



**THE PRIVATE WATER SUPPLIES (GRANTS)
(SCOTLAND) REGULATIONS 2006**

**APPLICATION FOR A GRANT TO IMPROVE A
PRIVATE WATER SUPPLY**

Please refer to the information contained in the 'Risk Assessment' document and the accompanying letter detailing the 'Approved Works' for this water supply to assist you in completion of this form.

Please read this whole form through before commencing completion, there may be exclusions which affect you.

If you require assistance to complete this form please contact us:
T: 01738 476476

Part A – Eligibility Criteria

This Grant Scheme is non-means tested and you may be eligible for financial assistance providing your premises are in Perth & Kinross, are served by a private water supply which is the main or sole supply of water for human consumption purposes to the premises, and which is in need of improvement.

A.1 To be considered for a grant you must meet one of the following eligibility criteria. Please tick which applies to you.

		Yes	No
i	You are in receipt of a 'temporary departure' issued by Perth & Kinross Council under Part V of The Private Water Supplies (Scotland) Regulations 2006.		
ii	You have a 'risk assessment' carried out by Perth & Kinross Council under Part VI or VIII of with The Private Water Supplies (Scotland) Regulations 2006, that has identified a potential risk to health associated with the supply.		
iii	Perth & Kinross has served you with a 'notice' under Section 76G of The Water (Scotland) Act 1980.		

**If you have answered 'No' to all the above eligibility criteria, or if you decide for some other reason not to proceed with this grant application please contact us:
T: 01738 476476.**

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SUPPLY NAME	
GRANT REFERENCE NUMBER	

Part B – Information about the applicant

Anyone who knowingly or recklessly gives false information in an application for an improvement grant may be liable to prosecution.

B.1 Your details: Where grant is being sought for several properties the applicant will be our main point of contact, and the grant money will be paid to them.

Name	
Address	
	Post Code
Telephone (day)	Telephone (evening)
Telephone (mobile)	Email

B.2 Are you (tick all that apply): See page 11 for definitions.

A relevant person in terms of the Private Water Supplies (Scotland) Regulations 2006?	
A responsible person in terms of the Private Water Supplies (Scotland) Regulations 2006?	
An owner or occupier of premises where a private water supply is the sole or main supply of water for human consumption purposes in terms of the Private Water Supplies (Scotland) Regulations 2006?	
Acting in a professional capacity (e.g. Factor of an estate) on behalf of the owner?	

Part C – Information about the property or properties you are seeking improvement for.

This Grant Scheme is designed to encourage co operation by all those served by a supply to achieve improvements. If this is a group application between neighbours all owners should satisfy themselves regarding the improvement works before signing. If a tenant is applying for grant they must gain the written consent of the owner (Part F of this document) and enclose it with this application. All the properties listed here must be served by the same water supply, as detailed in the appropriate risk assessment.

C1 - Please provide details of all premises and persons covered by this application and indicate if domestic, commercial, public, occupied.

Where you (the applicant) do not own all the properties, the individual owners must sign the appropriate section below.

1		
Name	Domestic Use	
Address	Commercial Use	
	Public Access	
	Premises Occupied	
	Form F Completed	
Postcode	Signature	
Telephone (day)	Telephone (evening)	
Telephone (mobile)	Email	

2		
Name	Domestic Use	
Address	Commercial Use	
	Public Access	
	Premises Occupied	
	Tick all appropriate boxes	
Postcode	Signature	
Telephone (day)	Telephone (evening)	
Telephone (mobile)	Email	
3		
Name	Domestic Use	
Address	Commercial Use	
	Public Access	
	Premises Occupied	
	Tick all appropriate boxes	
Postcode	Signature	
Telephone (day)	Telephone (evening)	
Telephone (mobile)	Email	
4		
Name	Domestic Use	
Address	Commercial Use	
	Public Access	
	Premises Occupied	
	Tick all appropriate boxes	
Postcode	Signature	
Telephone (day)	Telephone (evening)	
Telephone (mobile)	Email	
5		
Name	Domestic Use	
Address	Commercial Use	
	Public Access	
	Premises Occupied	
	Tick all appropriate boxes	
Postcode	Signature	
Telephone (day)	Telephone (evening)	
Telephone (mobile)	Email	
6		
Name	Domestic Use	
Address	Commercial Use	
	Public Access	
	Premises Occupied	
	Tick all appropriate boxes	
Postcode	Signature	
Telephone (day)	Telephone (evening)	
Telephone (mobile)	Email	

Please photocopy this sheet to include further properties.

Part D – Information about the Approved Works

D.1 Please provide detailed description of the **source(s)** of the water supply that you require a grant to improve (You will find this in section 7A of the full risk assessment).

