled adaptations within 12 months from the date of grant approval.
- The Council aims to process applications fairly, efficiently, courteously and promptly
- The Council aims to pay grant money due within 30 days of a valid claim on certified work.

29. Discretionary Disabled Facilities Grant

In addition to providing mandatory DFG's the authority has the power to offer discretionary financial assistance by virtue of the regulatory Reform (Housing Assistance) (England and Wales) Order 2002. Using these powers the authority can offer discretionary DFG's for residential adaptations in certain specific circumstances.

When determining any application for discretionary grant assistance we will consider any agreed Lancashire County Council funding and the ability of the applicant to self-fund the identified additional costs. Subject to this assessment a discretionary grant will be made available to make up the shortfall in funding for the cost of the eligible works up to a maximum £10,000.

Any discretionary assistance is subject to funding being available at the time of the application and must be approved by the Housing Health and Engineering Services Manager and will be subject to a separate financial assessment of **household income**. Discretionary funding can only be used to help fund the following:

- Where the DFG assistance either as a result of the extent of the works that is recommended by the original Occupational Therapists referral or unforeseen works exceeds the maximum amount of grant funding, which is currently £30,000 the Council can, at its discretion, provide an additional maximum amount of up to £10,000 as a discretionary top up.
- Contributions from an assessed means test. The Council is aware that in some cases there may be difficulty for the applicant paying the assessed contribution. In such cases applicants will be able to complete a financial statement detailing their income and outgoings, and at the discretion of the Housing Health and Engineering Services Manager the contribution may be reduced or rescinded if appropriate. Assistance will be awarded on a case by case basis, and is aimed at stopping applicants facing hardship in order to receive appropriate adaptations to their home.
- For urgent property repairs that are not included within the scope of the adaptation that will impact directly upon the adaptation works. In such cases applicants will be able to complete a financial statement detailing household income and outgoings, and at the discretion of the Housing Health and Engineering Services Manager, assistance may be awarded on a case by case basis. This is aimed at preventing avoidable damage to adaptation works.
- In cases where the disabled person's home is not considered adaptable then at the discretion of the Housing Health and Engineering Manager a relocation grant of up to £3,000 will be paid to assist with the expenses incurred in moving to a more suitable home. This is in addition to any adaptations required.

No assistance shall be given unless an application for it is made to Housing Health and Engineering Services and approved by them prior to the start of any works. The approval will be confirmed by the Council in writing.

30. Completion and Conditions

It is a condition of the grant that the eligible works are carried out within 12 months from the date of approval or such further period as agreed by the Local Authority.

The payment of grant is conditional on the works being executed to the satisfaction of the Local Authority and on receipt of an acceptable invoice, demand or receipt for payment of the works.

On completion of the works the Council will inspect the works to ensure that they have been done to an acceptable standard and on receipt of an invoice from the contractor will make payment directly to the contractor.

In cases of dispute concerning non-facilitator work where the works is not to the satisfaction of the applicant or in circumstances where the applicant refuses or is unable to sign to release the payment but the Local Authority is satisfied, payment may be made direct to the contractor at the Borough of Pendle Council's discretion.

Any discretionary grant will be repayable in full on the sale of the property for a period of 10 years from the completion of the works and will be recorded as a charge against the property at the Land Registry.

31. General provisions and complaints

It is recognised that any policy is unlikely to take account of every individual situation. Each case therefore needs to be considered on its merits. This policy will act as the guide for officers. In exceptional cases where officers consider that a decision should be made outside this policy, they will first refer the matter to the Residential Team Leader who will consider all of the information prior to making a decision.

The Housing, Health and Engineering Manager will deal with any complaints against decisions

31. Performance measures

Local performance indicators will be used to measure Housing Health and Engineering Services performance against this policy:

As a Service Area we also collate information for Local Government Office, HSSA - Housing Strategy Statistical Appendix (HIP Returns) and DEFRA (HECA data)

32. Policy implementation and review dates

Versions:

Reference	Date	Remarks
1	26/07/2022	Draft Policy (Sarah Whitwell)
2		
3		
4		
5		
6		

33. Appendix 1 – Specification of works

All DFG works must be carried out in line with the SPECIFICATION FOR WORKS OF IMPROVEMENT, REPAIR AND ADAPTATION 2022 as detailed in this appendix.

HOUSING HEALTH AND ENGINEERING SERVICE

SPECIFICATION FOR WORKS OF IMPROVEMENT, REPAIR AND ADAPTATION

2022

- 1. PRELIMINARIES AND GENERAL**
- 2. ROOFING**
- 3. BUILDING**
- 4. JOINERY**
- 5. PLASTERING**
- 6. PLUMBING**
- 7. ELECTRICAL**
- 8. WINDOWS UPVC**

1. PRELIMINARIES AND GENERAL

Before tendering or carrying out the works, the contractor should examine the drawings, read the conditions of contract, visit the site and satisfy himself as to the local conditions, access, the full extent and character of the operations, the nature of the ground, the supply of and conditions affecting labour, materials and plant, the availability and supply of water and the execution of the contract generally.

The Contractor shall be deemed to have obtained his own information on all matters affecting the execution of the work and the prices therein.

No claim will be allowed for any errors or omissions due to the Contractor's failure to satisfy himself / herself on these matters, or on the grounds of any misunderstanding or misapprehension in respect of any such matters or otherwise on the grounds or an allegation or fact that incorrect information was given to him/her by any person whether in the employ of the Employer or not, or of the failure on his/her part to obtain the correct information, nor shall the Contractor be relieved from any risk or obligation imposed on or undertaken by him/her under this Contract on any such grounds, or on the grounds that he/she did not or could not foresee any matter which may in fact effect or have affected the execution of the works.

Figured dimensions are to be followed in preference to dimensions scaled from drawings and large scaled drawings be worked to in preference to those of a smaller scale.

All dimensions must be checked on site before any work is commenced.

Before any work is commenced by subcontractors, dimensions must be checked on site and agreed with the Contractor, irrespective of the comparable dimensions shown on the drawings. The Contractor shall be responsible for the accuracy of such dimensions.

SAFETY OF DOCUMENTS

The Contractor shall keep all drawings, specifications and other documents provided for him in a clean condition and shall provide for their safe storage on site.

PLANT, TOOLS AND VEHICLES

Provide all necessary plant, tools, equipment and vehicles for the proper execution of the works.

SAFETY, HEALTH AND WELFARE

The Contractor is to comply with all Safety, Health and Welfare Acts and maintain Regulations and the Working Rules of any Industry and shall erect, remove and make good on completion all accommodation required by the regulations and carry out all works required by such Acts and rules and include for all costs in so complying. The Contractor will produce to the Council if requested his/her detailed safe working system for carrying out the contract works. Finally, the Contractor will allow the Council's safety officers to visit the contract site. The Council can terminate the contract if the Contractor fails to meet these safety requirements.

COMPULSORY CONTRIBUTIONS

The Contractor is to include for all costs and payments to be made under National Insurance Acts, Holiday with Pay Schemes, Working Rules and Agreement and any other compulsory or statutory contributions.

OVERTIME

No overtime shall be worked and no payment in respect of overtime will be made when nett cost of non-productive time would be reimbursed.

