

Disabled Facilities Grant Handbook

October 2025



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Introduction:

About This Booklet:

This booklet has been developed collaboratively by the Better Care Fund Team, the Surrey Adults Academy, and an Occupational Therapy (OT) apprentice.

It was co-designed with Occupational Therapy Assistant Team Managers (OT ATMs), District and Borough (D&Bs) housing colleagues from across Surrey, with additional input from Foundations.

Purpose:

The purpose of this booklet is to provide a clear overview of the legislation, policies, and procedures surrounding the Disabled Facilities Grant (DFG), from both an OT and housing perspective. It serves as a reference point for staff across Surrey County Council and the District and Borough Councils.

Local Variations:

Each District and Borough in Surrey operates differently, based on local needs and context. This results in each District and Borough developing their own policy to meet that need and context.

As a result, there are justified variations in how housing policies are applied, particularly in relation to adaptations. These differences naturally lead to varied outcomes. This booklet maps out those differences to provide clarity and transparency.

Ongoing Updates:

This booklet will be regularly updated to reflect any legislative or systemic changes, ensuring the information remains accurate and current.

If you are aware of any updates or changes, please contact the Better Care Fund Team so we can keep this resource up to date:

bettercarefund.surrey@surreycc.gov.uk

Acknowledgements:

With thanks to the Surrey Adult's Academy, and Sacha Harden-Boyle (Occupational Therapy Apprentice 2025), Occupational Therapy Assistant Team managers, and housing colleagues in each District and Borough, for the support in coordinating and completing this booklet.

District and Borough Contact Details:

District or Borough	Address	General Contacts Email/ Phone number	Contact details for Private owner/ HA or Private Landlords	Contact details for council tenant requests
Epsom and Ewell	Epsom and Ewell Borough Council The Old Town Hall, The Parade, Epsom KT18 5BY	01372 732000 hia@epsom-ewell.gov.uk	01372 732000 hia@epsom-ewell.gov.uk	
Elmbridge	Elmbridge Borough Council Civic Centre, High St, Esher KT10 9SD	01372 474602		
Mole Valley	Mole Valley District Council, 9 Reigate Rd, Dorking RH4 1SJ			
Reigate and Banstead	Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, RH2 0SH	03301 243 758 and surreyhia@millbrookhealthcare.co.uk OR 01737 276000 environmental.protection@reigate-banstead.gov.uk		N/A
Tandridge	Tandridge District Council 8 Station Rd East, Oxted RH8 0BT			
Woking	Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL	01483 743668	homelink@woking.gov.uk 01483 743668	housingcommercialenquiries@woking.gov.uk 01483 755855
Spelthorne	Spelthorne Borough Council Council Offices, Knowle Green, Staines TW18 1XB	Dfg@spelthorne.gov.uk OR Hp@spelthorne.gov.uk 01784 448607		
Runnymede	Runnymede Borough Council Runnymede Civic Centre, Station Rd, Addlestone KT15 2AH	01932 838383		
Surrey Heath	Surrey Heath Council, Surrey Heath House, Knoll Rd, Camberley GU15 3HD			
Guildford	Guildford Borough Council, Millmead House, Millmead, Guildford GU2 4BB	CareandRepair@guildford.gov.uk 01483 505050		
Waverley	Waverley Borough Council The Burys, Godalming GU7 1HP	CareandRepair@guildford.gov.uk 01483-523333		

Better Care Fund (BCF) team contact details:

The Better Care Fund (BCF) supports Disabled Facilities Grants (DFGs) by ensuring funding is allocated to local housing authorities to provide adaptations that enable people to live independently in their homes. The BCF aims to integrate health, social care, and housing services, and the DFG is a crucial part of this integration. Adaptations funded by DFGs can help people avoid hospital admissions and stay in their homes longer, reducing the strain on health and social care systems.

Better Care Fund (BCF)	Lewis Willing Senior Programme Manager	Lewis.Willing@Surreycc.gov.uk
Better Care Fund (BCF)	Samantha Lewis Senior Business Manager	Samantha.Lewis@Surreycc.gov.uk

Context

Legislation

- [Equality Act 2010](#)
- [Housing Grants, Construction and Regeneration Act 1996](#)
- [The Housing Renewal Grants Regulations 1996](#)
- [The Housing Renewal Grants \(Services and Charges\) Order 1996](#)
- [The Disabled Facilities Grants and Home Repair Assistance \(Maximum Amounts\) \(Amendment No. 2\) \(England\) Order 2001](#)
- [The Regulatory Reform \(Housing Assistance\) \(England and Wales\) Order 2002](#)
- [The Disabled Facilities Grants \(Maximum Amounts and Additional Purposes\) \(England\) Order 2008](#)
- [The Housing Renewal Grants \(Prescribed Form and Particulars\) \(Revocation\) \(England\) Regulations 2010](#)
- [Care Act 2014](#)
- [Mental Capacity Act 2005](#)
- [Health and Safety at Work etc Act 1974 - HSE](#)
- [The Lifting Operations and Lifting Equipment Regulations 1998](#)
- [The Provision and Use of Work Equipment Regulations 1998](#)
- [The Manual Handling Operations Regulations 1992](#)
- [Armed Forces Covenant: guidance and support - GOV.UK](#)
- [NHS England » Better Care Fund](#)
- [Chronically Sick and Disabled Persons Act 1970](#)
- [Children Act 1989](#)