D.2 Please provide details of **all** the ‘Approved Works’ needed to improve your water supply and **how** they are to be completed. The ‘Approved Works’ are detailed in the letter which accompanies this form. This section must include the detailed ‘Approved Works’, the contractor you propose to use, and comments for clarification. Please detail any additional and unpredicted works necessary as advised by your contractor(s). We have included an example in this box to guide you. You should also indicate approved works for which you are carrying out, but not claiming grant assistance. Please note that any works that are not part of the ‘Approved Works’ will not be funded.

EXAMPLE FOR GUIDANCE ONLY

SOURCE
Stock proof fencing (to BS 1722 or equivalent) will be erected at a minimum of 4 metres around the source. Works will be completed by estate labour, two bills of quantities for posts and wire provided.

PREMISES
*The property will be fitted with ‘point of entry’ filters as detailed below:
Pre – Filter - removable and washable cartridge type to remove material above 30 microns
Sediment filter – removable cartridge type to remove material above 5 microns
Ultraviolet Unit – to disinfect the water
All filters and the Ultraviolet Unit will be sized and rated appropriately for the flow rate resulting during maximum water useage within the property. Appropriate isolation valves will be fitted to allow filter changing etc. The treatment plant will be situated to allow ease of maintenance in the future.
Plumber to supply and fit all of the above, two detailed estimates for parts and labour provided.*

Your Approved Works details.

Please continue on the next sheet

D.2 – Your approved works cont.

Please continue on a separate sheet if necessary

D.3 Please enclose **two detailed estimates** (originals, not copies) for each of the Approved Works and note their details in the box below. The estimates must include specifications such as micron size of filters and throughput of Ultraviolet Units in litres per min. Only genuine estimates for the properties concerned should be submitted, and they will be checked for competitiveness. You may be asked for additional information, if the estimates are not sufficiently clear or detailed, before a decision in respect of your application for a grant is made; this may delay the grants process. The cost of any communal works should be provided separately from costs for individual premises, please detail on a separate sheet if required and note below.

ESTIMATE 1 - Business Name(s) and works concerned:

ESTIMATE 2 - Business Name(s) and works concerned:

How much will the 'Approved Works' detailed in **D.2** cost? Please note the totals from your detailed estimates for the Approved Works here.

	ESTIMATE 1	ESTIMATE 2
Cost of work	£	£
VAT on work	£	£
Total	£	£

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D.4 Has an application for other grant assistance (e.g. Housing Grant) been made for any of the premises included in this application?

No Yes please give details below.

Premises Name	
Type of grant	
Amount	£
Date approved	

D.5 Has a previous grant under the Private Water Supplies (Grants) (Scotland) Regulations 2006 been awarded to any of the premises included in this application?

No Yes please give details below.

Premises Name	
Type of grant	
Grant Application Reference Number	
Amount	£
Date approved	

Where grant assistance has already been made under The Private Water Supplies (Grants) (Scotland) Regulations 2006 and this is a further request under these regulations, a second, more recent risk assessment must accompany this document.

D.6 Persons and premises excluded from Grant assistance

Grants will **not** be issued for works which have already been started or completed before official approval of a grant application form.

Grant assistance is **not** available in the following circumstances:

- For works to connect to the public mains water supply
- To any public body or office-holder (excluding a person who, or body which, only from time to time exercises functions of a public character),
- To any person erecting or causing to be erected a building to which the provisions of Section 63 of the Water (Scotland) Act 1980 (a) apply;
- To premises which are the subject of:
 - a closing order under Section 114 of the Housing (Scotland) Act 1987 (b)
 - a demolition order under Section 115 of the Housing (Scotland) Act 1987
 - a dangerous building notice in terms of Section 30 of the Building (Scotland) Act 2003 (c)
- To premises which comprise a dangerous building within the meaning of Section 29 of the Building (Scotland) Act 2003,
- To empty or unoccupied premises
- To premises which do not meet the tolerable standard provided for in Section 86 of the Housing (Scotland) Act 1987 (a), except in so far as that tolerable standard is not met in relation to an adequate piped supply of wholesome water.

Do any of the above exclusions apply to you?

No Yes please give details below.

D.7 Hardship

Financial Assistance in excess of £800.00 per property

Further financial assistance may be available where an applicant can demonstrate that they would not be able to meet the costs of the improvements detailed in the 'Approved Works' without incurring 'undue hardship'. If an applicant is in receipt of Income support, Income based Jobseeker's Allowance or Guarantee element of Pension Credit they may be able to claim in excess of £800.00. Extra financial assistance is awarded at the discretion of Perth & Kinross Council.

Do you wish to apply for assistance in excess of £800.00?