TRANSPORT OF WORKPEOPLE

The Contractor is to provide all means of transport for his own work people in connection with the works.

SAFEGUARD THE WORKS

Safeguard the works, materials and plant against damage or theft, including all necessary watching and lighting for the security of the works and the protection of the public and provision of shelter and fuel for any watchmen required. The Contractor is responsible for, amongst other things, theft or vandalism to or from the works. The Contractor is therefore advised to assess, given the location of the works, the likelihood of theft or vandalism being occasioned to the works and is to include for this accordingly.

CONTROL OF POLLUTION

The Contractor shall comply with the Control of Pollution Act 1974 with particular reference to the control of noise and vibrations and shall provide plant, screens etc., to control noise, dust, contamination etc., and will be held responsible for any such pollution.

ASBESTOS

The Contractor shall comply with The Control of Asbestos Regulations 2012 and the relevant clauses of the Health and Safety at Work Act 1974 in carrying out any work on or in the vicinity of asbestos or asbestos based materials. No person under 18 years of age is to be employed on such works and all staff employed in the vicinity of asbestos shall be fully conversant with the use of respiratory equipment and have full knowledge of the relevant requirements of the above Regulations and Act. The contractor shall include for complying with the above in carrying out the works where asbestos products could reasonably have been foreseen and in connection with the works. Should additional asbestos be discovered in the course of the works, the Contractor shall notify the Health and Safety Executive immediately for instruction.

MAINTENANCE OF ROADS

Maintain public and private roads, footpaths, kerbs and the like and keep approaches to the site clear of mud and debris. The Contractor shall not use any part of the public highway or footpath to load or unload materials and plant or for the erection of temporary sheds for the storage of materials or accommodation of workpeople.

The Contractor shall be held liable for any complaints or actions consequent from obstructing street, roadway or footpath by reason of carrying out the contract. The Contractor will be held responsible for all damage to kerbs, channels, carriageways and footpaths adjacent to the site caused by the carriage of materials for the construction of the works.

MAINTENANCE OF SERVICE

Fully protect, uphold and maintain all pipes, ducts, sewers, service pipes, overhead cables and the like during the execution of the works as may be reasonably required by the Local Authority or any Statutory Undertaking. The Contractor is to make good any damage due to any cause within his control at his own expense or pay any costs or charges in connection therewith. Afford facilities for properly accredited agents of such Authority or Undertaking for access to their apparatus on site as may be necessary for inspection, maintenance, renewal or diversion.

POLICE

The Contractor is to allow for complying with all Police Legislation.

SITE MANAGEMENT

Provide for all on and off site management costs. Provide clean fresh water for use on the works in all trades, pay all charges in connection therewith, provide all temporary storage, plumbing services, connections, etc., and clear away and make good on completion.

LIGHTING AND POWER

Provide all artificial lighting and power for use on the works, which shall comply with Regulations of the Supply Authority and the Institute of Electrical Engineers. Pay all charges in connection therewith, provide all temporary connections, leads and fittings etc., and clear away and make good on completion.

TEMPORARY ROADWAYS

Allow for providing and maintaining temporary roadways and crossings required and for clearing away and reinstating all work disturbed on completion of the works. The Contractor shall make due allowance here and in his rates for the provision of and maintenance of any temporary road works which he/she deems is necessary for access to and egress from the works and to remove same on completion and make good to grounds disturbed.

TEMPORARY SCREENS

Allow for providing and maintaining all temporary screens, dust sheets, tarpaulins etc., necessary for the protection of the works and existing premises and clearing away same on completion.

TEMPORARY HOARDING

Allow for providing and erecting any temporary hoarding or fences that may be necessary for the protection of the works and materials and for clearing away on completion and making good all work disturbed.

The Contractor is to provide for diversions of storm water to requisite channels and drains, temporary connections and the like, where drains are to be diverted and must give due notice to the Statutory Authorities or Private Owners where necessary.

SCAFFOLDING

Allow for providing, erecting and subsequently dismantling and removing from site all necessary temporary scaffolding and the like, including that required by sub-contractors.

ATTENDANCE ON OTHER TRADES

Contractor shall allow for the attendance of each trade upon all other trades including specialists.

PROTECTION FROM WEATHER

The Contractor is to provide all necessary covering to protect the work and materials against inclement weather.

DRYING THE WORKS

The Contractor is to allow for providing all necessary equipment, fuel and attendance for drying out and controlling the humidity of the works which may be required to ensure completion on time or which may be necessary to protect the works or any portion of the works from damage or deterioration.

REMOVING RUBBISH

The Contractor is to allow for removing all rubbish from site both as it accumulates from time to time and on completion. The Contractor is to sweep all areas affected by the works, scrub and polish all floors, clean all glass both sides, clean and polish all fittings, remove paint spots, touch up paintwork, swill clean external pavings, flush out gullies and generally leave the works in a clean and tidy condition at all times during and on completion of the works. The Contractor is to store all surfaces and pavings other than those specifically specified herein which may be damaged during the execution of the works including damage caused during the erection of scaffolding, temporary buildings, plant and the like.

DESCRIPTION OF THE WORKS

Works will be so described in Pendle Borough Council's Schedule of Works.

GENERALLY

The Contractor is to take due note that whilst the works are been undertaken, the premises will remain occupied and the works shall be carried out in such a manner as to cause the minimum of inconvenience to the occupants of the properties. Particular attention is drawn to the use of scaffolding, erected and used strictly in accordance with relevant regulations. Access to the properties must be maintained at all times during the execution of the works. At the end of each working day, all debris and rubbish must be cleared from the work area and removed from site. All skips used must be clearly marked with the skip owners name and emergency telephone number and must be fitted with fluorescent markings.

FIXED PRICE CONTRACT

The Contract shall be on a firm price basis with no adjustment been made in the final account for price fluctuations.

COMMENCEMENT

Date for Commencement – TO BE CONFIRMED TO THE RELEVANT TECHNICAL OFFICER AS SOON AS POSSIBLE AFTER THE GRANT APPROVAL.

DESCRIPTION OF MATERIALS AND WORKMANSHIP

GENERALLY

The labour shall be executed by skilled craftsmen and experienced labourers, with not more than the recognised proportion of apprentices and the workmanship must be of the highest possible standard.

All the work shall be carried out without damage to the remaining structure or adjoining properties. Where any such damage occurs, the Contractor shall reinstate and make good at his own expense. All items of stripping off and the like are to include removing, clearing away debris from site, making out and making preparations for the new work, whether specifically mentioned or not.

MATERIALS

All materials shall be of the specified type and quality or where no quality is specified, shall comply with the latest British and European Standard or where no British or European Standard applies, shall be of the best quality and from an approved manufacturer. All materials shall be used, fixed and/or applied in strict accordance with the Manufacturer's instructions. The purpose of proprietary names and catalogue references is to define the type and standard of quality required and although the Contract Administrator may permit the use of equally suitable alternative articles or materials in the carrying out of these works, the specified articles must be included for at the Tender Stage. An alternative approved by the Contract Administrator shall be dealt with as a variation to the Contract Sum in the Final Account.

SAMPLES

The Contract Administrator may require the Contractor to supply samples of any of any materials or goods to be used in the works and if so required, the Contractor shall submit samples without delay and at his own expense. All materials etc., used shall be to the approved sample standard.

