

## RIGHT TO COMPENSATION FOR IMPROVEMENTS APPLICATION FORM

### HOUSING SERVICES

If you are a secure tenant you may be entitled to claim compensation, when your tenancy at that property ends, for certain improvements that you have made.

The right to compensation applies to improvements that were started on or after 1 April 1994 that have been given the written consent of the Council.

The qualifying improvements that you may apply for compensation is shown in the table below:

Improvement	Notional Life
Bath or shower	12
Wash-hand basin	12
Toilet	12
Kitchen sink	10
Storage cupboards in bathroom or kitchen	10
Work surfaces for food preparation	10
Space or water heating	12
Thermostatic radiator valves	7
Insulation of pipes, water tank or cylinder	10
Loft insulation	20
Cavity wall insulation	20
Draught proofing of external doors or windows	8
Double glazing or other external window replacement of secondary glazing	20
Rewiring or the provision of power and lighting or other electrical fittings (including smoke detectors)	15
Any object which improves the security of the dwelling-house, but excluding burglar alarms	10

Internal decoration, such as painting or wallpapering, does not qualify for compensation. Compensation can be claimed for the cost of materials from the above list (but not appliances such as cookers or fridges) and labour costs (but not the tenant's own labour). No compensation can be claimed for professional fees (such as architects), or the cost of any relevant planning permission or consent under Building Regulations.

The compensation is worked out under the following formula, which takes into account wear and tear and depreciation:

$$C \times [1 - Y/N]$$

C = original cost of the improvement. (Any financial assistance (such as a grant) that was paid towards the cost of the improvement will be deducted from the cost)

Y = the number of complete years the improvement has been in place (with part of a year being rounded up to a complete year) starting on the date the improvement was completed and ending on the date the compensation is claimed

N = the notional life of the improvement

You may be eligible for compensation up to a maximum of £3000 for any one improvement. No compensation will be made if the level of compensation is less than £50.

To make your claim, please complete this application form (or you can put your request in a letter) not more than 28 days before or 14 days after the date on which your tenancy ends.

Once we have received your request, we will arrange for an Officer to visit the property to inspect the improvement and make a decision on the outcome of the claim. We will then write to you with the outcome of your claim not more than 21 days after your request was received.

**Full details of the Council's Right to Compensation for Improvements Policy can be obtained by contacting your Housing Officer or by visiting [www.dartford.gov.uk/housing](http://www.dartford.gov.uk/housing).**

<b>Your details</b>	
Your Name	
The Address of where the improvement was carried out	
Forwarding Address	
Daytime Telephone	
Date Tenancy Commenced	
Date Tenancy Ended	

<b>Improvement 1</b>	
Please give details of the improvement that you are claiming compensation for	
Date that the work was undertaken	
Number of years since completion	
Was approval given by the Council for the improvement?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please enclose a copy of the approval letter*
Cost of the work	Please enclose copies of invoices or receipts in relation to the work
Have you received any financial assistance (such as a grant) towards the cost of the improvement? (e.g. a Disabled Facilities Grant)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give brief details below:

<b>Improvement 2</b>	
Please give details of the improvement that you are claiming compensation for	
Date that the work was undertaken	
Number of years since completion	
Was approval given by the Council for the improvement?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please enclose a copy of the approval letter*
Cost of the work	Please enclose copies of invoices or receipts in relation to the work
Have you received any financial assistance (such as a grant) towards the cost of the improvement? (e.g. a Disabled Facilities Grant)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give brief details below:

<b>Improvement 3</b>	
Please give details of the improvement that you are claiming compensation for	
Date that the work was undertaken	
Number of years since completion	
Was approval given by the Council for the improvement?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please enclose a copy of the approval letter*
Cost of the work	Please enclose copies of invoices or receipts in relation to the work
Have you received any financial assistance (such as a grant) towards the cost of the improvement? (e.g. a Disabled Facilities Grant)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give brief details below:

<b>Improvement 4</b>	
Please give details of the improvement that you are claiming compensation for	
Date that the work was undertaken	
Number of years since completion	
Was approval given by the Council for the improvement?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please enclose a copy of the approval letter*
Cost of the work	Please enclose copies of invoices or receipts in relation to the work
Have you received any financial assistance (such as a grant) towards the cost of the improvement? (e.g. a Disabled Facilities Grant)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give brief details below:

If you would like to make a claim for compensation for more than four improvements, please continue on a separate sheet.

\* If you cannot find anything in writing to confirm that you have received approval from the Council for the improvement, please specify this on the form.

**Once you have signed the form at the bottom, please return this to your Housing Officer at Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR.**

**Data Protection Act 1998 Notification Clause**

The information you have provided on this form will be used to help decide the outcome of your claim for compensation for improvement. It will be held securely and used in connection with your claim.

All or part of the information provided may be disclosed or supplied to external organisations or bodies e.g. Audit Commission, Courts, Bailiffs, Department of Works and Pensions, HM Revenue & Customs and any other charging authority that are legally entitled to the information and may also be disclosed to the Council's external auditors for the following purposes;

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- data matching initiatives with other statutory bodies for the purposes of fraud prevention and detection.

All or part of the information you have provided may also be used for electoral registration purposes and by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

The Council may check information provided by you or information about you provided by a third party against other information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.

The Council may make a search (including making enquiries about principal directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.

**DECLARATION**

I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed above, both internally within the Council and to external organisations/bodies.

Signed

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Date

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*All personal data is kept accurate, up to date and secure to prevent accidental loss destruction or damage. The extent of the measures taken by the Council will depend upon the sensitivity of the information. Personal data will not be kept for longer than is necessary for their purpose.*

*You have a right of access to your personal data and the right to check and correct the information and may pursue a query or complaint on matters related to your personal data.. Further information on your rights may be obtained by contacting The Data Protection Officer, Dartford Borough Council Civic Centre Home Gardens Dartford Kent DA1 1DR Email: [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk); Website <http://www.dartford.gov.uk/>*

If you or anybody you know requires this or any other Council information in another language, please contact us and we will do our best to provide this for you. Braille, Audio tape and large print versions of this document are available upon request.



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