



Help with adaptations to your home

A guide for people with disabilities
living in private housing in Renfrewshire

www.renfrewshire.gov.uk



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Introduction

This leaflet is for people living in owner-occupied and privately rented housing in Renfrewshire. It tells you about the help available from us to adapt a home for a disabled person. (If your home is rented from the Council or a housing association you should ask your landlord about the help available).

Councils are required by law to provide assistance in certain circumstances, but in other situations can decide what to offer. This guide takes you through the process of getting your home adapted to help you continue living there.

Getting your needs assessed

If you have a need that we think is a priority for assistance, we will help you to adapt your home as necessary.

Firstly, you will need an assessment of your circumstances by one of our Occupational Therapists. They will visit you to determine what sort of difficulties you are having and assess the best way to help you to move forward to live comfortably in your home.

To arrange this, please contact the Health and Social Care Partnership (HSCP) through the Adult Service Request Team (ASeRT):

- Phone Adult Services Referral Team (ASeRT) on **0300 300 1380**
- E-mail adultservicesreferral.sw@renfrewshire.gov.uk

Where necessary, the assessment will also look at the needs of other family members living with you, including anyone who helps care for you. We will have to decide whether your need is a priority— in other words, how urgently you need help.

The Occupational Therapist will then discuss options with you. These may include rehabilitation, referral to other health professionals, provision of daily living equipment, or an adaptation to your home.

Sometimes the assessment may determine that instead of adapting your home, another option— such as moving to a different property—is the best way of meeting your needs. If this is the case, we will work with you to explore your options.

If you are unhappy with the outcome of the assessment, you can ask for your case to be re-considered. If you are still unhappy after the appeal, you may want to contact the [Scottish Public Services Ombudsman online](#) or by phoning **0800 377 7330**

Alternatively, you can write to them at the below address:

Scottish Public Services Ombudsman

Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS

What adaptations can I get help with?

You can get help with a range of adaptations. These are permanent changes to your home that involve building work such as:

- replacing the bath with an accessible shower
- constructing a galvanised ramp to help you get in and out of your home.

If we have assessed you as having a priority need for adaptations like the above, you may be eligible for a grant assistance to cover some or all the costs for work.

Help for private tenants

If you rent your home privately, you will need to get the agreement of your landlord for you to carry out the adaptation that you need. However, the landlord cannot refuse to give consent without a good reason.

You should apply for assistance from us in the same way as a homeowner.

How much grant will I get?

If you are eligible for a grant, it will cover 80% of the cost of the work you have been assessed as requiring. The remaining 20% of the cost of the work will need to be paid by you.

However, the grant will cover 100% of the cost of the work if you receive one of these welfare benefits:

- Income Support
- Income-Based Jobseeker's Allowance
- Pension Credit (guarantee element)
- Income-Related Employment and Support Allowance.
- Universal Credit

If you have been offered a grant at 80%, but you cannot raise the remaining 20% of the costs you need to go ahead with the work, you can contact Advice Works who will complete a benefits check for you to ensure that you are receiving all the help that you are entitled to. You can contact them by:

- Phone **0300 300 1238**
- Email adviceworks@renfrewshire.gov.uk

If you wish to have work carried out over and above your assessment, for example, if you are replacing the bath with an accessible shower and you would like to renew your WC or wash hand basin at the same time, this would not be covered under grant assistance. You would need to pay for this yourself. Additional work would not normally change the suitability of the adaptation to meet your needs and would not affect the grant you receive to adapt your home.

How do I apply for a grant?

Your Occupational Therapist will visit you with an officer from Care and Repair Renfrewshire, who will advise on the technical aspects of adapting your house. If the adaptation is for a child, the responsible parent should apply for the grant.

Care & Repair will then obtain quotations from at least two contractors on your behalf. You can source your own contractor if you wish, however please be aware that your grant will be based on the lowest quotation received and we must be satisfied that the cost of the work is reasonable.

Following this, Renfrewshire Council will contact you to arrange a visit to your home to help you complete your grant application. Once we have your completed application form, and have concluded all the necessary checks, we will send you a formal letter of approval which will show the approved cost of the works and the percentage of grant which is being offered.

You must wait until your grant is approved in writing before your contractor can start the work, as we will not be able to approve a grant on work which has already been carried out.

Please inform your Occupational Therapist or Care & Repair Renfrewshire when the work is starting. For some larger works, you may also need a Building Warrant and/or Planning Permission—you may be eligible for grant assistance for any associated fees.