No Yes **please complete the section below and remember that you must enclose evidence that you are in receipt of one of the benefits listed with this grant application.**

Benefit	Name of Person receiving benefit	Evidence enclosed (e.g. original document detailing the benefit, which we will photocopy and return to you)
Income Support		
Income-based Job Seekers Allowance		
Guarantee element of Pension Credit		

Mandated Applications

A 'mandated' application is also possible; this means that where an applicant has insufficient funds to pay for the works we can ensure that the contractor is paid directly by us.

Do you wish to apply for a mandate?

No Yes We will contact you to arrange this.

For Official Use	Officer signature	Date
Evidence of benefit examined		
Original document (if supplied) returned to applicant		
Copy of evidence attached to application		
Mandate actioned and copy attached to application		

Part E - Declaration

You (the applicant) must sign the declaration on this page.

This is my application for a grant towards the cost of improvement works described in this form.

I declare that all the information given in this form is correct to the best of my knowledge.	
(Please note that for joint works you are also signing on behalf of all those detailed in section C1.)	
Signed	Date
Print Name	

Anyone who knowingly or recklessly gives false information in an application for an improvement grant may be liable to prosecution.

Grant payment can be withheld, reduced or recovered if approved works are not carried out to the satisfaction of Perth & Kinross Council. Grant payment can also be withheld if the applicant ceases to be eligible before completion of the works, or if Perth & Kinross Council has reason to believe that information supplied by the applicant was inaccurate, false or incomplete.

Payment will be made by BACS transfer. Please complete this section to receive the grant payment directly to your bank account.

Your bank sort code	
Your bank account number	
Your bank account name	

Please check this form carefully to ensure that you have completed all the necessary sections of the document and enclosed any continuation sheets used, estimates, appropriate consents and other information - failure to do so will delay the award of your grant.

We advise you to keep a copy of this document along with all enclosures for your own records and file them with your risk assessment and accompanying letter of 'Approved Works'.

Please contact us on 01738 476476 if you require assistance to complete this form.

Please return this form to:

**Housing & Environment
Pullar House
35 Kinnoull Street
Perth
PH1 5GD**

Part F – Owner’s Consent

(Required if a property in C1 is not owned by the occupier and grant is being sought by a tenant living in the property)

Owner’s details

Name	
Address	
	Post Code
Telephone (day)	Telephone (evening)
Telephone (mobile)	Email

Property details

Address	
	Post Code

As owner of the property noted above I hereby give permission for the works detailed in this application to be carried out.

