



SZC Housing Grant Key

	Start/ Finish
	Business Support
	Officer
	Client Action
	Legal
	Ineligible

Works have been completed
– Please complete all of the following forms, and return to the officer (If any forms are missing, this will in turn delay sign off and payments)

These include: Completion of grant works form, relevant Certification (Gas or Electrical, Damp guarantee), Building control completion certificate (if required) & relevant invoices

The officer will check the costs of the works, if there are any grant eligible changes, the officer can request a Re-assessment of the grant via the Business Support Team. The signed re-approval notice will then be sent to you by the officer

If there are no omissions or additions required and all relevant invoices/certificates have been received, the officer will send the request for payment to business support to process

At this time the Purchase Orders will be confirmed, & the payment(s) sent to our accounts team to pay the contractor for the works

Upon completion of the case/ payments you will be notified, and any original documents will be returned if required

The Grant case is recorded as complete and the relevant condition period will commence. The charge is registered as a local land charge and must be repaid if you sell the property or no longer wish to accommodate SZC workers within the condition period

It is important to remember that it is your responsibility to advertise the property on the SZC Accommodation management system and make the property as attractive as possible to obtain a SZC Tenant

You will be required to complete a questionnaire annually (until the end of your condition period) to declare if the property is still being used for Sizewell C workers.