

Minor Adaptations grants – a checklist

When arranging quotes / submitting your completed application form please check the following:

- The two quotes submitted should be on headed paper from the contractor, be addressed to the grant applicant(s) and be less than 3 months old. They should be comparable and itemised. If not, they may be returned to you and delay your application. Please note 1 quote is only required for specialist equipment e.g. stairlifts.
- Unless a Social Services Occupational Therapist has been involved please make sure both contractors enclose a sketch of the proposed works alongside pictures of the existing layout if relevant. This is not required for stairlifts.
- Medical evidence provided must state medical condition and proposed adaptation(s) required to the property e.g. level access shower.
- If you are a tenant, please include agreement for the works from your landlord or Housing Association.
- You must advise the contractors if you are aware or believe your property contains asbestos. If required, the cost of an asbestos survey can be included in the grant application. Please initial the application form to confirm you have understood this.
- Some work may be VAT exempt. Please discuss with your contractors on site and further information can be found on [VAT relief on certain building work if you have a disability - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/vat-relief-on-certain-building-work-if-you-have-a-disability).