TESTING

The Contract Administrator may require the Contractor to test any of the materials or goods used in the works and the Contractor shall at his own expense perform or cause to be performed by a firm named by the Supervising Officer such tests as the Contract Administrator may require. Where the results of the tests are satisfactory, the cost of the tests will be reimbursed to the Contractor.

WORKMANSHIP

All workmanship shall be as specified hereafter, where no such code exists shall be of the best quality.

DAMAGE BY WEATHER

All work and materials shall be properly protected from inclement weather and any work or materials damaged shall be pulled down and removed from site and replaced with sound materials and works.

HEALTH AND SAFETY AT WORK ACT 1974 NOTICE TO CONTRACTORS

The Council has obligations under the above Act to consider all aspects of health and safety of employees and contractors.

As part of this, the Council lists below a number of rules with which you and your employees are required to comply with:-

1. You are required to furnish the Council with the name of the person responsible for safety within your Company.
2. You will provide the Council with a copy of your Safety Policy and allied Codes of Practice (where applicable).
3. You will notify the Council of all major injuries to your employees whilst carrying out work for the Council as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), in writing.
4. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
5. You and your employees will ensure that all equipment, plant, machinery and apparatus brought onto or used on the site are safe and without risk to health and have been maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
6. You and your employees will obey any written instructions or verbal advice given to you by an authorised Council employee in respect of health and safety such employee to be the officer specified as Supervising Officer in the contract.
7. You and your employees or sub-contractors will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, The Construction (Design and Management) Regulations 2015, The Factories Act 1961, The Offices and Shops Act 1963 and all relevant statutory provisions.

The Council will retain the right to stop any operation, erection of plant/equipment, or the action of any of your employees or sub-contractors if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.

In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage provided always that the instruction to stop any operation, erection of plant/equipment or the action of any of your employees or sub-contractors as aforesaid shall take effect immediately upon oral notification of the same by the authorised Council employees to your site representatives.

The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises, involving you or your employees.

The Council may notify an inspector, appointed under the Authority of the Act, of any breach of Regulations.

8. You are hereby expressly notified that it is your responsibility to ensure that any sub-contractor used by you in the execution of contract works or works carried out in connection with the contract complies so far as is

reasonably practicable with the requirements of the Act provided that this paragraph shall not detract from the Councils powers stated in paragraph 4 above.

9. You are hereby notified that the Council will require any contractor or sub-contractor or adhere to The Construction (Design and Management) Regulations 2015 where the Council deems that the particular project is applicable to those Regulations.

2. ROOFING

A) Re-slating

Existing roof to be stripped and slates stacked aside. Cover roof with reinforced sarking felt to BS 8000--6:2013 with minimum 150mm laps and extended over the party walls. The battens are to be 35 mm x 19 mm tanalised soft wood fixed with 50 mm x 10 g galvanised round wire nails. Where existing slates/tiles are to be re-used, any which are broken, shaling or cracked must be replaced. Where replacement slates having a greater thickness than the originals are used they must be grouped and fixed together at the bottom of the roof slope in order to maintain a neat roof line. Where this is not possible replacement slates of a matching thickness must be used.

Slates must be fixed with a minimum of 2 No. 10 g galvanised round wire nails having a length appropriate to the thickness of the slate and not less than 35mm under any circumstances.

Slating to verges must be bedded in sand cement mortar as work proceeds and pointed after. Finally, rebed and point ridge tiles renewing as necessary.

A bowed roof must be re-aligned to give a true line including any necessary replacement of roof timbers with pre-treated timber.

Where a roofing material is used which is dissimilar to an adjoining roof material, a secret gutter must be formed in Code 5 lead or purpose made G.R.P. at the joint between the two roofs. The practice of using coping stones to cover the joint is not acceptable.

Defective timber must be completely removed and replaced with good quality timber of a section at least equal to that removed and treated prior to fixing with a coloured (for identification purposes) preservative. Surrounding timbers must also be treated to prevent any possible re-infestation or further decay.

B) Flashings

Flashings to chimneys, abutments, etc. must be renewed where re-slating is taking place, otherwise existing flashings to be checked and re-dressed or replaced as necessary. New flashings to be code 4 lead, properly dressed and pointed into wall joint(s) or pre-cut groove(s).

Where a chimney has been constructed with a stone oversailing course and a sand cement joint to the roofing material, the oversailing course must be removed and the chimney flashed correctly, using Code 4 lead. Where the chimney has been built off the roof covering material, it must be rebuilt completely in natural stone.

Valley flashing must be renewed where re-slating is taking place otherwise existing flashings to be checked and replaced as necessary.

New valley flashings to be of Code 5 lead properly dressed over valley boards and fillets.

Valley boards consist of exterior quality ply or tongued and grooved softwood.

Valley boards and fillets must be treated prior to fixing.

C) Stone Gutters

All stone gutters must be cleaned out, be flush pointed with sand/cement and lined with Code 5 lead, with outlets and stop ends properly formed and all joints must be lead burned.

Existing lead linings to be checked and replaced as necessary, as above.

D) Felt Roofing

The felt roofing shall comprise **three** layers of felt to BS 8000-6: 2013 with 50 mm side laps and 75 mm end laps staggered, the layers bonded together with **hot** bitumen bonding compound as described in C.P. 144 Part 3 laid on

fixed as before to roof decking. The horizontal surface of the roofing shall be finished with 13 mm limestone chippings laid shoulder to shoulder in bitumen dressing compound.

At abutments the roofing felt shall be dressed up the face of the wall to a height of at least 150 mm above the finished surface of the roof and turned into a horizontal wall joint and finished with a Code 4 lead cover flashing.

E) Gutters and Rainwater Pipes

See Plumbers items W and X.

3. BUILDING

A) Chimney Stacks

Where chimney stacks are rebuilt the contractor must replace any perished bricks or stonework with new materials to match the existing as near as possible.

Where chimney stacks are to be repaired, rebuilt or reduced in height, on completion of the work, an inspection of the flues must be carried out to ensure that they are clear, and the mid-feathers are sound.

Also a test must be applied to each flue to determine that the products of the combustion from the relative appliances can be discharged safely and satisfactorily.

The contractor will be asked to submit a certificate confirming that the necessary tests have been carried out and the results found to be satisfactory in all respects.

B) Repointing (see also H) (Pointing)

All perished and defective pointing to be cut out to a minimum depth of 20 mm, the joints to be thoroughly cleaned and wetted, then repointed in a suitable, matching composition. Strap pointing must be weathered and struck. Squared strap pointing is **not** acceptable.

Defective existing mastic pointing must only be replaced with new mastic pointing.

“Lob” pointing is acceptable for use on random rubble walls **only**.

Mortar Mixes The following mortar mixes are required:-

Sand		Lime		Cement
6	:	1	:	1

This shall be used on stone walls, concrete block walls and brick walls but

**NOT IN WINTER
NOT ON FREESTANDING WALLS SUCH AS PARAPETS OR YARD/GARDEN WALLS
NOT BELOW GROUND LEVEL
NOT ON RETAINING WALL
NOT ON SEVERELY EXPOSED WALLS**

Sand		Lime		Cement
9	:	1	:	2

This is a special mortar which can be used for everything the above mortar cannot be used for but should not be used as a general pointing mortar on ordinary wall. It can be used in winter but not pointing should be done in frosty weather.

