

REPAIR AND RENEW GRANT (RRG) – APPLICATION GUIDANCE

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1. PURPOSE OF THE GRANT

Following an announcement by the Prime Minister as a result of the severe weather and flooding of Winter 2013/14; the Repair and Renew Grant (RRG) scheme was launched on 1st April 2014 to provide up to £5,000 of capital grant funding for homeowners and businesses that were flooded **between 1st December 2013 and 31st March 2014** to implement flood resistance and/or resilience measures to minimise the impact of any future flooding.

A 2nd announcement was made on 27th November 2014, extending the eligible dates to additionally include the period **between 1st April 2013 and 30th November 2013**.

The RRG is **not** to provide funding support for general repairs from flood damage, or for insurance excess payments.

2. WHO CAN APPLY?

The owners of the following premises are eligible for RRG:

Residential properties (including static caravans); which are the main primary residence and where habitable, internal areas of the premise have been damaged by flooding **between the 1st April 2013 and the 31st March 2014**. (Garages and out buildings are excluded)

Business properties (including social enterprise) and charitable organisations where internal areas of the premise, which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged by flooding **between the 1st April 2013 and the 31st March 2014**.

Grants will be payable to the person responsible for the fabric of the property, normally the property owner, or the agreed contractor.

3. CRITERIA FOR ELIGIBILITY

- The interior of your home or business premises must have been damaged by flooding **between 1st April 2013 and 31st March 2014**, as defined in the Flood and Water Management Act 2010; Section 1 (Annex A).
- You must **not** have received other sources of public or insurance funding to establish the same resilience and/or resistance measures applied for (such as Property Level Protection scheme).
- Business applicants will need to comply with state aid regulations. To be eligible for RRG support businesses must not have received more than €200,000 (EUR) of public funding in the last 3 years. For primary agriculture and fisheries sections the deminimis threshold is €15,000 and €30,000 respectively. (See Annex C of the Flood Support Schemes Guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284174/Flood-Support-Schemes-guidance.pdf)
- Applicants should utilise advice on the Property Protection Adviser website (<http://nationalfloodforum.org.uk/property-level-protection-community-tool/>), and other

sources of information referenced in this guidance, to help select the most appropriate resilience and/or resistance measures for the nature of the flood risk to their property.

4. WHAT CAN YOU APPLY FOR?

- **Up to £5,000 grant funding towards 100% of the costs (including VAT)** of purchasing and installing appropriate resilience and/or resistance measures from the eligible list below.

Please note:

Should you choose to implement measures that cost in excess of £5,000, the additional costs must be met from alternative resources.

- When selecting which measures you intend to install, we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate for the type of flood risk to your property, and may make limited difference to protecting or minimising the damage to your premises. Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application (within the total £5,000 including VAT that you can apply for).

The following resilience and/or resistance items can be applied for:

Property level-measures	Description of Measure and type of flood risk they are effective against	Indicative cost range
Professional Survey of Premises to Identify Flood Risks (<i>can be undertaken prior to RRG application to identify most appropriate measures and up to £500 of costs applied for retrospectively</i>)	Professional survey undertaken to identify property flood risk, and identify appropriate resilience and/ or resistance measures.	Up to £500 including VAT
Airbrick Cover	Watertight cover for airbricks. Where there are existing air bricks – usually properties with suspended floors	£20-40
Self-closing airbrick	Replacement airbrick that automatically closes to prevent flooding. Where there are existing air bricks – usually properties with suspended floors. Although more expensive than air brick covers their advantage is that they are self-deploying if the occupier is absent	£50-90

