

Disabled Facilities Grant - Architects Guide

North Norfolk District Council is the responsible organisation for providing Disabled Facilities Grant (DFG) for the North Norfolk area. The Council will only consider an application for a DFG where the needs of the applicant have been assessed by the Social Services authority (for North Norfolk this is Norfolk County Council) and where a formal recommendation to undertake adaptations has been received. The grant will only cover the recommended adaptations.

On receipt of a recommendation from Norfolk County Council and a completed DFG application form a visit will be undertaken by North Norfolk District Council to assess the 'reasonableness and practicability' of the recommended works. In most cases a Technical Officer will prepare a schedule of the works to be undertaken however where an extension or major structural works are required the applicant will be advised of the need to engage an architect to prepare plans and a schedule of works and will be asked to obtain quotes.

The Disabled Facilities Grant can cover fees and charges including the engagement of an architect. The Council will require the applicant to obtain 2 quotes from architects. The quotes should detail the work to be undertaken by the architect and should provide a price for the job rather than be a percentage fee based on the cost of the work. The Council will consider the quotes and providing that they are competitive will ask the applicant to proceed to engaging the architect submitting the lowest quote. The applicant can choose to engage another architect but would need consent from the Council and would be responsible for paying the difference between the lowest quote and that of the architect being engaged.

The Council would expect the architect to project manage the works by producing plans and a schedule of works, obtaining Planning Permission and Building Control approval as necessary, obtaining quotes from 3 contractors and signing off the work when completed.

The Council cannot approve the grant until the 3 quotes from the contractors have been received. Once the grant approval has been issued payment can be made on receipt of a satisfactory invoice for the work undertaken by the architect.

If for any reason the grant does not move to the approval stage the applicant will be responsible for paying the architect for any work undertaken.

The applicant may request additional works or a higher specification than can be covered by the grant, if this is the case the architect and contractors should quote for these separately.

If the applicant struggles to find architects willing to quote the Council will refer the applicant to the Norfolk Trusted Trader Directory.

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