Sand		Lime		Cement
9	:	2	:	1

This mortar should be used instead of the one above in summer in all situations above the buildings damp course. It sets more slowly.

Treatment of Rot etc.

Cut out and completely remove all defective materials and replace with good quality materials at least equal in size and section to those removed. New timber to be treated prior to fixing with a suitable coloured preservative. Surrounding timbers must also be treated to prevent any possible re-infestation or further decay.

C) Treatment of Rot etc. cont.d

Roof spaces and underfloor voids to be cleaned on completion of work and be provided with adequate ventilation.

Plaster, tiling, dry lining and other finishes on walls adjacent to outbreaks of dry rot must be hacked off to a suitable distance in order to determine the extent of the infestation, and carted away from the site. The exposed brickwork/stonework must be inspected for infestation and if found necessary, suitably treated to the satisfaction of the Building Control Officer.

D) Removal of Fireplaces

Where fireplaces are removed the opening must be built up, plastered and a ventilator fixed.

Redundant flues must be properly capped and vented using pre-cast concrete flags and air bricks.

The conversion of any fireplace to accommodate either a wall mounted or free standing gas fire must comply with Building Regulations and current requirements of GAS SAFE, including the use of a Gas Council approved terminal.

E) Hardcore and Blinding

Hardcore shall consist of clean, hard broken stone, free from dust and foreign matter and graded in size to pass a 75 mm sieve. It shall be laid in layers not exceeding 150 mm consolidated thickness and rammed with a mechanical punner or rolled with a vibrating roller.

Blinding material shall consist of fine sand.

F) Damp-Proof Membrane

The damp-proof membrane is to be "Visqueen 1200 g" or equal approved polythene sheeting laid in accordance with the manufacturer's instructions and having 150 mm minimum side and end laps.

G) Brickwork and Blockwork

All brickwork and blockwork shall be set out and built to the respect dimensions, thickness and heights, shown upon the drawings and levelled round at floors, roof, plates, damp-proof courses etc.

In dry weather all bricks and blocks are to be wetted to adjust suction before laying.

The work shall be carried out in a uniform manner. No part of the wall to be raised more than 1200 mm (4' 0") above any other part at any time.

All perpend, quoins, etc., shall be kept strictly true and square and the whole properly bonded together.

In frosty weather stacked materials and newly finished work must be covered or otherwise suitably protected.

Between the temperature limits of 39°F (falling and 35° (rising) adequate precautions must be taken to prevent frost damage to work in progress.

H) Pointing (See also (B) Repointing)

All new external faced brickwork, stonework, etc. except where otherwise stated, shall be finished flush, as the work proceeds. Subsequent strap pointing must be weathered and struck. Squared strap pointing is not acceptable.

I) Cavity Walls

Cavities shall be kept clean and free from mortar droppings and as work proceeds. Perpend shall be left open in the out leaf of cavity walls 900 mm apart at the foot of the cavity and in connection with cavity trays.

J) Cavity Wall Ties

Cavity wall ties to comply with BS EN845 – 1: 2013 and be butterfly, double triangle or vertical twist (fishtail) types.

Ties must be spaced at a **maximum** of 900 mm horizontally and 450 mm vertically in a staggered pattern but spaced at 300 mm around door and window openings.

Vertical twist (fish tail) type ties must be used for stonework and be either 25mm or 305 mm long dependant on cavity width which must not exceed 75 mm.

K) Damp Proof Courses (existing walls)

i) General

The following table indicates the type of damp proof course most suitable for the differing wall constructions:

<u>Damp Proof Course</u>	<u>Wall Construction</u>
Conventional	Any wall.
Chemical Injection	Cavity or solid walls consisting of coursed Stone, brickwork or a combination of both. Injection of the joints is not normally acceptable and where appropriate must be discussed with the Building Control Officer beforehand. Chemical injection must only be used on Random stone rubble filled walls if the Chosen chemical has an Agreement Certificate permitting its use in such walls.
Chemical Transfusion	Cavity or solid walls consisting of coursed stone, brickwork or a combination of both.

Note

Chemical injection and chemical transfusion systems must hold a current Agreement Certificate covering its use for the particular wall construction.

ii. Installation Contractors

Contractors installing chemical injection or transfusion systems must either be

- a) approved under the manufacturer's certificate or
- b) approved under the British Board of Agreement's surveillance scheme.

iii. Guarantees

All installations of damp proof courses including the re-plastering must be guaranteed. A copy of the guarantee must be submitted upon completion of work. **GRANT WILL NOT BE PAID WHERE A SUITABLE GUARANTEE AS DESCRIBED BELOW CANNOT BE PROVIDED.** All guarantees must be valid for a minimum of 30 years and include the re-plastering specifications outlined in later items xiii and xiv. Guarantees for chemical injections, chemical transfusion and electro osmotic systems must be underwritten by the relevant manufacturer or other independent approved body.

Guarantees for conventional damp proof courses must be underwritten by a suitable independent approved body.

All guarantee certificates must clearly indicate the following information:

- a) address of property treated
- b) date of treatment
- c) name and address of installation contractor
- d) name and address of underwriter
(including that company's authorised signature or seal)
- e) type of system installed
- f) re-plastering specification

(including trade names of materials used)

iv. Timber Floors

Where there are no “back-to-earth” situations, conventional damp proof courses chemical injection and chemical transfusion systems must be installed below the bearing of timber joists or below any other timber in contact with the wall.

If “back-to-earth situations exist then, where possible, external ground levels should be reduced to below the level of floor and other timbers. It is important to check foundations and drainage depth, etc. to ensure that excavation is feasible.

Should excavation to impossible, or impracticable then the damp proof course should be installed at floor level and any timber bearing into or in contact with the wall below this must be treated with a suitable deep penetrating preservation paste. Alternatively, joists may be supported on new sleeper walls including a damp proof course and joist ends must be cut back and removed from the wall. See also subsection (ix) and re-plastering specifications.

v. Solid Floors

The damp proof course must be installed at floor level.

vi. Underfloor Ventilation

Wherever possible, underfloor voids must be provided with adequate ventilation. This should preferably be “through” ventilation.

vii. Cavities in Walls

Where walls that are to be treated contain full or partial cavities, these must be cleaned out where possible.

viii. Party Walls

Party walls 225 mm (9”) thickness or more must be double drilled and injected where chemical systems are used.

On the “high” side of properties with different floor levels, the party wall must be treated at both floor levels and the section of wall in between must be protected by tanking with bitumen (see later re-plastering specifications).

Where chemical systems and conventional damp proof courses are employed, owners of attached properties should be consulted regarding possible adverse effects and potential damage to wall plaster, decorations, floor coverings, etc. **before** work commences.

ix Walls back-to-earth

See also sub-sections (iv) and (viii) above.

The damp proof course must be installed at both floor/ground levels and the area of wall in between must be protected by tanking with an approved tanking medium such as Sovereign K10 (see later re-plastering specifications).

x Chimney Breasts

Before installing any damp proof course the fire surround, hearth and fire back must be removed. The damp proof course must be installed throughout the jambs and back wall.