Property level-measures	Description of Measure and type of flood risk they are effective against	Indicative cost range
Sewerage Bung	Inflatable device to insert in U bend of toilet to prevent sewage backflow. Appropriate where surcharged sewers cause sewage to back flow into downstairs toilets	£30-50
Toilet Pan Seal	Seal to prevent sewage backflow. Appropriate where surcharged sewers cause sewage to back flow into downstairs toilets	£60-80
Non-return valves (NRV) 12mm overflow pipe	Valve prevents backflow via overflow pipe. Appropriate to stop flood water entering a property through cistern overflow pipes	£70-110
Non-return valves (NRV) 110mm soil waste pipe	Prevents backflow via soil waste pipes Non return valves inserted into the external foul drain prevent sewage backing up into the property.	3550-650
Non-return valves (NRV) 40mm utility waste pipe	Valve prevents backflow via waste pipe. Prevents flood water backing up through washing machines etc.	£80-120
Silicone gel around openings for cables etc.	Prevents flooding via openings for cables to access properties. Appropriate for all properties where it is proposed to implement resistance measures	£80-120
Water resistant repair mortar	Water resistant mortar used to repair walls and improve future resistance. Appropriate for all properties where it is proposed to implement resistance measures. Will need to be considered if walls are in need of repair	£80-120
Re-pointing external walls with water resistant mortar	Improve water resistance through using water resistant mortar to re-point walls. Appropriate for all properties where it is proposed to implement resistance measures. The porosity of brickwork needs to be considered. With porous brickwork waterproofing of external walls may need to be considered.	£150-250
Waterproof external walls	Membrane fitted or other alteration to make external walls water resistant. Appropriate for all properties where it is proposed to implement resistance measures. May need to be considered if existing brickwork is porous.	£200-400

Property level-measures	Description of Measure	Indicative cost range
Replace sand-cement screeds on solid concrete slabs (with dense screed)	Dense water resistant screed to replace sand-cement screed Appropriate for solid ground floors	£670-740
Replace mineral insulation within walls with closed cell insulation	Replacement of wall insulation with water resistant insulation. Appropriate where mineral insulation may become subject to water damage	£720-800
Replace gypsum plaster with water resistant material, such as lime	Replace existing plaster to water resistant material in property. Appropriate for conventionally plastered walls where resilience measures are being implemented. Consideration should be given to this measure if it had been necessary to strip existing plaster	£4280-4740
Sump Pump	A pump used to remove water that has accumulated in a water collecting sump basin Latest experience indicates that pumps are an important element in reducing damage if resistance measures are not 100% effective. For suspended floors they should be used keep the water below the underside of the floor. For solid floors sumps need to be provided. Back up battery systems in case of power failure are available but for extended loss of power emergency generation is an alternative consideration but this does need to be carefully implemented to avoid the danger of carbon monoxide poisoning	£400-600
Demountable Door Guards	Guard fitted to doors to resist flooding Appropriate for provision of flood resistance. Careful consideration needs to be given to large patio doors	£500-900
Automatic Door Guards	Door guards that automatically close to prevent flooding Appropriate for provision of flood resistance. Careful consideration needs to be given to large patio doors. The advantage of these is that they automatically deploy if the occupier is absent. See comments on sump pumps	£1000-2000

Property level-measures	Description of Measure and type of flood risk they are effective against	Indicative cost range
Permanent flood doors	Permanent door (rather than demountable) which is flood resistant. Appropriate for provision of flood resistance. Careful consideration needs to be given to large patio doors. The advantage of these is that they are permanent at your home or business.	Varies
Demountable Window Guards	Guard fitted to window to resist flooding Benefits limited to properties with low windows	£500-900
Septic tank resistance or resilience measures	Septic tank resistance or resilience measures such as isolation valves, venting above flood level etc. Appropriate for all properties that are served by septic tanks	Varies
Replace ovens with raised, built-under type	Raising oven off floor above flood level	£700-780
Replace chipboard kitchen/bathroom units with plastic units	Fit plastic kitchen and/ or bathroom units to minimise water damage. Applicable as a resilience measure. Stainless steel units are also a consideration	£5000-5520
Move electrics well above likely flood level	Re-wiring of electrics (such as socket points) above flood level. Appropriate as a resilience measure.	£760-840
Mount boilers on wall	Raise boiler above flood level. Appropriate as a resilience measure	£1080-1200
Raise service meters above most likely flood level	Raise service meters above flood level Appropriate as a resilience measure	£1620-1800
Replace chipboard flooring with treated timber floorboards	Replace floor (including joists) to make water resistant. Appropriate as a resilience measure	£920-1020
Replace floor, including joists, with treated timber to make it water resilient	Replace floor including joists with treated timber to make it water resilient Appropriate as a resilience measure. Due to the time timber could be immersed in water advice should be sought on the best products for this	£3490-3850
Install chemical damp-proof course below joist level	Install damp proof course to resist groundwater flooding.	£6250-6910

