

Reference No.	
Date of Registration.	



## **The Private Water Supplies (Grants) (Scotland) Regulations 2006**

### **Application for a Grant to Improve a Private Water Supply**

For assistance in completing this form, contact Environmental Health on 01856873535 or [env.health@orkney.gov.uk](mailto:env.health@orkney.gov.uk)

Please read these notes before completing this form. These notes are not a complete or authoritative statement of the law.

A grant of up to £800, which is non-means tested, can be awarded if:

- Your home or business is in Scotland and served by a private water supply.
- The private water supply is the main or sole source of water, for human consumption purposes, to these premises.
- Your private water supply is in need of improvement to bring it up to modern standards.

You may be eligible for a grant if you:

- Are a relevant person within the meaning of the Private Water Supplies (Scotland) Regulations 2006 (the 2006 Regulations).
- Are a responsible person within the meaning of the 2006 Regulations.
- Own or occupy premises which are located in Scotland, and which are served by a private water supply which is the principle or sole supply of water for human consumption purposes to those premises.

The grant is available to supplies serving domestic, commercial or public premises.

## Connecting to the Mains

If you no longer want to use your private supply contact [Scottish Water](#) on 08003890379 or 08000778778 about the possibility of connecting to the public supply, also called "mains".

**If you start any of the works in respect of which a grant is sought before your application is approved, your local authority may not be able to give you a grant.**

Your application must be completed in full and returned to:

Environmental Health, Orkney Islands Council, School Place, Kirkwall, KW15 1NY.

Environmental Health will need to inspect your premises and may take water samples, this includes the source of the water supply, related pipe work including storage tanks and any treatment applied to the water. An officer will contact you to arrange a time for a visit to be made.

If you share your supply with a number of neighbouring premises, you may wish to consider making a joint application. A joint application can be submitted in respect of all the premises served by the supply, by you and the other owners or occupiers acting together. In the majority of cases, a joint approach is likely to provide the most effective long-term solution to improve your water quality.

If you are not the owner of the premises in respect of which a grant is sought, the owner(s) of the premises must consent to the application being made, and you must enclose a copy of the signed consent form with your application.

Should Orkney Islands Council award a grant it may be made subject to certain conditions before the grant will be paid. If you have any concerns, you should obtain your own, independent legal advice.

Please note that grants can be paid in instalments or in full, and for payments to be made to you as the applicant or by mandate to another nominated party. Final payment of grant will depend upon the satisfactory completion of all works.

## Definitions

Relevant Person:

- Person who provides the supply.
- Occupies the land from, or on which, the supply is obtained or located on.
- Exercises powers of management or control in relation to the supply.

Responsible Person:

- In relation to a domestic distribution system, means the person who owns or is otherwise responsible for that system (covers domestic, commercial and public persons).

Further information can be obtained from [www.privatewatersupplies.gov.uk](http://www.privatewatersupplies.gov.uk)

Please note that a local authority shall not make a grant to or in respect of:

- Any public body or office-holder (excluding a person who, or body which, only from time to time functions as a public character).
- Any person erecting or causing to be erected a building which the provisions of Section 63 of the Water (Scotland) Act 1980 apply.
- Premises which are the subject of:
  - A Closing Order under Section 114 of the Housing (Scotland) Act 1987.
  - A Demolition Order under Section 115 of the Housing (Scotland) Act 1987.
  - A Dangerous Building Notice in terms of Section 30 of the Building (Scotland) Act 2003.
- Premises which comprise a dangerous building within the meaning of Section 29 of the Building (Scotland) Act 2003.
- Empty or unoccupied premises.
- Premises which do not meet the tolerable standard provided for in Section 80 of the Housing (Scotland) Act 1987, as amended except in so far as that tolerable standard is not met in relation to an adequate piped supply of wholesome water.

This application pack contains:

- Application Form.
- Owner's Consent Form.



## Part A – Eligibility Criteria

The Grant Scheme is non-means tested and you may be eligible for financial assistance if:

- Your premises are in Scotland and served by a private water supply.
- That private supply is the main or sole supply of water for human consumption purposes to these premises.
- Your private water supply is in need of improvement to bring it up to modern standards.

**A.1.** To be considered for a grant you must meet one of the following eligibility criteria. Please tick which applies to you.

Eligibility Criteria.	Yes.	No.
You are in receipt of a 'temporary departure' issued by Orkney Islands Council under the 2006 Regulations.		
You or Environmental Health, Orkney Islands Council, have completed a 'risk assessment' in accordance with the 2006 Regulations, which has identified a potential risk to health associated with the supply.		
Orkney Islands Council has served you with an 'Improvement Notice' under the Water (Scotland) Act 1980.		