Where a chemical system is used, four vertical sections, 1.0 m high, should be installed either side of each jamb drilled at 45° from the corner.

xi “Verticals”

When using chemical or electrical systems “verticals” must be employed at positions where other walls abut on either side of the wall being treated.

Generally, these “verticals” should be 1.0 m. high minimum but should equal the height of abutting yard/garden walls if these exceed 1.0 m in height.

For chemical systems, these verticals must consist of two rows of holes drilled at 90° to each other from the internal corner.

xii Compatibility of Materials

All systems and materials employed in conjunction should be checked for compatibility. If in doubt consult the appropriate manufacturers.

xiii Re-plastering generally

Re-plastering must be carried out to all treated walls to a height of 1.0 m minimum above the highest damp proof course in each wall.

Old plaster/render should have been removed to the appropriate height prior to treatment. Any loose or perished plaster/render above this level must also be removed and if necessary, the whole wall or walls may require re-plastering.

Any obvious defects in the exposed masonry (i.e. fractures, perished stone/bricks etc.) must be made good prior to treatment or re-plastering. Localised depressions in the masonry may be dubbed out with sand and cement (5:10) using a sharp clean washed sand.

A minimum airspace of 25 mm must be maintained between the underside of the plaster and any floor finish.

Skirting boards, casing legs and the like should be refixed using rust resistant fixings.

xiv Re-plastering Specifications

It is important that cement based and gypsum based materials are not mixed or used in conjunction with each other.

Re-plastering generally must be carried out using a proprietary renovating and finishing plaster or render systems.

The number and thickness of coats must be in strict accordance with the plaster manufacturer's instructions, giving due consideration to the individual circumstances and construction of the walls to be replastered.

Below is a list of some of the acceptable renovating plasterers in alphabetical order:

Cement Based Products

Palace Damp Proofing Plaster
Remtox Renovating Render
Sovereign Renderlite Renovating Plaster
Tilcon Limelight Renovating Plaster

Tanking must be carried out using an approved tanking medium such as Sovereign K10 and used in strict accordance with the manufacturer's instructions.

All replastering **must** be included in the guarantee for the damp proof course.

L) Asphalting Ground Floors

Sheathing felt shall be impregnated flax felt complying with BB 747:2000 Type BS 8000-9:2003 4A weighing 17 Kg per 25 mm roll 810 mm wide.

The mastic asphalt for flooring shall comply with BSI – BS 6925. It shall be laid in one layer on sheathing felt to a good finish and be 19 mm minimum in thickness.

Existing flagged floors to be covered must be firm and depressions made good with fine weak concrete or fine granite chippings.

In lieu of the above, the existing flags may be removed, excavate where necessary and then lay a minimum of 100 mm concrete, on a damp proof membrane trowelled to a smooth finish, and treated with a proprietary surface coating such as Aquaseal Heavy Duty Urethane or equal.

M) Flashings

Existing flashings to be checked and re-dressed or replaced as necessary. New flashings to be Code 4 lead properly dressed and pointed into wall joint(s) or pre-cut groove(s). (See item 2B)

N) Concreting

All works to be carried out in accordance with BS 8500 concrete and BS EN 206-1. Concrete is to be the correct grade for the intended use, properly mixed and laid. Aggregates and newly laid concrete are to be adequately covered or otherwise protected from extremes of weather.

O) Drainage

All works to be carried out in accordance with BS 65:1991 & BS 8000-14:1989. Drainage shall be earthenware pipes with flexible joining collars laid on and bedded in gravel or as directed by the Building Control Officer.

Sand/cement jointed earthenware pipes will only be accepted for making good to or minor extensions of similar systems.

U.P.V.C. Drainage is **not** acceptable for this type of work.

Inspection chambers shall be a minimum of 600 mm x 450 mm and constructed of approved materials. Benching shall be formed in "grano".

Glass reinforced plastic (GRP) inspection chambers 450 mm diameter up to 900 mm deep, are acceptable for domestic works.

Drainage, inspection chambers and excavations in footpaths and highways shall be carried out only if the necessary permission has been obtained from the Engineering Team, Housing Health and Engineering Service.

P) Silicone Treatment

A good quality Silicone Formulation, such as "Aquaseal 66" or equal, should be used and applied by brush in three coats strictly in accordance with the manufacturers instructions.

Walls to be treated must be in a good state of repair and be free from fine cracks and similar defects.

Polyurethane water-proofers must not be used.

Most silicone treatments have a limited life and require further applications after a period of a few years. Consult manufacturer's instructions or recommendations and BS 6477:1992

Q) Window and Door Surrounds

Repairs to stone lintels, jambs, sills, transoms and mullions (permitted in special cases only) must be carried out using compatible matching materials.

Replacements must be of a similar type of stone and equal in profile to those removed.

New openings must be provided with stone or sand faced concrete, lintels, sills etc. to match existing openings as near as possible. Plain concrete types are **not** acceptable.

R) Yard and Garden Walls

Where these are to be rebuilt either natural stone or an approved artificial stone such as Marshall's pitched face Tudor stone shall be used for both leaves of the wall.

4. JOINERY

A) Timber and Workmanship Generally

All works to be carried out in accordance with BS 8000-5:1990, BS 1186-2:1988 & BS EN 942:2007. All timber shall be well seasoned; free from fungal decay, brittle heart wood and other abnormal features; sand die square; free from sap, shakes, cracks, waney edges, loose and dead knots or knots over 32mm (1¼") diameter and any other defects which may render the timber unsuitable for its purpose.

All timber shall be properly framed together in an approved manner. Joinery timber is to be sawn out immediately on commencing the Contract so that shrinkage may take place before it is jointed and fixed in the work. The timber shall

be accurately worked to detail and put together in the best possible manner. Joinery shall be framed up with glued joints and the glues shall comply with BS 1204 thus:-

External Joinery	Class WBP	Groups GF and CC
Internal Joinery	Class MR	Groups GF and CC

All wrot faces shall be well finished square and true to a smooth even surface free from any roughness, machine marks or ripples, arrised and sanded.

All arrises shall be pencil rounded or moulded.

All timber shall be so positioned in the frame to have the heartwood on the top face, weather side.

All joinery shall be assembled and fitted square and true with all joints treated with a coloured preservative, tight and pinned.

Plugging and patching (piecing) will not be allowed.

All beading shall be pinned at 125mm (5") centres and at 40mm (1 5/8") from all mitres.

B) Structural Softwoods

Structural softwood shall be in accordance with CP112 and BS 1860, S2 species with a stress grade of 50, or General Structural (G.S.) grade.

C) Joinery Timber

All joinery timber shall be unsorted Canadian or European redwood or other approved species and grade. Hardwood shall be prime grade only.

Timber Window Frames

Note The sill must be manufactured from a suitable hardwood such as Iroko, Merranti, Oak, Sapele, Teak or Utile and must be mortised for 2/3 its depth to receive the jambs. See also item (E) for preservative treatment required.

Protecting sill	75mm x 150mm	3" x 6"
Sill	75mm x 75mm	3" x 3"
Head	6mm x 115mm	2½" x 4½" (including drip moulding)
Jamb	63mm x 75mm	2½" x 3"
Mullion	63mm x 75mm	2½" x 3"
Transom	63mm x 75mm	2½" x 3"

Casement – must be storm proof type and where window is externally flush fixed have a drip moulding over casements.