Property level-measures	Description of Measure and type of flood risk they are effective against	Indicative cost range
Replace timber floor with solid concrete	<p>Replace wooden flooring with concrete. Appropriate for properties with existing suspended timber floors. This can be considered to be both a resistance and resilience measure. An expensive option and unless flooding is frequent when the high cost could be justified against the cost of damage, other protection measures might be more appropriate</p>	£8210-9070
Garage/Driveway Barrier	<p>Driveway gate or garage barrier to resist flooding. The use of a driveway gate could be considered where there are problems bow waves from traffic. In combination a resistant boundary wall it could be used to create a barrier around the property. Consideration need to be given geology is sand and gravel which are porous. Wall foundations may need to be deep to reduce seepage or pumps may need to be installed. It is strongly recommended that advice is sought before adopting such a solution.</p>	£2000-3000

This options listed are a guide based on the Flood Forum Property Protection Advisor site (<http://nationalfloodforum.org.uk/property-level-protection-community-tool/>), other measures may be effective and value for money, you may wish to discuss options you're your insurance company, or surveyor

Where appropriate, we recommend that homeowners and businesses use products that carry the BSI kitemark for flood protection products (PAS1188) or similar standards.

5. HOW TO APPLY AND SUPPORTING DOCUMENTATION

Application forms should be completed in full and submitted to **Copeland Borough Council, Whitehaven Commercial Park, Moresby Parks, Whitehaven, Cumbria, CA28 8YD** no later than:

- **30th April 2015** (for properties flooded between 1st December 2013 and 31st March 2014)
- **31st July 2015** (for properties flooded between 1st April and 30th November 2013)

We will be unable to fund claims after these dates. **Please see section 10 for details on completion dates for works**

Supporting information to be submitted with your application:

- Specific date of **initial flooding** (within the eligible timeframes) **MUST** be included in your application. Failure to do so will result in a delay to your application being processed and you may miss the deadline for payment; which will result in you having to fund the measures from your own resources.
- Any photographs taken (following flooding) of damage to the property
- **At least 2 like for like quotes for work to be carried out at the property**

The quotes/invoices must:

- **Be independent of the applicant**
- **Be dated within the last six months (Quotes only)**
- **Show the supplier's address, telephone number and contact details**
- **Give the VAT number (if the supplier is VAT registered and VAT is charged on the quote)**
- **Show the supplier's company registration number (if they are a limited company)**

6. HOW WILL APPLICATIONS BE ASSESSED?

Copeland Borough Council will assess each application to ensure that the applicant:

- Is eligible (property flooded between 1st April 2013 and 31st March 2014)
- Meets the criteria of the fund outlined in 3 above
- Represents value for money (costs in line with expectations based on flood forum guidance).

Copeland Borough Council will aim to assess each application within 14 working days of receipt of a completed application which includes **all** required supporting information, subject to the volume of applications received. Should the application not be completed fully; **including the exact date of initial flooding** (within the qualifying period), assessment will be delayed until such a time that any missing information is provided.

7. WHEN CAN I START TO PURCHASE AND INSTALL THE EQUIPMENT?

Wherever possible, you should not incur any costs for purchase and installation of resilience and/or resistance measures before your application has been approved and you have been formally notified via letter or e-mail. Should you incur costs before your application is considered, *you do so at your own risk* that your application may not be approved, and therefore the expenditure *will not be recoverable*.

Copeland and/or DEFRA do not have any liability for costs incurred prior to the submission and approval of an RRG application. However, we realise that some people who were flooded **between 1st April 2013 and 31st March 2014** have:

- Already installed eligible resilience and/or resistance measures before the RRG was announced or launched
- Have had to install flood resilience and/or resistance measures as part of repair works to premises that had to proceed before the RRG was launched or an application decision could be reached (see Section 8)

8. CAN I MAKE A RETROSPECTIVE APPLICATION?

In the circumstances of a retrospective application being made, you must demonstrate that value for money was achieved by providing the supporting information. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application **not** be approved, you will **not** be able to recover costs incurred. Copeland and/or DEFRA do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

9. IF APPROVED, HOW DO I CLAIM THE GRANT?

If you have submitted a retrospective claim, Copeland Borough Council will write to you once your application has been approved. Payment will be made directly into your bank account within 21 days.

