

Property Flood Resilience Grant - How the scheme works

1. **Application** – Worcester City Council will send application forms and details of the grant scheme to property owners known to have been or likely to have been affected by the October 2023 floods. Property owners may also apply directly by [submitting forms and downloading guidance on the Council's website](#).
2. **Approval in Principle** – Once the Council has received an application, it will check eligibility and confirm this with the applicant by sending an approval in principle with a reference number to be used in further correspondence. After receiving an approval, the applicant will then be responsible for contacting the surveyor of their choice to arrange for a property survey to be conducted and recommendations for work to be prepared.

We would always encourage you to take appropriate advice before proceeding with any work. However, we are aware of the current difficulties in finding available surveyors with suitable expertise in this specialised area and have made some revisions to the original scheme to expedite the process.

A survey will not be required to justify any Recovery work, i.e. work to reduce the damage done to the property and the length of time before it is habitable again, that falls within the scope of the List of Example Eligible Resilience Measures document we have provided. If your proposal includes work that isn't listed here, please submit the proposals with a justification for our consideration.

A suitable survey report will be required to support any proposals for Resistance work, i.e. work to stop flood water from entering the property or group of properties.

3. **Property Survey Approval** – If a survey is required, the applicant will then submit a Property Survey Approval form along with a copy of the survey and a copy of the surveyor's invoice. If a survey isn't required, please use the Property Survey Approval Form to confirm what work you are claiming grant for.
4. **Property Survey Confirmation and Payment** – On receiving a copy of the Property Survey Approval Form and the property survey if required, the Council will review and if satisfactory pay the surveyor on the applicant's behalf and confirm the works proposed are within the scope of the grant eligibility.
5. **Quotes** – The applicant will be responsible for contacting the contractor/s of their choosing to arrange for works to be quoted. Usually one quote will suffice although the Council reserves the right to ask for more to be sure of value for money.
6. **Full Works Approval** – If the Council deems that the works are eligible, is satisfied with the competence of the contractor and the costs are reasonable, approval will be given to the applicant that the works can be done. The approval document will state the amount of grant to be paid and whether a surveyor revisit to sign off the works will be required or what further evidence of satisfactory completion will be required.
7. **Completion of works** – After the works have all been completed the applicant will need to submit receipted invoices and any requested evidence with the completion of works form stating when the works were completed, and confirmation that they are happy for the contractor/s to be paid directly.
8. **Sign off of works** – After receiving the completion of works documents, a representative or agent of the Council (if specified as necessary in the full approval document) will conduct a site visit to confirm satisfactory completion of the work.
9. **Payment of works** – After confirming a satisfactory completion the Council will send the payment directly to the contractor/s and the applicant will be notified of this.