Flood Repair and Renew Grant
Guidance to Applicants

Purpose of the Fund

Following an announcement by the Prime Minister on the 12th February 2014, the Repair and Renew Grant (RRG) scheme has been established to provide grants of up to £5,000 to homeowners and businesses that had been flooded since the 1st December 2013 and 31st March 2014, to implement flood resistance and/or resilience measures to minimise the impact of any future floods.

The RRG will **not** provide funding support for general repairs from flood damage, or to insurance excess payments.

Who Can Apply?

The owners of the following premises are eligible for RRG;

- **Residential properties** (including static caravans where primary residence) where habitable internal areas of the premise have been damaged by flooding between the 1st December 2013 and the 31st March 2014.

- **Business** (including social enterprise) and charitable organisation properties where internal areas of the premise which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged by flooding between the 1st December 2013 and the 31st March 2014.

Grants will be payable to the person responsible for the fabric of the property, normally the property owner.

Criteria

- The interior of your home or business premises must have been damaged by flooding between 1st December 2013 and 31st March 2014. Please see definition above.

- The applicant must not have received other sources of public or insurance funding to establish the same resilience and/or resistance measures applied for (such as from a Property Level Protection scheme).

- Business applicants will need to comply with state aid regulations. To be eligible for RRG support businesses must not have received more than 200,000 Euros of public funding in the last 3 years. For primary agriculture and fisheries sections the de minimis threshold is 15,000 and 30,000 Euros respectively.

- Applicants should utilise advice on the Property Protection Adviser website
(http://nationalfloodforum.org.uk/property-level-protection-community-tool/), and other sources of information referenced in this guidance, to help select the most appropriate resilience and/or resistance measures for the nature of the flood risk to their property.

- Properties who will benefit from a wider community flood defence scheme which will be completed prior to the winter (October/November) 2014 (negating any value that may be gained from any RRG grant) are not eligible to apply. Information regarding approved schemes can be found on the Environment Agency website at http://www.environment-agency.gov.uk/research/planning/118129.aspx

**What Can I Apply For?**

*Up to £5,000 grant funding towards 100% of the costs (including VAT) of purchasing and installing appropriate resilience and/or resistance measures from the eligible list below.*

Should you choose to implement measures that cost in excess of £5,000, the additional costs must be met from alternative resources.

The following resilience and/or resistance items can be applied for. When selecting which measures you intend to install, we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/.

The guidance will help you select the appropriate resilience/resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate for the type of flood risk to your property, and may make limited difference to protecting or minimising the damage to your premises.

Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application (within the total £5,000 including VAT that you can apply for).