If you have submitted an application in advance of works, Copeland Borough Council will write to you once the application is approved. At the same time the contractor(s) chosen will be notified that your application is successful.

Should your grant claim be in line with the original grant approval (in terms of equipment purchased and installed at identified costs), the grant claim will be processed and payment will be made direct to the contractor(s) if this was the method selected. If you have selected to pay the contractor(s) yourself, on evidence of payment to the contractor, the approved grant amount will be paid into your bank account within 21 working days.

Please note that at some future stage an employee of Copeland may visit your premises to ensure the resilience and/or resistance measures have been installed in line with the requirements of the grant. If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

10. WHAT IS THE DEADLINE FOR THE PROJECT TO BE COMPLETED?

Works must be completed and final invoices submitted by:

- **2nd June 2015** (for properties flooded between 1st December 2013 and 31st March 2014)
- **2nd Sept 2015** (for properties flooded between 1st April and 30th November 2013)

We will be unable to fund claims for works completed after these dates.

Details of completed works and costs can be submitted at any time from **1st May 2014** to **Copeland Borough Council Whitehaven Commercial Park, Moresby Parks, Whitehaven, Cumbria, CA28 8YD**

11. WHEN WILL SOMEONE VISIT TO INSPECT THAT THE WORKS HAVE BEEN COMPLETED?

In some cases, premises will need to be inspected prior to a decision being made on an application and this will be arranged at the earliest convenience to both Copeland Borough Council and the property owner.

A random selection of premises that have received RRG funding will be inspected following installation of the resilience and/ or resistance measures, and the grant has been paid.

If selected, we will be in contact to arrange a time to visit. If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

12. SOURCES OF FURTHER GUIDANCE

Prior to implementing any flood resilience and/ or resistance measures (whether through the RRG or at your own cost) it is strongly advised that you seek some guidance as to the most appropriate means of protecting your premises. Flooding can occur for a wide variety of reasons, and you could install resilience and/ or resistance measures which will make no or very little difference to protecting your premises in the future. It is very unlikely that Property Level Protection will prevent future flooding to your home or business, but informed resilience and/ or resistance measures can reduce the level or risk or damage incurred.

INFORMATION SOURCES:

- **Insurance Company Advice** - Your insurance company may be able to offer advice during an assessment visit, or through a helpline. A number of insurance companies have established free advisory services following the recent flooding.
- **Property Protection Adviser Website** (www.nationalfloodforum.org.uk/property-level-protection-community-tool/) - Homeowners and businesses can obtain a tailored report on the type of flood resilience measures that might be appropriate for their property from the DEFRA funded Property-Protection-Adviser website, which will give guidance on the kind of measures that might need to be fitted and their likely cost. You will be asked a few simple questions about your property and will receive a tailored report that takes into account the age and type of property.
- **Environment Agency Website:**
<http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>

Planned flood defence schemes in your area - The programme of Flood and Coastal Erosion Risk Management projects is available on the Environment Agency's website <http://www.environment-agency.gov.uk/research/planning/118129.aspx>. The "2014/15 FCRM schemes programme", a spread sheet available on that page, shows the approved programme with funding reserved for 2014/15 on the first tab and indicative funding for projects in the years 2015/16-2018/19 on the second tab. The list can be filtered by parliamentary constituency or Regional Flood and Coastal Committee area to identify any planned schemes that may be relevant to a Repair and Renew Grant application.

13. COLLABORATIVE COMMUNITY FLOOD DEFENCE SCHEME

Community schemes where a street or area of residence or businesses want to apply collectively/or better measure can be implemented on behalf of a number of premises will be considered.

14. ANNEX A – DEFINITION OF FLOODING

Flooding is as defined in the Flood and Water Management Act 2010 – section 1

1) Flood includes any case where land not normally covered by water becomes covered by water.

2) It does not matter for the purposes of sub section (1) whether a flood is caused by:-

(a) heavy rainfall

(b) a river overflowing or its banks breached

(c) a dam overflowing or being breached

(d) tidal waters

(e) groundwater, or

(f) anything else including a combination of factors

3) But flood does not include-

(a) a flood from any part of a sewage system, unless wholly or partly caused by an increase in the volume of rainwater (including snow and other precipitation) entering or otherwise affecting the system, or

(b) a flood caused by a burst water main (within the meaning given by section 219 of the Water Industry Act 1991).