

Shetland Islands Council operate a number of grant schemes to help islanders living in owner-occupied or privately rented housing to meet the costs of having their homes repaired, improved or adapted. There are schemes operated through Shetland Heatwise, and a grant available through the One Stop Shop that offers [home insulation and draught proofing grants](#).

Conversion Grants

Grants may be available from the SIC for the conversion of non-residential buildings into dwelling houses or the subdivision of houses into flats or smaller units.

Landlords and developers usually carry out this type of work and the means test is different to that of owner occupiers. It is determined on the difference between 'added value' and the cost of the works and several other factors. [Click here for further information](#), or contact Avril Smith on 01595 741368.



**Shetland Islands
Council**



This leaflet is a reproduction of the **Housing Options Guide – Repairing and Improving Private Housing (Housing Adaptations and Repairs through Social Care)** section.

If you would like this information produced in any other format, please telephone 01595 744360 or email housing@shetland.gov.uk.

HOG Improvement & Repairs Grant Scheme leaflet 2009

Improvement and Repairs Grant Scheme

About the Improvement and Repairs Grant Scheme

[Hjaltland Housing Association](#) and [Shetland Islands Council](#) have entered into a partnership to launch a One Stop Shop service for persons eligible to receive grant funding. The One Stop Shop is located in the offices of Hjaltland Housing Association at 2 Harbour Street, Lerwick. For more information on the service provided by the One Stop Shop, please call along or telephone 01595 741368.

The circumstances for receiving grant aid are divided into 2 categories, Priority and Non Priority. A Priority case will receive an inspection of their property immediately. A Non Priority case will go on a waiting list and receive an inspection once they come up to the top of the list.

The circumstances for Priority cases are listed below:

- Income Support
- Income Based Job Seekers Allowance
- Pension Credit
- Disabled adaptations to a property
- Where a property is Below Tolerable Standard
- Communal Works (Works which are shared between 2 or more properties)
- Where the occupant(s) suffer from Fuel Poverty (Fuel Costs are more than 10% of Household Income)

If none of the above apply, the case is treated as Non Priority and is placed on the waiting list. Notes to remember:

- Grant percentages range between 10% - 100%.
- A national test of resources (Means Test) will determine the level of grant awarded in most cases.
- A minimum percentage grant may be available in certain circumstances. This is a Priority grant which does not involve a means test.
- The maximum expense limit may be increased.
- Grants are subject to budgets and available resources at the time when the application is submitted.
- Works must be carried out to current Building Standards, even where a Building Warrant may not be required.

Further details of the grant scheme can be found in the Scottish Government Leaflet at www.scotland.gov.uk/library5/housing/hogr-00.asp. These guidance notes are intended to provide advice on how this grant system operates in Shetland.

Making an Enquiry

You may wish to telephone or call along the office for advice but actual enquiries must be made in writing. Enquiry forms are available from the One Stop Shop reception.

For advice and information, please contact Avril Smith or Alison Warham on 01595 741368.

To enquire about the availability of grant aid please return your completed form or write to:

Hjaltland Housing Association
2 Harbour Street
Lerwick
Shetland
ZE1 0LR

Telephone: 01595 694986
Fax: 01595 692229
email: mail@hjaltland.org

With the following details:

- Name
- Address
- Address of Property (if different)
- Daytime contact telephone number
- List of all work for which grant is requested
- Whether you are in receipt of Income Support, Income Based Job Seekers Allowance, or Pension Credit.

You will receive an acknowledgement letter informing you that an inspection will take place or the enquiry questionnaire, which must be completed and returned to the One Stop Shop.

Whether your enquiry is placed on a waiting list will depend on the works required, or whether you are in receipt of the above three benefits, or if the works qualify for a minimum percentage grant, or if your household is in fuel poverty.

If you wish to obtain an indication of the percentage of grant aid you may be eligible for, then you can request and complete the test of resources form and an indication will be sent to you.

Please remember that you will be required to submit documents to support your actual application and the formal grant calculation will be made on the details submitted at that time. The indication report is *not* an award of grant aid – only an indication of the level of grant you may be entitled to.

Nor is the report confirmation that your application/enquiry will be processed at that time, as there can be waiting lists in operation.

If the correct information has not been submitted at this stage then the final calculation may be very different from the indication provided.

Inspections

When an Officer inspects your property s/he will determine/confirm what works are required. All works identified as mandatory must be carried out in order to be eligible for an Improvement/Repairs grant. An application pack will then be issued.

The information that will be required with the application includes the following:

- Personal financial information for test of resources
- Two comparable, original, signed contractors estimates (estimates for materials cost only may be accepted in certain circumstances)
- Confirmation of planning permission and/or building warrant if necessary
- Plans of work if applicable
- Copy of title deeds for property (different requirements apply for crofting tenants and other eligible tenants)

Application process

- All applications are checked by the One Stop Shop prior to submission to the SIC. It is recommended that applicants telephone and make an appointment to have their application checked. This will ensure staff are available when applicants visit the Shop.
- Applications will be forwarded to the SIC only when all necessary information is provided.
- Approval of the grant application normally takes a few weeks.

- Approval is given subject to satisfactory production of the relevant documentation. Checks on the information submitted may be made. Please note that it is a criminal offence to make a fraudulent claim for grant aid.
- All works must be completed within 12 months of approval. Time limit extensions of more than a few weeks will only be given in exceptional circumstances.
- Payment of grant is made on production of invoices and inspection of works by Officers from the One Stop Shop. Instalment payments may be available.

Conditions apply to the property for 5 years after payment of grant and are detailed as follows:

- The house shall be used only as a private dwelling house. (This condition is not broken if part of the house is used as a shop or office or for trade, business or professional purposes.)
- The house shall be occupied by the owner as his only or main residence, and
- The house shall, as far as is practicable, be maintained in a good state of repair.

Services Available from One Stop Shop

Hjaltland Housing Association's One Stop Shop has a range of services available to assist you in your grant application. Any advice requested and the basic level of service is provided free of charge.

This service includes:

- Initial inspection of the property
- Occupational Therapist recommendation through Social Care (if applicable)
- Application pack confirming eligible works for each grant scheme
- Application pack check prior to submission to SIC
- Inspection of property prior to payment of the grant

Applicants will be offered a more comprehensive level of service which will be charged at 10% of the cost of the works.

In addition to the services offered above, the service will also include:

- Prepare an agreed schedule of works
- Drawings where applicable
- Complete Planning/Building Standards applications if required
- Obtain quotations/tenders required
- Liaise with Building Contractors/Consultants or any person(s) relevant to the application

Further Details

The grants scheme is extremely complicated and this guidance does not attempt to cover every eventuality. The purpose of it is to give general guidance on the grants process in Shetland.

If you have any further queries please contact us – our contact details are at the start of this section. Other useful contact details are:

Title Deed Queries Only	Occupational Therapist Queries
Legal Services Executive Services Department Shetland Islands Council 4 Market Street Lerwick ZE1 0JN Telephone: 01595 744550 Fax: 01575 744585	Education and Social Care Department Shetland Islands Council Quendale House Commercial Street Lerwick ZE1 0AN Telephone: 01595 744300 Fax: 01595 744321
Building Warrant / Planning Permission Queries	
Building Standards / Planning Infrastructure Services Department Shetland Islands Council Grantfield Lerwick ZE1 0NT	Telephone: 01595 744800 Fax: 01595 695887