Doors and Casings

Flush doors: Flush doors generally shall comply with BS 476:Part8 and BS 8000-0

Fire resisting doors shall comply with BS 476 Part 22.

Flush doors shall be plywood faced both sides with tongued hardwood edge strips on both long edges.

The prices for flush doors shall include for additional framing for door springs, locks, letter places etc., as required.

Internal flush doors	35mm	1 3/8" minimum thickness
External flush doors	44mm	1 3/4" minimum thickness

Glazed and panelled doors: 44mm 1¾ minimum thickness

Bottom rail	300mm	7 7/8"
Middle rail	148mm	5 7/8"
Top rail	106mm	4¼"
Muntins	106mm	4¼"
Stiles	106mm	4¼"
Glazing bars	32mm	1¼"

Casings – sizes

Width: Dependent on thickness of wall

Thickness:			rebate depth
For studded wall	- 35mm 1 3/8"	10mm	3/8"
For brick wall	- 35mm 1 3/8"	10mm	3/8"
For external wall	- 60mm 2 3/8"	12.5mm	1/2"
For fire door	- as supplied by manufacturer	25mm	1"

D) Window Linings

All window frames being renewed shall have any timber linings completely renewed with suitable timber. Examples of which are: parana pine and exterior quality plywood (9mm 3/8" minimum thickness). The linings must be tongued into the window frame.

E) Treatment of New Timber

All floor, roof and other structural timbers, grounds, windows, doors, external joinery, casings, skirtings, etc., must be either pressure impregnated or otherwise treated with a coloured (for identification purposes) preservative.

Treatment is to be carried out after all cutting and shaping prior to assembly of frames and joints. Treatment must be made good to subsequent damage or cutting during handling and fixing.

New joinery should be knotted, stopped and primed before painting with two coats undercoat and one coat gloss.

Note Check compatibility of preservatives and subsequent painting, etc.

F) Treatment of Defective Timbers (rot and infestation)

Defective timber must be completely removed and replaced with good quality timber of a section at least equal to that removed and treated prior to fixing with a coloured (for identification purposes) preservative. Surrounding timbers must also be treated to prevent any possible re-infestation or further decay.

On completion of treatment all roof and floor voids must be cleaned and provided with adequate ventilation.

Plaster, tiling, dry lining and other finished walls, adjacent to outbreaks of dry rot must be hacked off to a suitable distance (in order to determine the extent of the infestation) and carted away from the site. The exposed brickwork/stonework must be inspected for infestation and, if found necessary, suitably treated to the satisfaction of the Building Control Officer.

G) Studded Partitions

Studded partitions are to be formed of 6mm (1/4") scant (ex. 75mm x 50mm/3" x 2" minimum, 5ths redwood or cedar, properly constructed with studs at 400mm (16") or 450mm (18") ctrs and noggings with minimum 9.5mm (3/8") plasterboard and skim each side including scrim at all edges and joints.

H) Architraves and Skirtings

Architraves and skirtings must match existing where possible and be of the following minimum sizes:-

Architraves	- 75mm (3") wide
Skirtings	- Cottage and similar type properties with ceiling heights less than 2.3m (7' 6") – 100mm (4")
	- Other properties
ground floor	– 175mm (7")
first floor	– 125mm (5")

J) Plywood and Chipboard

Plywood shall comply with the relevant British Standards and be of the correct grade for the intended use.

Plywood for external work and window linings
- WBP Exterior quality.

Plywood for internal work (excluding window linings)
- MR Internal quality.

Chipboard shall be of the correct grade for the intended use.

i.e.

Type II/III - T and G flooring grade – (not to be used in kitchens, bathrooms and toilets)

Type III - T and G flooring grade – (suitable for all rooms)

Chipboard for roofing (flat roofs) is a special type, manufactured using water-proof adhesives and fungicides. Consult manufacturer's instructions.

K) Sink and Base Units

Sink Unit To comprise of 1000mm x 500mm minimum. Stainless steel sink top to BS 6222-3:2017, complete with taps, plug, chain, traps, wastes and stay. Base to be of melamine faced chipboard construction (or similar) with one drawer, one panel and two hinged doors.

Base Unit Constructions as for sink base unit but with laminated plastic top on chipboard with edgings and upstand all to BS 1195:1972.

L) Glazing

Glass

The glass is to be to BS 952-1:1995 of British Manufacture and free from all defects.

Sheet glass shall be ordinary quality. (O.Q.)

Putty

The putty for glazing to timber frames is to be to BS 544 and BS 8000 Part 7 and to metal frames to be of approved manufacture.

Glazing (cont....)

Glazing generally shall be in accordance with CP152, the glass shall be bedded, back puttied and pointed in the specified putty.

Glazing to wood shall be sprigged and glazing to metal shall be fixed with metal clips where necessary.

Glass fixed with beads shall be well bedded in putty and back puttied.

Glazing in Mastic

Materials for glazing in mastic shall be of approved manufacture and the work carried out in accordance with the manufacturers instructions.

5. PLASTERING

A) Generally

Sand for external and internal renderings and backings shall comply with BS EN 13139:2013.

Sand from tidal rivers will not be accepted.

All work must be finished smooth, plumb and straight. Plasterwork must be left clear of all floors and first coats must be applied prior to fixing of skirtings etc.

External rendered finishes where permitted shall be carried out using a 1 : 5 or 6 mix (cement/sand) with a wood float, having a minimum of two 9mm thick coats. Surfaces to be rendered must be properly prepared and free from loose and perished pointing and masonry.

Rendered finishes must not bridge damp proof courses and must be finished at the lower edge with a bell stop details. Newly constructed walls must have a plinth (between damp proof course and ground level) of a suitable facing material.

Internal rendering: Hack off wall plaster as and where necessary and rake out joints to form a key. Cut out masonry where necessary and clean out all cavities or partial cavities in external walls down to such a level as:-

- i. in the case of a solid floor, the cavity extends down to at least 150mm below the level of that floor or,
- ii. in the case of a suspended timber floor the cavity extends down to at least 150mm below the bottom of any joist.

Apply two coats of cement and sand (1:3) minimum thickness 6mm, with a waterproofing additive in the first coat followed by a rough coat plaster (cement based renovating plaster) minimum thickness 6mm skimmed with a compatible finishing plaster.

B) Plaster Mixes

On Metal Lathing

Rendering Coat Perlited metal lathing plaster deeply scratched to form a key.

Floating Coat Ditto ruled to an even surface and lightly scratched to form a key.

Setting Coat Neat finish plaster.

On Plaster Baseboard

Setting Coat Neat board finish plaster.

B) Plaster Mixes (cont.....)

On New Brick and Block Walls

Floating Coat Perlited browning plaster ruled to an even surface and lightly scratched to form a key.

Setting Coat Neat finish plaster.

Plaster Finish

The whole of the plastering shall be trowled to a smooth, hard surface and left plumb.

For re-plastering after damp proof course installation see Builders items (L) (xiii and (L) (xiv)

C) Pebble-dash Rendering

The pebble-dash rendering shall be as follows:-

Undercoat Cement/sand (1 : 3) 13mm (1/2") thick deeply scratched to form a key

Second Coat Ditto 10mm (3/8") thick ruled to an even surface

Pebble-dash Approved dry aggregate thrown on to the wet second coat until a dense even distribution is obtained.