Signed Date

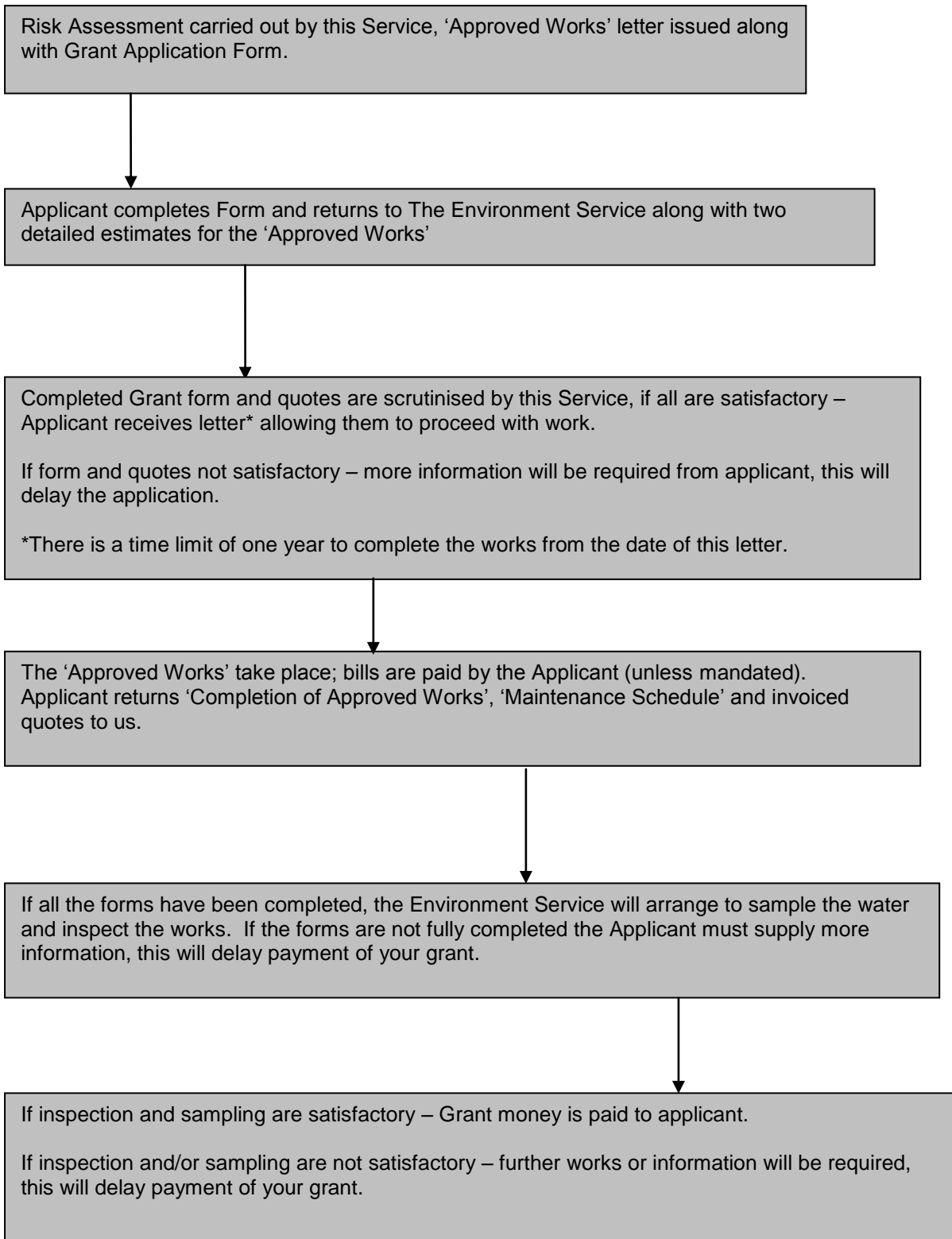
Print Name

If there are joint owners, please photocopy this sheet and ensure all owners sign and date the Owner’s Consent Form.

FURTHER INFORMATION ABOUT PRIVATE WATER SUPPLY GRANTS

- A Grant is only available for works which are likely to improve the quality, nature or wholesomeness of the private water supply.
This can include; Source, pipework and tank improvements
Installation or upgrading of treatment
Provision of a new private supply
- A Grant is only available where the private water supply has been subject to; a 'risk assessment' carried out under Part VI or VIII of the 2006 regulations, a Temporary Departure authorised under Part V or a Notice under Section 76G of The Water (Scotland) Act 1980.
- A Grant cannot be used to assist with the cost of connection to Public Mains water.
- The maximum available grant is £800.00 per property. Further financial assistance may be available where an applicant can demonstrate that they would not be able to meet the costs of the improvements detailed in the 'Approved Works' without incurring 'undue hardship'. If an applicant is in receipt of Income support, Income based Jobseeker's Allowance or Guarantee element of Pension Credit they may be able to claim a modest amount in excess of £800.00. A 'mandated' application is also possible; this means that where an applicant has insufficient funds to pay for the works we can ensure that the contractor is paid directly by The Environment Service.
- A 'Relevant Person' is one who provides the supply, and /or occupies the land from or on which the water supply is obtained, or exercises powers of management or control in relation to the supply. There can be more than one 'Relevant Person' for a supply.
- A 'Responsible Person' is one who owns or is responsible for a domestic distribution system. This is the pipework, fittings and any treatment within the boundaries of a property.
- Only a 'Relevant' or 'Responsible' person, or the occupier of a property can apply for a grant. Anyone can make an application on behalf of one of this group (e.g. the factor of an estate).
- A Grant will not be awarded for works which have already been started or completed.
- Type A supplies – those serving one or more commercial premises, food premises or public access buildings (e.g. hotel, self catering cottage, home childminder, home caterer, public hall etc.), Type A also includes supplies serving only domestic users where there are 20 or more properties on the supply.
- Type B supplies – those serving less than 20 domestic properties.

THE PRIVATE WATER GRANTS PROCESS



Do not hesitate to contact us if you require further information regarding private water supply grants: The Water Team: 01738 476476

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre 01738 476476

ان احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخلص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 476476

اگر آپ کے کسی جاننے والے کو اس دستاویز کی نقل کسی دوسری زبان یا شکل میں درکار ہو، (کبھی کبھی یہ دستاویز کے ترجمے کا خلاصہ ہی پیش کیا جائے گا)، اس کا انتظام 01738 476476 پر Customer Service Centre سے رابطہ کر کے کیا جا سکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡

Customer Service Centre 01738 476476

來替你安排。



Council Text Phone Number

07824498145

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to fulfil our statutory obligations for consideration and processing of your grant application. The information may be shared with DWQR for statistical purposes and for inclusion on their database. It may also be shared with the NHS for relevant investigations.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.