<table>
<thead>
<tr>
<th>Property level-measures</th>
<th>Description of Measure/ Type of Flood Risk?</th>
<th>Indicative cost range £s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Survey of Premises to Identify Flood Risks (can be undertaken prior to RRG application to identify most appropriate measures and up to £500 of costs applied for retrospectively)</td>
<td>Professional survey undertaken to identify property flood risk, and identify appropriate resilience and/or resistance measures.</td>
<td>Up to £500 including VAT</td>
</tr>
<tr>
<td>Airbrick Cover</td>
<td>Watertight cover for airbricks.</td>
<td>20-40</td>
</tr>
<tr>
<td>Self-closing airbrick</td>
<td>Replacement airbrick that automatically closes to prevent flooding.</td>
<td>50-90</td>
</tr>
<tr>
<td>Sewerage Bung</td>
<td>Inflatable device to insert in U bend of toilet to prevent sewage backflow.</td>
<td>30-50</td>
</tr>
<tr>
<td>Toilet Pan Seal</td>
<td>Seal to prevent sewage backflow.</td>
<td>60-80</td>
</tr>
<tr>
<td>Non-return valves 12mm overflow pipe</td>
<td>Valve prevents backflow via overflow pipe.</td>
<td>70-110</td>
</tr>
<tr>
<td>Non-return valves 110mm soil waste pipe</td>
<td>Prevents backflow via soil waste pipe</td>
<td>550-650</td>
</tr>
<tr>
<td>Non-return valves 40mm utility waste pipe</td>
<td>Valve prevents backflow via waste pipe.</td>
<td>80-120</td>
</tr>
<tr>
<td>Silicone gel around openings for cables etc.</td>
<td>Prevents flooding via openings for cables to access properties.</td>
<td>80-120</td>
</tr>
<tr>
<td>Water resistant repair mortar</td>
<td>Water resistant mortar used to repair walls and improve future resistance.</td>
<td>80-120</td>
</tr>
<tr>
<td>Re-pointing external walls with water resistant mortar</td>
<td>Improve water resistance through using water resistant mortar to re-point walls.</td>
<td>150-250</td>
</tr>
<tr>
<td>Waterproof external walls</td>
<td>Membrane fitted to make external walls water resistant?</td>
<td>200-400</td>
</tr>
<tr>
<td>Replace sand-cement screeds on solid concrete slabs (with dense screed)</td>
<td>Dense water resistant screed to replace sand-cement screed</td>
<td>670-740</td>
</tr>
<tr>
<td>Replace mineral insulation within walls with closed cell insulation</td>
<td>Replacement of wall insulation with water resistant insulation.</td>
<td>720-800</td>
</tr>
<tr>
<td>Replace gypsum plaster with water resistant material, such as lime</td>
<td>Replace existing plaster to water resistant material in property.</td>
<td>4280-4740</td>
</tr>
<tr>
<td>Sump Pump</td>
<td>A pump used to remove water that has accumulated in a water collecting sump basin</td>
<td>400-600</td>
</tr>
<tr>
<td>Demountable Door Guards</td>
<td>Guard fitted to doors to resist flooding</td>
<td>500-900</td>
</tr>
<tr>
<td>Automatic Door Guards</td>
<td>Door guards that automatically close to prevent flooding</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Permanent flood doors</td>
<td>Permanent door (rather than demountable) which is flood resistant.</td>
<td>Individual assessment</td>
</tr>
<tr>
<td>Demountable Window Guards</td>
<td>Guard fitted to window to resist flooding</td>
<td>500-900</td>
</tr>
<tr>
<td>Sceptic tank resistance or resilience measures</td>
<td>Sceptic tank resistance or resilience measures such as isolation valves, venting above flood level etc</td>
<td>Individual assessment</td>
</tr>
<tr>
<td>Replace ovens with raised, built-under type</td>
<td>Raising oven off floor above flood level</td>
<td>700-780</td>
</tr>
<tr>
<td>Replace chipboard kitchen/bathroom units with plastic units</td>
<td>Fit plastic kitchen and/ or bathroom units to minimise water damage.</td>
<td>5000-5520</td>
</tr>
<tr>
<td>Move electrics well above likely flood level</td>
<td>Re-wiring of electrics (such as socket points) above flood level.</td>
<td>760-840</td>
</tr>
<tr>
<td>Mount boilers on wall</td>
<td>Raise boiler above flood level.</td>
<td>1080-1200</td>
</tr>
<tr>
<td>Move service meters above likely flood level</td>
<td>Raise service meters above flood level</td>
<td>1620-1800</td>
</tr>
<tr>
<td>Replace chipboard flooring with treated timber floorboards</td>
<td>Replace floor (including joists) to make it water resistant.</td>
<td>920-1020</td>
</tr>
<tr>
<td>Replace floor including joists with treated timber to make it water resilient</td>
<td>Replace floor including joists with treated timber to make it water resilient</td>
<td>3490-3850</td>
</tr>
<tr>
<td>Install chemical damp-proof course below joist level</td>
<td>Install damp proof course to resist groundwater flooding.</td>
<td>6250-6910</td>
</tr>
<tr>
<td>Replace timber floor with solid concrete</td>
<td>Replace wooden flooring with concrete.</td>
<td>8210-9070</td>
</tr>
<tr>
<td>Garage/Driveway Barrier</td>
<td>Driveway gate or garage barrier to resist flooding.</td>
<td>2000-3000</td>
</tr>
</tbody>
</table>

Where appropriate, we recommend that homeowners and businesses use products that carry the BSI kitemark for flood protection products (PAS1188) or similar standards.

