

Vulnerable Tenants Internal Decorating Scheme



Introduction

Cannock Chase Council has recently reviewed its Policy for the Vulnerable Tenants Internal Decorating Scheme and has made some changes to the eligibility criteria which will enable more tenants to qualify to receive a free decorating service from the Council.

How to apply for the Scheme

To qualify for the Vulnerable Tenants Internal Decorating Scheme, you must complete the application form attached with this leaflet and be eligible by meeting the following criteria below:-

Eligibility Criteria

The internal decorating service is available to tenants who live in any type of property provided they meet the following criteria:

- Be an **introductory or secure** tenant of Cannock Chase Council
- Are either:
- Aged **70 or over** or;
- Live in a property with disabled adaptations and are in need of those adaptations or;
- Be in receipt of one or more of the following benefits:
 - Attendance Allowance
 - Disability Living Allowance
 - Severe Disablement Allowance
 - War Disablement Pension
 - Long term Incapacity Benefit (note long term only)
 - Employment Support Allowance - Support Component only

The internal decorating service **will not be** available to those who:

- Hold a license with the Council
- Have a household member living with you who is capable of internal decorating
- Are aged under 70 and
- Do not receive any benefits specified above
- Live in a property with disabled adaptations and are **not** in need of those adaptations

Standard of Service

Tenants who qualify will have two rooms (as chosen by the tenant) decorated once every three years. Decoration of internal walls, ceiling and timberwork will be undertaken in accordance with the tenants' choice of wall coverings and the full commercial range of colours with odourless paints being used where required.

When your property is due to be decorated you will receive a letter and booklet explaining that you are due to have your property decorated within that financial year. You will also be asked to complete a form confirming your circumstances have not changed and that you still want to go ahead with decorating.

Properties are chosen in strict date order basis. If your property was decorated as a void property within the last 3 years, you will not become eligible for decoration until at least 3 years have passed.

Security

All employees/contractors involved with the 'Vulnerable Tenants Internal Decorating Scheme' will wear official clothing with a logo attached or will have with them an official identification badge.

Finally

Once you have completed the attached application form and we have checked all the relevant proof of documents provided, you will be notified by letter, advising you if you have or have not qualified for the service. If you do not meet the criteria, you have the Right to Appeal by writing to the Head of Housing.

Please note that the number of households who will receive the service each year will be restricted by the budget provision set by the Council. This will mean that the number of households for whom this service can be provided is **limited**. Therefore any qualifying households exceeding the budget provision will be placed on a waiting list and dealt with on receipt of application on a date order basis.



Application for Vulnerable Tenants Internal Decorating Scheme/Grass Cutting Scheme

To enable you to qualify, each member of the household must provide proof of age and up-to-date proof of benefits with this application

Name:

Address:

Telephone - Home:

Telephone - Mobile:

Date of Birth:

Are you a sole tenant or joint tenant? (please tick)

Sole Joint

Which scheme are you applying for? (please tick either or both)

grass cutting decorating

You must answer all of the questions set out below: (please tick YES or NO)		Yes	No
1	I am aged 70 years or more	<input type="checkbox"/>	<input type="checkbox"/>
2	I live in a property with disabled adaptations and am in need of those adaptations	<input type="checkbox"/>	<input type="checkbox"/>
3	I have NO household members living with me capable of undertaking internal decorating	<input type="checkbox"/>	<input type="checkbox"/>
(a)	I am in receipt of Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>
(b)	I am in receipt of Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>
(c)	I am in receipt of Severe Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>
(d)	I am in receipt of War Disablement Pension	<input type="checkbox"/>	<input type="checkbox"/>
(e)	I am in receipt of Long-term incapacity benefit	<input type="checkbox"/>	<input type="checkbox"/>
(f)	I am in receipt of Employment Support Allowance - Support Component only	<input type="checkbox"/>	<input type="checkbox"/>

I/we confirm that the above information is true and I/we have no household members who are capable of decorating our home or cutting the grass.

Signed.....

Print Name.....

Date

Cannock Chase Council will hold and use your data in accordance with the Data Protection Act 1998. We may share this data with other departments within the Council and partners of the Council where necessary. Your personal information will not be passed on for commercial use.

Please note, you only need to complete one form to apply for both vulnerable tenants grass cutting scheme and vulnerable tenants internal decorating scheme.

Please return your completed
Application Form to:

Tenancy Services
Cannock Chase Council
Civic Centre, P O Box 28
Beecroft Road
Cannock
WS11 1BG

Tel: **01543 462621**

Fax: **01543 462317**

Email: **customerservices@cannockchasedc.gov.uk**

For further information about the scheme or if you need assistance to complete the application form, please contact the **Supported Housing Team** direct on **01543 462621** or email **internaldecorating@cannockchasedc.gov.uk**

This leaflet has been approved by tenants



This leaflet can be provided in **Braille**, on **audio cassette tape/disk**, **large print** and in the following languages on request to **Cannock Chase Council** on **01543 462621**.

Bengali, Gujarati, Chinese, Urdu, Punjabi and Polish.

? =  **01543 462621**

How we use your personal information

The information provided will be used by Cannock Chase Council, who are the data controller, to allow us to administer and manage your tenancy. We will only share your information when necessary, with other departments such as Housing benefits, Council Tax, Environmental Health and external agencies such as Social Services, Staffordshire Police, NHS Choices, or where the law requires or allows us to. For further information please see www.cannockchasedc.gov.uk/PrivacyNotice

Data Matching

Cannock Chase Council and Stafford Borough Council are under a duty to protect public funds and, to this end we may use the information held or provided by you for the prevention and detection of fraud. We may also share this information with other bodies including credit reference agencies, for these purposes and also for the administration and collection of taxes and charges and for performing other statutory enforcement duties.

Tenants are reminded of the conditions detailed in Sections 3.1 and 3.6 of CCDC's Tenancy Agreement which states 'You agree to live in your home as your only or main home and keep it secure', 'You agree not to part with possession of or sub-let the whole of your home'. Tenants found breaching these conditions may be prosecuted under the Prevention of Social Housing Fraud Act 2013.

Cannock Chase Council

Civic Centre, P O Box 28, Beecroft Road Cannock, WS11 1BG

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