Please ensure that you enclose a copy of the document which confirms your eligibility with this completed application form.

If you have answered 'No' to all the above eligibility criteria, please contact your local Environmental Health Office for advice.

**A.2.** Please list all premises on the supply.

Address.	Domestic.	Commercial.	Public.

**Part B – Information about you.**

**B.1.** Your details (the applicant).

Name.	
Address.	
Post Code.	
Telephone (day).	Telephone (evening).
Telephone (mobile).	Email.

**B.2.** Are You?

Tick all appropriate boxes.

A relevant person in terms of the 2006 Regulations.	
A responsible person in terms of the 2006 Regulations.	
An owner in terms of the 2006 Regulations.	
A tenant in terms of the 2006 Regulations.	

**B.3.** Address of the premises where improvement work is to be carried out - if different from B.1. (For more than one premises, refer to Question C.2.).

Address.	Tick all appropriate boxes.	
	Domestic.	<input type="checkbox"/>
	Commercial.	<input type="checkbox"/>
	Public.	<input type="checkbox"/>
Post Code.	Occupied.	<input type="checkbox"/>

**B.4.** Owner of the premises where work is to be done if different from B.1.?

(If there are joint owners please continue on a separate sheet if necessary).

Owner's name.	
Owner's address.	
Post Code.	Telephone.

(The owner must consent to this application being made. Please ensure that you enclose their written consent (Part F – Owner's Consent Form) for this application.)

**B.5.** If you want someone else to deal with this application for you, please give their details.

Name.	
Address (if different from B.1.).	
Post Code.	
Telephone (day).	Telephone (evening).
Telephone (mobile).	Email.

### **Part C – Joint improvement works.**

The Grant Scheme is designed to encourage neighbours to work together to deliver a whole supply solution.



## **Part D – Description of proposed Improvement Works.**

**D.1.** Please provide details of the reasons why you think your supply needs to be improved, including a description of the source of the supply, a timetable for the proposed improvement works, and any other information which you consider relevant to your application. You are also required to include a detailed estimate from a contractor of the costs of the proposed improvement works.

(Please provide a layout sketch and an indication of where the improvements will take place). (Continue on reverse of this page if necessary).

**D.2. How much will these improvement works cost?**

<b>Costs.</b>	<b>Amount (£).</b>
Cost of work.	
VAT on work.	
Professional fees.	
VAT on fees.	
Total.	

**Please enclose a copy of your detailed estimate for the improvement works.**

You may be asked for additional information before a decision in respect of your application for a grant is made.

**D.3. Have you applied for any other grant(s) for these improvement works? Please tick one box.**

No.	
Yes. (Please give details below).	

Type of grant.	
Amount (£).	
Date approved.	

**D.4. Have you been awarded a previous grant under the Private Water Supplies (Grant) (Scotland) Regulations 2006? Please tick one box.**

No.	
Yes. (Please give details below).	

Type of grant.	
Amount (£).	
Date approved.	

You may be eligible for a grant of more than £800 if you are in receipt of benefits. If this is the case, please provide details and documentation to confirm your circumstances.

## Part E – Declaration

You (the applicant) should sign the declaration on this page.

This is my application for a grant towards the cost of improvement works described in this form.

I declare that all the information given in this form is correct to the best of my knowledge. I agree to the conditions to be imposed by the local authority upon approval of an application for a grant, and upon payment of such a grant. I agree to repay the grant where local authority deems this appropriate.	
Signed.	
Print Name.	
Date.	

**Anyone who knowingly or recklessly gives false information in an application for an improvement grant may be liable to prosecution.**

### Checklist:

Is the information you have provided accurate and have you answered all relevant questions?

**Part A** - Have you included a copy of the document which confirms your eligibility for a grant?

**Part B** - If you are not the owner have you included a copy of the owner's written consent to this application being made?

**Part C** - Have you provided contact details for joint improvement works?

**Part D** - Have you included a detailed estimate for the proposed improvement works?

**Part F** - Have you completed an owner's consent form?



## Part F - Owner's Consent

(Only required if the applicant is not the owner).

I (name and address).	
Owner of (address).	

Hereby give permission for the works detailed in this application to be carried out.

Signed.
Dated.

If there are joint owners, please photocopy this sheet and ensure all owners sign and date the Owner's Consent Form.