



INFORMATION FOR DISABLED ADAPTATIONS CARRIED OUT IN COUNCIL (MANAGED) PROPERTIES

Who is eligible to apply?

You or a member of your family living at home is registered disabled, or could be registered disabled. You are a tenant, or a member of the family of a tenant, living in Council property. You are not eligible to apply if you are currently seeking to buy your home under the Right to Buy legislation.

How do I apply?

Call 01483 523359 or go to www.waverley.gov.uk for a Disabled Adaptations Self Assessment Application Form. Complete the form and return to the Housing and Community Department at the Council offices. If you have an Occupational Therapist, you can ask them to help you complete the form. If you need some help to complete the form, please call 01483 523359 and a Community Housing Officer will come and help you.

How does the Council decide what disabled works are carried out?

On the application form, you will be asked what disabled adaptations you want and why. The Council wants to provide adaptations that help you and is required to carry out professional assessments to detail what works are **necessary and appropriate** and meets the needs of the disabled occupant. An Occupational Therapist carries out this assessment and makes recommendations to the Council.

The Council will then decide whether the adaptations you or your family require are **reasonable and practical** to carry out in your home. As the Council has a reasonably large stock of homes, it may be more **reasonable and practical** to carry out the adaptations you require in another property. You will be asked in those circumstances to complete a Transfer Application. If you don't wish to move the Council may only carry out minor works of a Health and Safety nature.

When will the Council not carry out major adaptations?

The Council may not carry out major adaptations in the following cases, where it is not considered reasonable or practicable for the Council as landlord to do so.

For example:-

- a) Cases where there are concerns about the age and condition of the property;
- b) Cases where the property will not meet the long-term needs of the disabled applicant;
- c) Cases where the practicalities of carrying out adaptations to properties with narrow doors and stairways and passages which might make wheelchair use in

and around the dwelling difficult; or with limited access e.g. steep flight of steps making access for wheelchair use difficult and therefore make continued occupation of the dwelling open to question;

- d) Cases where there are competing needs of different members of the family which cannot be met in that particular home;
- e) Access ramps that will adversely affect the amenity of the area;
- f) Incurtilage hardstandings, vehicle crossovers and dropped kerbs;
- g) Major works to a property in need of major repairs;
- h) Works where it is structurally impossible to provide the disabled adaptations;
- i) Where works would require planning permission or building regulation approval which will not be granted; and
- j) Where the Council is taking possession proceedings against the tenant for example, for rent arrears or anti social behaviour.

Minor works may be carried out in the above circumstances at the discretion of the Council.

What happens after I return the self assessment form

1. The Community Housing Officer will visit you at home to check the details on your self assessment form and discuss options.
2. Minor works will be carried out within two months (sometimes after an assessment from the Council's Occupational Therapist, who will make an appointment to visit you).
3. Your application for major works will be sent to Surrey County Council Social Care team. Surrey County Council Social Care team will contact you by phone and complete a telephone assessment to prioritise your case.
4. Your name will go on waiting list for the Surrey County Council Social Care team Occupational Therapist who will make an appointment and visit you in your own home to make a thorough assessment of your personal needs.
5. The Occupational Therapist will send their report to the Council and a decision will be made.
6. You will receive a letter telling you what major disabled adaptations the Council expect to carry out in your home. However this is subject to the Surveyors report of the works to be carried out and the condition of your home. From when you receive this letter major works generally take 6 months to complete.
7. All applications are managed in date order.

How long will I have to wait for major works if I agree to move?

Where the Council has offered you the opportunity of moving to suitable alternative accommodation and you have agreed to move, major adaptations will be carried in the new property very quickly, if necessary before you move in.

What if I or my family member are not registered nor could be registered disabled?

If you want to carry out any improvements to make life easier in your home you can arrange this yourself after asking for permission in writing from the Housing Department Home Ownership Officer (01483 523031), Waverley Borough Council, Housing Department, The Burys, Godalming, Surrey GU71HR or visiting www.waverley.gov.uk.