

## **Ancillary Fees and Charges for Disabled Facilities Grant, and associated grants Applications**

This document serves as an addendum to the **Memorandum of Understanding (MoU)** and **Grant Terms and Conditions** document. It outlines the main ancillary fees and charges associated with various services provided by the **Disabled Facilities Grant Service** in relation to grant applications. These fees may be included as part of the grant award, where applicable. Should payments for these fees be made on behalf of the client prior to the grant being awarded, and the client withdraws their application before the completion of the works, the client will be responsible for reimbursing the Council for these costs.

### **1. Technical and Structural Surveys, Design, and Preparation of Plans**

- **Technical and Structural Surveys:** Fees for conducting technical and structural surveys related to the proposed works. These surveys are essential for ensuring works are reasonable and practicable, and necessary and appropriate, and to ensure compliance and safety standards.
- **Design and Preparation of Plans and Drawings:** Fees for designing and preparing technical plans and drawings for the relevant works. This includes architectural and structural design required for the adaptation.

**Where Appropriate, Fees for Sections 1 & 2 will be combined:** *As determined by the scope of work, However, in certain circumstances these fees may be split (please contact us for a detailed estimate)*

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### **2. Preparation of Schedules of Relevant Works**

Fees for the preparation of detailed schedules of relevant works, outlining the scope, materials, and methods to be used in the project.

**Where Appropriate, fees for Sections 1 & 2 will be combined:** *As determined by the scope of work, However, in certain circumstances these fees may be split (please contact us for a detailed estimate).*

Example of combined fees for sections 1 & 2: (these are only examples and the list is not exhaustive)

- Level access shower £600
- Ramped access £600
- Level access shower and ramp £750

- Single storey extension £2750
- Garage Conversion £1500
- Kitchen adaptation £1500

**Note:** Agency costs will also be added to clients using this option.

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### **3. Project Management Fee (10% - 15 % of Total Cost of Works)**

The project management fee covers the oversight of all aspects of the works, including the technical and structural surveys, design and preparation of plans and drawings, preparation of schedules, and overseeing the construction phase to completion. This service ensures that the project progresses on time, within budget, and to the required specifications.

**Fee:** 10% - 15% of the total cost of works.

**Note:** A client will not incur both the combined fee for Sections 1 & 2 and the Project Management Fee (Section 3). Which method will be used will depend on the availability of surveyors and the services they provide, and the scope and complexity of the project, and whether the applicant requires assistance with completing the application documentation.

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### **4. Occupational Therapy Assessment Fee**

Fees for conducting an occupational therapy assessment to determine the needs of the client for a safe and suitable living environment.

**Fee:** *As determined by the scope of the assessment, and the service provider.*

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### **6. Application Fees**

**Where applicable**, the following application fees may be required as part of the relevant works and these fees will be in addition to any other ancillary fees and charges.

- **Planning Application Fees**
- **Dropped Kerb Application Fees**
- **Building Regulations Application Fees**
- **Build over, or Build Adjacent to, Application Fees**
- **Utility Disconnection and Reconnection Fees** (for electricity, gas, water, or drainage utilities where necessitated by the works)

**Fee:** *As per relevant authority charges (please contact us for detailed estimates).*

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## 7. Owner's Interest Confirmation Fee

If confirmation is required by the local authority to verify that the applicant has an owner's interest in the property, a fee will be charged for this service.

**Fee:** *As determined by the local authority's process and requirements.*

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### General Notes:

- **Ancillary Fees:** Ancillary fees are in addition to the construction costs and can only be considered as part of any grant award if they are deemed essential for the delivery of the adaptations. The total cost of the adaptations, along with any necessary fees for their construction, will be calculated as a 'total costs'. Please note that not all possible additional costs have been included in this document, and further charges may arise depending on the specific nature of the works.
  - If the total cost of the adaptations, including associated fees, exceeds the mandatory grant award, the client will be responsible for meeting any additional costs. This may be via their own funds or, if eligible, other funding options such as discretionary or charitable funding. Please note that prior to approving a grant it must be demonstrated that all cost can be met.
  - **Responsibility for Costs:** Should the client withdraw their application prior to the completion of works, any payments made on their behalf for the above-mentioned ancillary fees will need to be reimbursed to the Council.
  - **Changes in Fees:**
    - Subject to Third Parties: Many of the charges are set by third parties, and the Council has no control over these fees. Therefore, they are subject to change and may fluctuate based on external factors.
    - Fee Changes Based on Scope and Complexity: All charges are also subject to change depending on the scope and complexity of the required services.
  - **Self-Managed Applications:** This document applies exclusively to clients who are receiving assistance from the Council. For self-managed applications, any fees will need to be agreed upon with the Disabled Facilities Grants Department before a grant is approved and prior to the commencement of any works.
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This document is an addendum to the **Memorandum of Understanding and Grant Terms and Conditions**. It clarifies the additional charges associated with grant applications and services. These fees are applicable only to applicants receiving assistance from the Council. Any fees for self-managed applications must be agreed upon before work begins.