Guidance and Frameworks

- [Better Care Fund policy framework 2025 to 2026 - GOV.UK](#)
- [Professional standards for practice, conduct and ethics | RCOT](#)
- 4.5.3 (You intervene as early as possible, to optimise outcomes and to reduce, delay or prevent future needs where possible.)
- [Adaptations without delay | RCOT](#)
- [Disabled Facilities Grant \(DFG\) delivery: Guidance for local authorities in England - GOV.UK](#)
- [Disabled Facilities Grants: Overview - GOV.UK](#)
- [Mental-capacity-act-code-of-practice.pdf](#)
- [How To Assess A DFG](#)
- [CHAPTER 1](#) (Home Adaptations for Disabled People – A Good Practice Guide)
- [Better Care Fund policy framework 2025 to 2026 - GOV.UK](#)

Care Act 2014

- [Layout 1: \(Home adaptations, integration and The Care Act\)](#)
- [The Care Act 2014 and occupational therapy: a handy summary | Local Government Association](#)
- [Care Act 2014 –](#)
Section 1 – Wellbeing.
Section 9 – Assessment.
Section 2 – Prevention.
Section 77 - Registers of sight impaired adults, disabled adults.
- [Care act 2014 | RCOT](#)
– **PDF:** Care Act 2014 guidance for Occupational Therapists and Foundations.



Surrey CC website

- [Major adaptations - for disabled and older people - Surrey County Council](#)
- [Adult social care and support - Surrey County Council](#)

Specialist Teams:

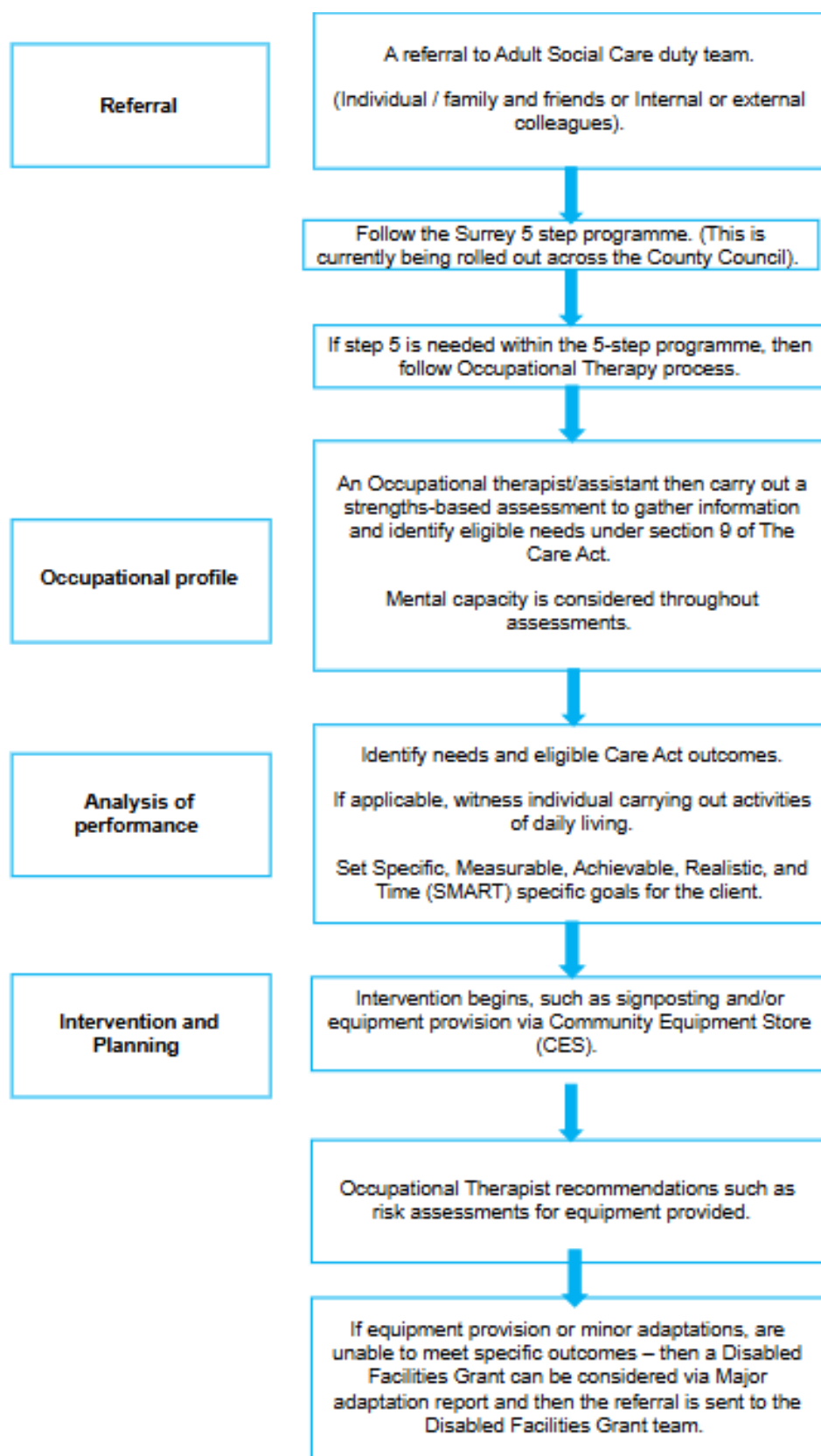
There are specialist teams that operate countywide, such as Mental Health (including Enabling Independence, Mental Health Central Duty Teams and Reablement). These services will refer to the relevant locality team or specialist (countywide) Learning Disability and Autism or Transition OT teams for DFG related cases.