You will need to have all the necessary consents, as well as your grant approval, before you ask your contractor to start the works.

Once the adaptation work is finished, you should then contact Care & Repair Renfrewshire and your Occupational Therapist and arrange for them to inspect the completed work to ensure that it has been carried out satisfactorily and that it meets your needs. If the work needed a Building Warrant, the contractor will also need to get a completion certificate. If the work included any electrical work, the contractor should also give you an electrical installation test certificate.

When we are satisfied with the work, we will pay the grant, either directly to the contractor or yourself if you prefer. We will keep a fee of £80 from the grant payment to cover the cost of registering the grant on your Title Deeds with Registers of Scotland.

Additional living space

Grant assistance is only available for the installation of essential facilities. (i.e. bathroom and toilet facilities)

The council will only consider offering additional financial support under exceptional circumstances (e.g. when there is more than one disabled person in the household also assessed as requiring major adaptations) however, this support would only be available where budgets allow and after all other alternative options have been explored with you.

If you identify that extra living space is needed in your home e.g. bedroom, therapy room, you will need to finance this yourself. Where you are unable to finance the proposed additional living space you wish for your home, we will work with you to consider all alternative options which might include looking for more suitable housing.

The council may offer you financial assistance with the costs of moving home. We may also be able to refer you to voluntary organisations such as [Housing Options Scotland](#) who could help you buy a suitable property.

The Open Market Shared Equity (OMSE) scheme may also be a good option if you cannot afford the full cost of purchasing a larger or more suitable house. Applicants who are eligible, can purchase a house for sale on the open market through this scheme, with an equity share of up to half the value of the house being taken by a Housing Association. Find out more with the [Open Market Shared Equity \(OMSE\) scheme: information for buyers on the Scottish Government website.](#)

A house in the social rented sector may be suitable for your needs or may be readily adaptable, and the council and Housing Associations may be able to offer housing to owner-occupiers where this would be the most cost-effective way of meeting their needs.

Other assistance

As a council, we must ensure (under the NHS & Community Care Act 1990), that where a disabled person's need is assessed as being a priority, that need is met within a reasonable time period. So, if you cannot cover the full cost of meeting your need, even with a maximum grant, you should contact us to see if we can find any way to help you.

If you are not satisfied with the way in which we have dealt with your case, you have the right to complain. If you are still not satisfied with the answer that we give you, you can contact the Scottish Public Services Ombudsman

If you are unhappy with the outcome of the assessment, you can ask for your case to be re-considered. If you are still unhappy after the appeal, you may want to contact the [Scottish Public Services Ombudsman online](#) or by phone on **0800 377 7330**.

This leaflet is not intended to be a detailed guide to the law on help with adaptations. It provides only a general overview of what is set out in the legislation. For more information about getting help with adaptations, or if you are having any other problems with your home, please contact us at:

- Phone **0300 300 0300**
- E-mail ownerservices.hps@renfrewshire.gov.uk

Alternatively, you can write to us at:

Renfrewshire Council
Renfrewshire House—Owner Services 4th Floor
Cotton Street,
Paisley
PA1 1JT

Care & Repair Renfrewshire

Provides advice and practical assistance with repairs and adaptations to the homes of people who are older or have disabilities. Contact them by:

- Phone **0141 812 4111**
- Email enquiries.carerepair@bridgewaterha.org.uk

Care & Repair
India of Inchinnan
Greenock Road
Inchinnan
PA4 9LH

The organisations listed below can offer specialist advice to disabled people on adaptations and other housing options and will be able to tell you about any other local or national advice agencies which may be able to help you further.

Advice Service Capability Scotland

- Phone **0131 337 9876**
- Textphone **0131 346 2529**
- Email advice@capability-scotland.org.uk

Housing Options Scotland

- Phone **0131 2471400**
- Email info@HousingOptionsScotland.org.uk

Advice Works – Free Benefits Check

- Phone **0300 300 1238**
- Email adviceworks@renfrewshire.gov.uk

Disability Information Scotland

Scotland's national disability information service. You can contact their helpline:

- Phone **0300 323 9961**
- Text **0778 620 0707**

If you would like information in another language please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

Якщо ви бажаєте отримати інформацію іншою мовою, зверніться до нас.

Environment, Housing and Infrastructure

Renfrewshire Council

Renfrewshire House

Cotton Street

Paisley

PA1 1BR

www.renfrewshire.gov.uk



Renfrewshire
Council