Action No. 81 (a) from the Meeting held on 9th December 2025

Below are the stages as set out in the Disabled Facilities Grants (DFG) Delivery Guidance. Stages 2 and 4 require substantial input form external factors outside of the control of the Council's Housing Grants Team, as opposed to Stage 3 that sits within the remit of the team to administer:

Stage 2 – Identification of relevant works to submission of the formal grant application;

Application form and eligibility Information

- Applicant can require a lot of input and assistance from the team to obtain the correct information

Design and costing inc. Planning and Building Reg approval (if required)

- Adherence to statutory timescales for planning / building regulation applications

Approval of scheme plans (Applicant/Occupational Therapist/Landlord)

- Registered Providers required to follow their own due process; regular meetings are taking place to stress importance of timescales
- Occupational Therapy team; Regular meeting also taking place to agree closer working

Stage 3 – Grant Application to Grant Approval: This stage is in our control and the quick turnaround reflects this

Check application is correct

Issue Approval letter

Stage 4 – Approval of grant to completion of works;

Arrange and carry out works

Ensure all is satisfactory and make payment

Factors which may come into play at this stage include applicant preferred start date, contractor workload and weather