The Transition Team are a specialist Adult Social Care team who support your people aged 18-25 who have a diagnosed learning or physical disability, sensory impairment or Autism. Young people are required to have an active EHCP at the point of referral which is from 14 and older. The Transition Occupational Therapy service is available to young people who open to the Transition Team.

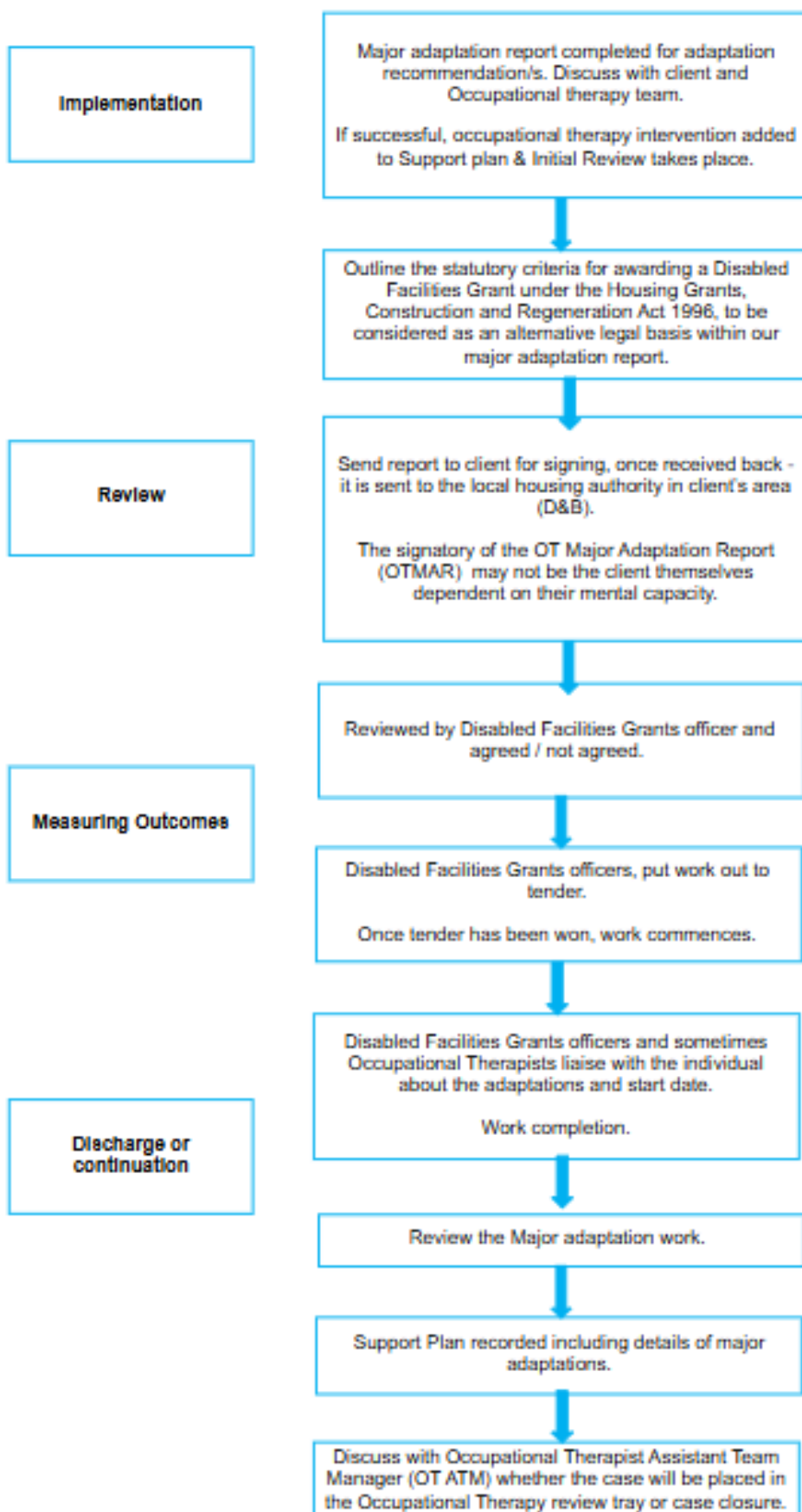
[Local Offer Introduction to the Occupational Therapy \(OT\) service - Surrey County Council](#)

[Who is the Transition Team and how they support someone preparing for adulthood - Surrey County Council](#)

Surrey OT Process:



Surrey OT Processes continued:



Surrey County Council 5 step model (Programme rolled out across Adult Social Care)

The 5 Steps Model is a cultural change for service provision in Adult Social Care (ASC). Setting Occupational Therapists (OTs) free from institutional thinking, it is underpinned by clinical judgement. Through the unique OT practice of Activity Analysis, every decision is rooted in critical thinking by gathering qualitative information and weighing up possible intervention in a person-centred way. The 5 Steps Model upholds the Care Act Principles as it cultivates a partnership of combining people's strengths and resources with OT skills and knowledge, empowering people with choice and control and resulting in a confident and competent OT workforce.

