

## **TENDRING FLOOD SUPPORT SCHEME ANNEX A – ADDITIONAL GUIDANCE TO APPLICANTS**

Applications should be submitted with two like for like quotes for each of the resilience and/ or resistance measures (including installation costs and VAT) applied for. If you have not selected the cheapest available quote, you should explain why in the application form (question 7).

The quotes must:

- Be independent of the applicant (i.e. you can't claim for you own labour)
- Be comparable (e.g. of same or similar specification (quality), size, quantity, units)
- Be dated (within the last six months)
- 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)

### **How will applications be assessed?**

Tendring District Council will assess each application to ensure that the applicant is eligible (property flooded between 1 December 2013 and 31 March 2014), meets the criteria of the scheme previously outlined and represents value for money (costs in line with expectations) where relevant.

Tendring District Council will aim to assess each complete and valid application within 14 working days of receipt (including all required supporting information), subject to the volume received.

### **When can I start the work?**

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 (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 may not be recoverable.

Tendring District Council and/ or Defra do not have any liability for costs incurred prior to the submission and approval of an Repair and Renew Grant application.

However, we realise that some people that have been flooded since the 1 December 2013 and the 31 March have;

- Already installed eligible resilience and/ or resistance measures before the scheme 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 scheme was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you are able to demonstrate that value for money was achieved. That is, costs must be reasonable and in line with local prices. Any payment of grant in respect of

retrospective costs is dependent on a successful application being submitted and approved.

### **If approved, how/ when do I claim the Grant or receive Business Rate Relief / Council Tax Rebate?**

When your application is approved, you can purchase and install the measures or instruct your contractor to do so. The contractor whose estimate you submitted must be the contractor carrying out the work.

Once the works have been completed please contact Private Sector Housing, or submit your invoices, again to Private Sector Housing. An officer will then normally visit to verify that the work has been completed satisfactorily. As above, we will need copies of the invoices and evidence that they have been paid. If you prefer, the Council can pay the contractor direct. You will have to ask for this, let your contractor know and give his bank details so we can pay by BACS.

If you are eligible for Business Rate Relief or a Council Tax Rebate, then this will be dealt with through the relevant bill and amended notifications issued.

### **What is the deadline for applications and the project to be completed?**

Applications can be submitted at any time between the 1 April 2014 and the 31 December 2014. It is expected that any flood resilience and/ or resistance work will be completed by 31 January 2015 or shortly after as the Council will need to claim back any funding provided from the Government by 31 March 2015.

### **Sources of Further Guidance and Support**

It is 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 make very little difference to protecting your property. It is very unlikely that protection measures can fully prevent future flooding, but informed resilience and/ or resistance measures can reduce the level of risk and hence damage incurred.

There are a wide range of sources of information available to you;

- **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 (Recommended)**  
[www.nationalfloodforum.org.uk/property-level-protection-community-tool](http://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. This 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. This is recommended as measures from this site are qualifying works for grant purposes

- **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 spreadsheet 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.
- **Prepare your property for flooding guide** - <http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/geho1009brdl-e-e.pdf>

## **ANNEX B – DEFINITION OF FLOOD**

Section 1 of the Flood & Water Management Act 2010

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

(2) It does not matter for the purpose of subsection (1) whether a flood is caused by—

- (a) heavy rainfall,
- (b) a river overflowing or its banks being breached,
- (c) a dam overflowing or being breached,
- (d) tidal waters,
- (e) groundwater, or
- (e) anything else (including any combination of factors).

(3) But “flood” does not include—

- (a) a flood from any part of a sewerage 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).