D) Dubbing Out

Where dubbing out is necessary, it is essential that this dubbing out should consist of a succession of thin coats rather than one thick coat and each coat must be allowed to dry out thoroughly before the application of the following coat.

E) Plasterboard

Plaster baseboard shall comply with BS 1230-1:1985 & BS 8000-8:1994.

The plaster baseboard shall be securely nailed to framing or joists with 32mm (1¼") x 12 swg galvanised or sheradised iron flat headed nails, driven well home at right angles to the face but not so deep as to break through the paper cover and more than 150mm (6") apart. Joints shall be 6mm (¼") wide and staggered, filled with neat board finish plaster and scrimmed with 100mm (4") wide jute or cotton scrim cloth set in plaster and trowelled flat.

F) Angle Beads

Angle beads shall comply with BS 800-8:1994 and be profile C1 for two coat work and profile C2 for three coat work. Angle beads shall be securely fixed.

G) Renewal of ceilings – General

Existing lath and plaster or timber boarded ceilings must be removed completely, re-hang joists if necessary then re-board with 9mm minimum thick plasterboard, scrim all joints and plaster.

For exact plaster specifications, check plans or consult Building Control Officer as periods of fire resistance or separation may vary dependent upon building type.

H) Vapour Barriers

Ceilings to flat roofs must contain a vapour barrier between the underside of the joists and the plasterboard. Vapour check plasterboard, visqueen sheeting or bitumised building paper are three acceptable materials.

I) Studded partitions

See JOINERY item (F) and PLASTERER item (E).

K) Re-plastering after Damp Proof Course Installation

See BUILDERS item (xiii) and (L) (xiv)

6. PLUMBING

A) Pipework

All pipes shall run neatly and be concealed where possible.

All pipes carrying hot water passing through brickwork, concrete or masonry shall not be built in and clearance shall be provided either by means of a neatly drilled hole or a copper sleeve of suitable diameter. Wherever possible hot water pipes shall be fitted clear of timber joists, floor boards, etc., and where this is not possible suitable pads of a material resistant to damage by insects and vermin shall be fitted between the pipe and the structure.

Where pipes are notched into joists, sufficient clearance shall be provided to prevent expansion and contraction noises on heating and cooling.

IMPORTANT: See Item (D)

B) Water Regulations

The whole of the internal plumbing and the external and internal water supply shall be carried out to the approval and requirements of the Supervising Officer and Water Authority and in complete accordance with the Water Authority's regulations.

C) Gas Regulations

The whole of the gas installation shall be carried out to the approval of the Supervising Officer and the Gas Supply Undertaking and shall comply with **The Gas Safety (Installation and Use) Regulations 1998** and The Gas Safety (Installation and Use) (Amendment) Regulations 2018.

D) Notching of Joists for Pipes

Notches must be located within the end quarters of the joists and be restricted to an absolute minimum in number. Maximum depth of any notch must not exceed 1/8th of the depth of the joist.

Pipes requiring a fall (i.e. waste and overflow pipes, gravity circulators, etc.) must not be left in joists.

Soil, waste and overflow pipes, which are running with the joists must be supported for their entire length.

E) Copper Pipes

Copper pipes shall comply with the appropriate British Standards and be in general:-

above ground pipework complying with BS EN 1057:1996 & BS 8000-13:1989

below ground pipework complying with BS EN 1057:1996 & BS 8000-14:1989

For pipe supports see item (K).

F) Copper Pipe Fittings, Taps and Valves

Copper pipe fittings shall comply with BS EN 1254-1:1998 & BS EN 1254-2:1998. On pipework exposed to view generally capillary type fittings shall be used, but unless otherwise stated, fittings in pipework in enclosed ducts, ceiling and roof spaces, or like situations where appearance is not important, may be either capillary type or compression type at the Contractor's option.

The manufacturer's recommendations with regard to installation of fittings shall be followed at all times.

Draw-off taps and stop valves on mains water services shall comply with BS 1010-2:1973 and shall be either plain or easy clean pattern (dependant on position) with locksheild, crutch or capstan head.

Valves on tank water services shall be gate valves. Type A, class 100, series B. non-rising spindle, either plain or easy clean pattern (dependent on position) and with lockshield or wheel head.

Drain-off taps shall comply with BS 2879:1980, lockshield pattern.

Ball valves shall comply with BS 1212-1:1990 and shall have either plastic floats to comply with BS 2456:1990 or copper floats to comply with BS 1968:1953 (expansion tanks).

All taps and valves shall have either capillary or compression jointed ends and all draw-off taps, stop valves, ball valves, check valves and the like, shall comply with the relevant British Standard. All lockshields shall be fitted with dust caps.

G) uPVC Pipes

uPVC waste, soil and ventilation pipes and internal rainwater pipes and fittings shall comply with BS 4514:2001. See item (K) for details of pipe supports.

Unplasticised PVC external rainwater pipes and fittings shall comply with BS 4576-1:1989.

H) Polythene Pipes

Polythene water main pressure pipes shall comply with BS EN 12201-5:2003 jointed with compression fittings to comply with BS EN 1254-2:1998.

I) Plastic Cisterns

Plastic cisterns shall be manufactured to the relevant British Standard and shall be supplied complete with lift-off covers and all necessary pipe and valve connections and shall be supported in their entirety and must be insulated if fixed in the roof space or other void.

J) Water Supply Pipe

Where this is renewed it must be inspected and approved by the Water Authority and the inspection certificate provided upon completion of work.

K) Spacing of Supports

Support for pipework shall be spaced at not more than the following intervals:-

<u>Pipe Size</u>	<u>Horizontal Intervals</u>	<u>Vertical Intervals</u>
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<u>Copper Pipes</u>	15mm (1/2")	1200mm (4' 0")	1800mm (6' 0")
	22mm (3/4")		1800mm (6' 0") 2400mm (8' 0")
	28mm (1")		1800mm (6' 0") 2400mm (8' 0")
<u>Plastic Pipes</u>	32mm (1 1/4")	825mm (2' 9")	1700mm (5' 8")
	38mm (1 1/2")	925mm (3' 1")	1800mm (6' 0")
	50mm (2")	1050mm (3' 6")	2100mm (7' 0")
	65mm (2 1/2")	1200mm (4' 0")	2400mm (8' 0")
	80mm (3")	1350mm (4' 6")	2700mm (9' 0")
	100mm (4")	1500mm (5' 0")	3000mm (10' 0")
	125mm (5")	1700mm (5' 8")	3400mm (11' 4")

Soil, waste and overflow pipes which are running with the joists must be supported for their entire length.

L) Insulation of Pipework

Cold water pipes in ground floor ducts shall be insulated.

All pipework in roof and floor voids shall be insulated.

The insulation of pipes shall not be applied until after the hot and cold tests have been carried out and the pipework approved.

M) Sanitary Fittings

All sanitary fittings shall be fixed with brass screws and using rubber or fibre packing washers.