Step 1: Signposting.

Services claim to signpost while still placing most people on a waiting list. Waiting lists elevate the cost of stress and anxiety and prolong unmanaged risk. By implementing the 5 Steps Model, skilled, honest and transparent conversations, present options to people based on their individual circumstances and needs. People then have choice and control to choose a pathway best suited for them. Historically, ASC would complete emergency visits to manage people's immediate risks and fill the gap created by NHS capacity issues. As a result, people missed an essential window of rehab, which lead to deconditioning. A study found that for people above 80 years of age, 10 days in bed is the equivalent of 10 years in muscle aging. Therefore, past reactive practice, however noble, had a detrimental on people's long-term needs and outcomes. The 5 Steps Model conversations focus on establishing which service is the best placed to meet people's short and long-term needs.

Step 2: Order equipment from duty – at the point of contact.

Step 2 requires acquiring the skill of asking the right questions to enable OTs to see by hearing. Through application of clinical judgement and critical thinking, OTs become confident and competent to meet people's needs through Step 2, rather than making people wait for months while their function and confidence decline. Through positive risk taking, people's real risk of harm is reduced.

Step 3: EQuip, Photos, Virtual Assessments.

If unable to implement Steps 1 or 2 due to a lack of essential environmental information, Step 3 is initiated. Step 3 presents tools for people to provide OTs with additional information to go back to Step 1 and 2. EQuip Notebook guides people to do measurements which may be essential for equipment provision. It also acts as a prompt to ensure people's needs are met in one go. EQuip can also serve as a self-referral document. For example, instead of referring to ASC OT, hospital OTs save time by giving the EQuip to people who can then complete the document in their own time and sent it to OT.

Step 4: MeAssured (MeA) Clinic/Smart Working OT (SWOT) Service.

Step 4 is a 'quick stop' between meeting people's needs in a time efficient and proportionate manner on duty and the longer waiting times for a full OT assessment. At MeA, up to 12 people can be assessed by an OT Assistant. SWOT enables on the spot assessments and reviews for people who may not engage with the previous steps in the duty process, e.g. for people with hoarding tendencies, etc.

Step 5: Allocations for face-to-face visits.

Step 5 is a face-to-face assessment for individuals whose needs cannot be met in another way. It indicates complexities and risk factors of the person's environment, needs and care which requires physical assessment, support, trial of equipment and observation.

It is at step 5 is where the assessment for a major adaptation/ Housing Needs Assessments would take place.

To note:

Due to the specific needs of individuals supported by the Learning Disabilities & Autism (LD&A) and Transition teams, the standard five-step Occupational Therapy (OT) is not currently implemented.

Communication and engagement challenges often present barriers to applying this structured approach in full.

Instead, both teams adopt a strength-based model within their duty processes, focusing on signposting, prescribing, and replacing equipment where appropriate. The equipment workbook is used occasionally, depending on the circumstances.

Foundations

Foundations are the national body for Disabled Facilities Grant (DFGs), and Home Improvement Agencies as contracted by the Ministry of Housing, Communities and Local Government.

At Foundations, we support local authorities and home improvement agencies across England to deliver better home adaptations. Our role is to simplify complex processes, share practical solutions, and help you make a real difference to people's lives.

Foundations help local authorities and home improvement agencies with clear, practical guidance to tackle challenges and improve services. Offering advice and support from simple one-off questions to facilitating service improvement workshops.

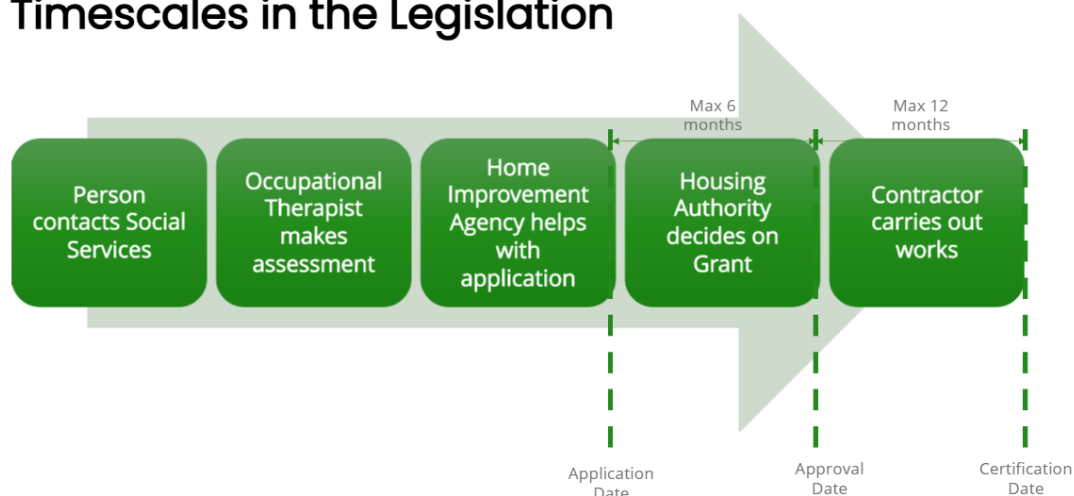
Foundations offer learning and development with training courses and Foundations LIVE (up to date latest sector news, insights and innovations).