**Collaborative Community Flood Defence Scheme**

Applications will be considered for community defence schemes where street or area of residence or businesses want to apply collectively/ or where better measures can be implemented on behalf of a number of premises.

**How to apply and support documentation**

Applicants should complete an application form and submit it to Tonbridge & Malling Borough Council no later than end of September 2014.
The quotes must:
- Be independent of the applicant
- 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?

Tonbridge & Malling Borough Council will assess each application to ensure that the applicant is eligible (property flooded between 1st December 2013 and 31st March 2014), meets the criteria of the fund outlined above, and represents value for money (costs in line with expectations).

Tonbridge & Malling Borough Council will aim to assess each application within 10 working days of receipt of a completed application (including all required supporting information), subject to the volume received.

When can I start to purchase and install the equipment?

Wherever possible, 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 will not be recoverable.

Tonbridge & Malling Borough Council and/or DEFRA do not have any liability for costs incurred prior to the submission and approval of an RRG application.

However, we realise that some people that have been flooded since the 1st December 2013 and the 31st March have;
- Already installed eligible resilience and/or resistance measures before the RRG 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 RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application not be approved, you will not be able to recover costs incurred. Tonbridge & Malling Borough Council and/or DEFRA do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

Can I make a retrospective application?

As above, we realise that some people that have been flooded since the 1st December 2013 and the 31st March have;
• Already installed eligible resilience and/or resistance measures before the RRG 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 RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application not be approved, you will not be able to recover costs incurred. Tonbridge & Malling Borough Council and/or DEFRA do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

**If approved, how/when do I claim the grant?**

If your application is approved, you can purchase and install the flood resilience or resistance measures applied for in line with the quote you selected and submitted with your application.

Once the works have been completed, you have received and paid the invoice, you can submit a grant claim (on relevant form) to Tonbridge & Malling Borough Council. You should submit a copy of the invoice, and a picture(s) of the resilience and/or resistance measure(s) that have been installed.

Should your grant claim be in line with the original grant approval (in terms of equipment purchased and installed at identified costs), the grant claim will be processed and normally be paid into your bank account within 2 weeks via BACS payment.

Please note that at some future stage an employee of Tonbridge & Malling Borough Council may visit your premises to ensure the resilience and/or resistance measures have been installed in line with the requirements of the grant. If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

**What is the deadline for the project to be completed?**

Applications can be submitted at any time between the 1st April 2014 and no later than end of September 2014. The grant money must be claimed by the end of February 2015.

**When will someone visit to inspect that the works have been completed?**

A random selection of premises that have received RRG funding will be inspected following installation of the resilience and/or resistance measures, and the grant has been paid. If selected, we will be in contact to arrange a time to visit.

If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

**Sources of Further Guidance**

Prior to implementing any flood resilience and/or resistance measures (whether through the RRG or at your own cost) it is strongly 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 will make no or very little difference to protecting your premises in the future. It is very unlikely that Property Level Protection will prevent future flooding to your home or business, but informed resilience and/or resistance measures can reduce the level or risk of 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** ([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, which 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.


- 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](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 you property for flooding guide** - [http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/geho1009brdl-e-e.pdf](http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/geho1009brdl-e-e.pdf)

If you are having difficulty reading this form and would like the information in another format please call 01732 876305 or email building.control@tmbc.gov.uk

Please return the completed application form to:

Building Control  
Tonbridge & Malling Borough Council  
Gibson Building  
Gibson Drive  
Kings Hill  
ME19 4LZ

For enquiries please email [repairandrenew@tmbc.gov.uk](mailto:repairandrenew@tmbc.gov.uk) or ring 01732 876305.