N) Bathroom installations or replacements

All works to be carried out in accordance with BS 8000-13:1989. Install bath/shower to BS EN 263:2002, wash hand basin to BS EN 1188:1974, WC to BS 0000 and which must be carried out to current C.P. The installation must include all taps, traps, wastes, above and below ground drainage including manhole, overflows, valves, drain off cocks, pipework (BS EN 1254-1:1998 & BS EN 1254-2:1998 clips and lagging in roof space of pipes and tank)

Overflows must discharge within the cartilage of that particular property.

O) Flashings

See item (B) in ROOFERS section.

P) Gutters

Replacement gutters must match the existing size and section wherever possible and be cast iron, cast aluminium, pressed aluminium or glass reinforced plastic (G.R.P.). Timber guttering is only acceptable as a direct replacement and where it is necessary to match adjacent lengths. It must be treated, prior to fixing and after cutting the joints, with a coloured (for identification purposes) preservatives.

Q) Rainwater Pipes

Replacement rainwater pipes must be at least equal in size to the existing and be cast iron, PVC or pressed aluminium.

New rainwater pipes should conform to the specification included on the approved plan.

7. ELECTRICAL

All work to be carried out in accordance with BS 546:1950, BS 2950:1958, BS 1361:1971, BS 362:1973, BS EN 60669-1:2000 & BS 3676-1:2000.

The installation must

- (a) be carried out in accordance with the current edition of the I.E.E. Standards.
- (b) be inspected by the North Western Electricity Boards surveyor where necessary and

(c) comply with the following minimum requirements where requested:-

- (i) complete rewiring of lighting and power circuits (a full test and inspection certificate is required from Electricity North West upon completion of all rewires)
- (ii) provision of lighting points to all rooms, halls, stairs and landing, pantries and sculleries.
- (iii) provision of power points as follows:-

Kitchen	4 per room
Living Room	2 per room
Dining Room	2 per room
Lounge	2 per room
Hall	1 per room
Landing	1 per room
Bedrooms	2 per room

Bathroom Ventilation Ducts

All ventilation ducts which pass through the roof space must be wrapped with 75mm (3") minimum glassfibre insulation and adequately supported.

Cables behind Plaster

Where cables run in a plastered wall, they are to be protected by approved galvanised metal channelling securely fixed to the wall.

8. Windows – PVCu

GENERALLY WORK shall be undertaken in accordance with the joint publication of the British Plastic Federation and the Glass and Glazing Federation 'A Trade Standard for PVCu Windows.

MANUFACTURE of windows shall be to BS 7412:2002, BS EN 1670 and 7413 with the manufacturer accredited with BS 7950/7413 Specification for enhanced security performance of casement windows for domestic applications in association with BS 7413 along with BBA Certification and Quality Assurance to BS EN ISO 9002:1994.

DESIGN CRITERIA shall be for weather tightness to BS 6375, Part 1, Design wind pressure 2100 Pa, Air Permeability test pressure class 600 Pa, water tightness test pressure class 300 Pa, Wind resistance test pressure class 2100 Pa, Operation and strength characteristics to BS 6375:Part 2. (BS 6399). The glazed frame shall have a 'U' value of 1.7w/m²k. As well as surpassing/complying with Part L, windows fitted must not compromise other Building Regulations including Part B, Part E, Part F, Part J, Part M and Part N.

EXTRUSIONS shall be to BS 7619 white acrylic modified high quality impact resistant unplasticised polyvinyl chloride, containing NO reground material, to provide a rigid multi chamber extrusion having a minimum of 3 chambers from internal to external face. Profile to be VEKA MATRIX 70.

CORNER JOINTS shall be fully welded with the sprue to the front and rear surfaces being removed by milling a feature groove not more than 0.2mm deep. Tee joints and cross joints shall be similarly welded and milled. Welds shall be capable of withstanding a force of 7KN without fracturing. Mechanical joints will not be permitted.

REINFORCEMENT – The frames shall be fully reinforced in galvanised mild steel (Grade 275N – BS 2989) or aluminium alloy (Condition 6063 or 6082 – BS 1474). Fitted in the central chamber and must extend to within 50mm of a mitred joint. Secured to the frame at a maximum 500mm centres by self-tapping screws. Galvanised mild steel with Mautex screws and aluminium with Austenitic stainless steel screws.

FIXING of frames shall be by non-ferrous Fischer bolts, through the reinforced channel direct into solid material of the window reveals or where this is not possible by non ferrous cleats clipped and screwed to the reinforced channel section secured by non ferrous bolts into solid material of the internal reveals. In accordance with the manufacturers instructions and the BPF/GGF Code of Practice for the survey and installation of white high impact modified PVCu windows (COP2).

EXTERNAL CILLS shall be manufactured from PVCu and be capable of sustaining impact from ladders etc. Cills shall project 50mm beyond the face of the wall and be capped at the ends with a purpose made strip end secured with adhesive.

GLAZING BEADS are to be intruder resistant manufactured from the same material as main profiles with EPDM external gasket to glazing and the contractor is to provide evidence that it will resist unlawful entry through the window for at least 3 minutes.

WEATHERSEALS to BS EN 150 9002:1994 opening lights shall incorporate 2 No Schlegel Q-Lon cushioned weather seals retained in purpose designed groves or equal and approved.

GROUND FLOOR WINDOW HINGES for side and top hung casements shall be to BS 6375 Part 2: 1987 – BS 8213 as Securistyle Defender or equal and approved and manufactured from stainless steel. Secured with Austenitic stainless steel screws into aluminium reinforcement and Marutex screws into galvanised mild steel reinforcements. Hinges to side openers to all windows shall incorporate a restrictor limiting openings to 100mm and also have override facility to permit full width opening when required, fitted at the bottom. On top hung openings 500mm high or over, restrictor hinges are to be fitted to all openers, limiting openings to 100mm and also have override facility to permit full width opening when required, fitted on both sides. First floor windows and above are to a tilt & turn design, complying with all preceding legislation and British Standards.

CLOSING MECHANISMS shall be of Maco or equal and approved: espagnolette type incorporating shoot bolts (with mushroom headed cams) sitting flush with the bottom of the opening sash. Handles are to be cranked, key locking and to be Winlock Custodian or equal and approved.

COVER LATHS of solid PVCu or Homogenous cellular PVCu colour to match main profile. Provided at the junction between the frame and internal wall finishes to cover any damage or decoration. Cover laths may also be required externally as part of making good the external finish.

WINDOW BOARDS – Where existing window boards are to remain a cappit type board shall be used and where existing window boards require to be removed then a 32 thick PVCu window board shall be used. All new window boards are to be neatly trimmed to suit.

GAPS up to 5mm wide shall be filled externally with a white silicone sealant on render and bronze on brick and stone to BS 5859 Type A (as Dow Corning 796) and internally with a white aqueous acrylic water based sealant (as Dow Cornin 480) applied in accordance with manufacturer's instructions. Gaps between 5mm and 10mm shall first be fitted with an expanding foam sealing to support the sealant which shall be finished with a convex surface. Gasp over 10mm wide will not be permitted.

ALLOW for refixing any alarm system telephone, door entry or Satellite/T.V. aerial cables, including all reclipping and making good both internally and externally not later than 24 hours after completion. Also allow for refixing tenants net curtain wires by means of self-drilling/taping screws into steel reinforcement of the window frame.