Consultancy –

Deep dive into DFG reviews. Policy development & drafting.

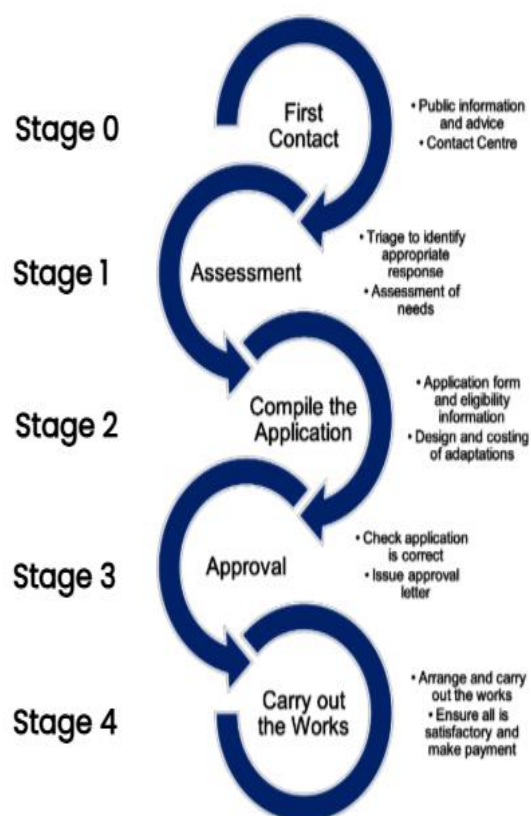
- [Guides developed by Foundations](#)
- [AdaptMyHome](#)
- [Comprehensive Analysis of Housing Adaptation Policies in 2024](#)
- [Learn More About Handyperson Services](#)
- [DFG Champions Roadshows Return for 2025](#)
- [Sample Disabled Facilities Grant \(DFG\) Webpage Template for Local Authorities](#)

Timescales in the Legislation

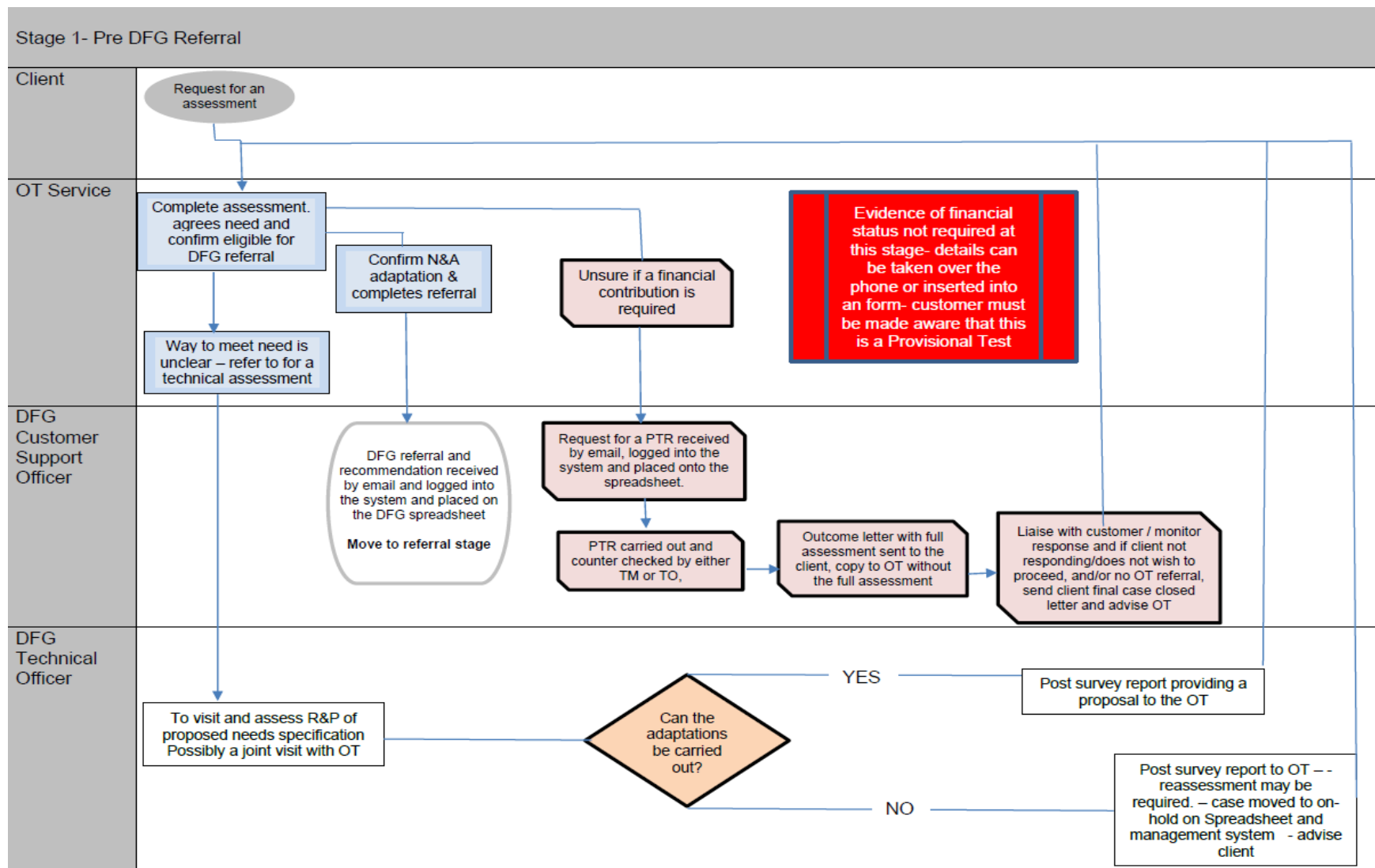


The 5 Stages of DFG

Type	Target timescales (working days)				
	Stage 1	Stage 2	Stage 3	Stage 4	Total
Urgent & Simple	5	25	5	20	55
Non-urgent & Simple	20	50	20	40	130
Urgent & Complex	20	45	5	60	130
Non-urgent & Complex	35	55	20	80	180



Pre DFG Referral



Definitions:

- N&A – Necessary and Appropriate
- PTR – This is a technical performance requirement (specifications for adaptations)
- R&P – Reasonable and Practicable

Snapshot of variances between District and Boroughs (pages 16-20)

We requested some information from Surrey's District and Boroughs via a Microsoft form, to get an understanding of the differences of waitlist times, how many of the officers trusted assessor trained, how many tenders each District and Boroughs go out for, means testing (what is and isn't means tested), what happens when the DFG is likely to go over the £30k threshold, any other uses for the DFG budget, how many Occupational therapists they use within their team or privately, and do they communicate the report to the Surrey County Council's Occupational therapists.

This form then collated the data and captured in an excel spreadsheet, simplified on the table below.

The form: <https://forms.cloud.microsoft/e/YWDB81Aidr>

To note: DFGs are completed with capital funding, Adult Social Care does not hold capital funding for this purpose.

Also to note: Most D&Bs have Handyperson services for minor works and equipment. Requests do not always need to go via Millbrook.



District and/or Borough	How Many OT's do you have ?	What is the average wait time for the client, from the point of referral sent by an OT?	Trusted Assessor Training ?	Other DFG Uses?	How many quotes for Tender?	What happens for an over £30k Case?	Spec Sent to OT?	Private OT Reports?	Private OT Report Process?	OT Follow-up?
Epsom and Ewell	0	No wait list; immediate pick-up.	Yes	None	2 generally; 3 if >£30k.	Means tested discretionary top-up; other statutory funders approached.	Yes	None	Rarely received	Yes, especially for complex cases
Elmbridge	0	3-month wait for surveyor; HIA visit within 4 weeks.	No	None	1 (<£5k), 2 (£5–10k), 3 (>£10k).	Assessed by care team manager; discretionary DFG may apply.	Yes	None	Accepted, preferably via SCC.	Yes
Mole Valley	1 funded in locality team	235	Yes	None	2 (<£10k), 3 (>£10k).	HIA forms; assessed with OT; discretionary grant considered.	Yes	Funded OT in team	N/A	Yes, throughout

Snapshot of differences between Districts and Boroughs



Reigate and Banstead	0	Not specified; clarification requested on which stage.	No	None	Usually three; two allowed with justification ; one for highly specific items.	Max grant £55,000; top-up from SCC (for children); adults rarely exceed limit.	Yes	None	Must go through Council for funding approval.	Yes
Tandridge	0	Currently no waiting list	Yes	Yes – DFG is only one use of better care funding. We have other statutory duties to fulfil with this funding.	Minimum two; exceptions for specialist products	Means-tested discretionary top-up; other statutory funders approached	Yes – we have a duty to consult	Yes, cost can be included in the grant.	Yes, it can be included, in the grant.	Yes – we do not plan to end this practice under the five-step programme
Woking	1	Average 213 days (from enquiry to completion) but no “waiting list” as such	Yes	None	1–2 for basic; 2+ for higher value	Ask Social Services for top-up; otherwise, client funds	Yes	None	It can be accepted if it contains what we need	Not by Surrey OTs
Spelthorne	0	Immediate pick-up and contacted	Yes	None	3	SBC for adults, SCC for children,	Yes	None	Not applicable	Yes (SCC OT)

Snapshot of differences between Districts and Boroughs



		within 1 week.				or resident contribution				
Runnymede	0	131 days	Yes	Digital technology in homes	3 (via Intend, pre-agreed basket rates)	Full project management, admin, surveying	Yes	None	Not used	Yes (SCC OT) Yes, close collaboration with OT teams
Surrey Heath	0	2–6 months	Yes	No	3 (2 accepted if justified; 3 required for extensions)	Only for extensions or garage conversions	No	None (residents pay if they want to speed up)	Sent to HIA inbox	Notified ASC for review
Guildford	2 part time	Panel decision: 1 week Case worker visit: 2 weeks Surveyor visit: 2–4 weeks	Yes	Survey costs, private OT assessments (not community projects)	3	Rare – 1 in 2023–24, none in 2024–25	Yes	11 in 2024–25	Via online portal with email notification	The Weekly panel reviews all new cases.

Snapshot of differences between Districts and Boroughs



Waverley	0	Panel decision: 1 week Case worker visit: 2 weeks Surveyor visit: 2–4 weeks	Yes	Survey costs, private OT assessments (not community projects)	3	Rare – 1 in 2023–24, none in 2024–25	Yes	103 in 2024–25	Via online portal with email notification	
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Housing Policy Mapping

A snapshot of the variance of adaption criteria housing policy per District and Borough.

Policy Map – Means Tested adaptations (N/A for Children)

(Pages 23-25)

District and/or Borough	Stairlifts	Level Access Showers	Wash Dry Toilets	Ramps	Grab Rails	Wider Doors	Bespoke Home Extension	Heating Systems	Telecare/ Tech	Ceiling Track Hoist	Through floor lifts	Notes
Epsom and Ewell		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All mandatory adaptations except for stairlifts are means tested. Some discretionary grants are not means tested.
Elmbridge	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All adaptations are means tested.
Mole Valley	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Means testing only when there are multiple needs. Ceiling track hoists are installed via CES, under types of assistance. Mole Valley also has a handy person service.
Reigate and Banstead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All adaptations are means tested.

Tandridge	Means tested when discretionary budget runs out	✓	✓	Means tested when discretionary funding runs out	Given FOC via handyperson until funding runs out	✓	✓	✓	Capital expenditure only	These are funded via CES	✓	All mandatory DFGs are means tested. A mandatory DFG must be awarded if applicant meets legal criteria. It can cover any adaption over £1000.
Woking	✓	✓	✓	✓	Via Handy person service	✓	✓	Only if eligible under DFG	Only if eligible under DFG	Installed via CES	✓	May be eligible for works up to £15,000 per property without means test.
Spelthorne			✓	✓	✓	✓	✓	✓	✓	✓	✓	Everything except for a standard stairlift and standard level access shower is means tested.
Runnymede	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Applicants may be means tested for adaptation costs, with possible waivers at the Council's discretion based on age, illness, or financial hardship.
Surrey Heath	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Everything is means tested.
Guildford		✓	✓			✓	✓	✓	✓	Installed via CES	✓	Bathroom adaptations, through floor lifts, extensions and step lifts are means tested only.

Waverley		✓	✓			✓	✓	✓	✓	Installed via CES	✓	Bathroom adaptations, through floor lifts, extensions and step lifts are means tested only.
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Other adaptations such as kitchens and step lifts can also be considered.

Policy Map - Minor or Major Adaptations

District and/or Borough	Minor	Major
Epsom and Ewell	Any minor adaptations and improvements are processed via the Handy Person Service or a discretionary grant.	All adaptations put through via DFG.
Elmbridge	Minor is up to £2000.	Major above £2000.
Mole Valley	Usually cost less than £1000.	Over £1000.
Reigate and Banstead	Not formally defined. Indicatively, works under £1,000 may be considered minor, though these are typically addressed via CES rather than DFG. Safe & Secure Grants and HPS are not classified as minor works.	Not formally defined. Generally, works over £1,000 may be considered major, and more likely to be eligible for DFG, though this is not a strict threshold.
Tandridge	Minor up to £1000.	Major anything beyond £1000.
Woking	Minor is any work done via Handy Person e.g. grab rails, banister rails, half steps etc.	Major are ramps, stairlifts, wet floor showers, through floor lifts etc.
Spelthorne	Minor is up to £2000 per property.	Anything over £2000.
Runnymede	Maximum grant £5000 plus VAT.	Anything above £6000.
Surrey Heath	Minor is any work done via Handy Person e.g. grab rails, banister rails, half steps etc.	Major are ramps, stairlifts, wet floor showers, through floor lifts etc.
Guildford	Grab rails, external rails to paths, small ramps, banister rails, half steps, lever taps.	Larger adaptations, wet rooms, stairlifts, through floor lifts, extensions.
Waverley	Grab rails, external rails to paths, small ramps, banister rails, half steps, lever taps.	Larger adaptations, wet rooms, stairlifts, through floor lifts, extensions.

Examples of Good Practice/ Case Studies:

District and Borough	Link to Examples of Good Practice/ Case Studies
Epsom and Ewell	 Epsom and Ewell Borough Council Spot
Elmbridge	 Elmbridge BC Case Studies.docx
Mole Valley	 Mole Valley Disabled Facilities G
Reigate and Banstead	 Reigate and Banstead DFG Case
Tandridge	To be updated.
Woking	 Woking Borough Council DFG Case Stu
Spelthorne	 Spelthorne DFG case studies.docx
Runnymede	 Runnymede DFG case study.docx
Surrey Heath	 Surrey Heath DFG Case Study.docx
Guildford	 Case Study Guildford.docx
Waverley	 Waverley case study.docx

Housing Policy Comparison table:

This sets out the legislative bases for each policy, the types of assistance available per D&B, policy aims and eligibility.

Pages 30-32



District and/or Borough	Legislative Basis	Types of Assistance	Policy Aims	Eligibility	Means Testing
Epsom and Ewell	Housing Grants Act 1996; Regulatory Reform Order 2002	Mandatory DFGs, Discretionary Home Adaptation & Improvement Assistance, Handyperson Service	To remain safe and independent at home and to improve the health and wellbeing of the resident	Homeowners/tenants, main residence, OT recommendation	Yes (where applicable as per EEBC Private Sector Housing Assistance Policy)
Elmbridge	Housing Grants Act 1996; Regulatory Reform Order 2002	Mandatory DFGs, Discretionary Grants (e.g., Safe at Home, Energy Efficiency), Home Improvement Loan	Support independence, remedy hazards, improve safety	Homeowners/tenants, main residence, OT recommendation	Yes
Mole Valley	Housing Grants Act 1996; Regulatory Reform Order 2002	DFGs, Safe and Secure Grants	Broader discretionary support, help those unable to contribute financially	Homeowners, tenants, landlords with disabled tenants, OT recommendation	Yes (except for children)
Reigate and Banstead	Housing Grants Act 1996; Regulatory Reform Order 2002	Mandatory & Discretionary DFGs, Small Works Loans/Grants, Safe & Secure Grants, Handy Person Service	Support independence, safety, and health	Homeowners/tenants, main residence, OT recommendation	Yes (except for children)
Tandridge	Housing Grants Act 1996; Regulatory Reform Order 2002	Mandatory DFGs, Discretionary financial assistance and loans	Support independence, reduce accidents, ease pressure on services, improve incidents of disrepair in private sector homes	Not a person from abroad, have a legal interest in the property (owner [includes landlords], private or housing association tenants or be a licence holder [mobile homes])	Yes (except for children)
Woking	Housing Grants Act 1996; Regulatory	Mandatory DFGs, locally funded discretionary assistance (if funding available).	Support mental health, reduce isolation, empower independence.	Homeowners/private or housing association tenants, main	Yes

Housing Policy Comparison Table



	Reform Order 2002			residence, OT recommendation	
Spelthorne	Housing Grants, Construction and Regeneration Act 1996; Regulatory Reform (Housing Assistance) (England and Wales) Order 200	Mandatory DFGs (up to £30,000) - Aids and Adaptations Grant (up to £2,000, non-means tested) - Top-Up Grant (up to £15,000 over DFG limit) - Community Equipment Store - Handy Person Service (Home Link)	- Enable independent living - Reduce hospitalisation - Provide decent, healthy, and safe housing - Fast-track urgent adaptations	Owner or tenant - Main residence - UK citizen - Intend to live in the property for 5+ years - OT assessment required for most grants	- Mandatory DFGs are means tested - Exemptions: standard stairlift, level access shower, disabled children, MND, palliative/end-of-life cases - Aids and Adaptations Grant: non-means tested
Runnymede	Housing Grants Act 1996; Regulatory Reform Order 2002	DFGs, Handyperson Service	Assist low-income/elderly/disabled, support hospital discharge, improve energy efficiency	Homeowners/tenants (including private, local authority, social housing), OT recommendation	Yes
Surrey Heath	Housing Grants, Construction and Regeneration Act 1996; Regulatory Reform (Housing Assistance) (England and Wales) Order 2002	Mandatory DFGs (up to £30,000) - Discretionary grants for home adaptations - Fast-track funding for stairlifts - Top-up funding for major adaptations - Handyperson service - Community Equipment Service (e.g., hoists, ramps)	- Promote independence and reduce care costs - Prevent hospital admissions and support discharge - Improve health and wellbeing - Enable residents to remain in their homes - Align with Better Care Fund outcomes	All housing tenures (owners, private and social tenants) - All ages - Must meet criteria for disability or vulnerability - OT assessment required for DFGs	- Mandatory DFGs are means tested - Discretionary grants subject to funding availability - All adaptations means-tested
Guildford	Housing Grants Act 1996; Regulatory Reform Order 2002	Mandatory & Discretionary DFGs, Prevention grants, Relocation grants, Handy Person Service. Home Improvement assistance	Reduce illness/injury risk, support independence, improve living conditions	Homeowners/tenants, main residence, OT recommendation	Yes, except children and prevention grants (inc. stairlifts & ramps)

Housing Policy Comparison Table



Waverley	Housing Grants Act 1996; Regulatory Reform Order 2002	Grants and loans for repairs, improvements, adaptations	Reduce illness/injury risk, support independence, improve living conditions	Homeowners/tenants, main residence, OT recommendation	Yes, except children and prevention grants (inc stairlifts & ramps)
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To note: Dependent on whether the client lives in privately owned property, council property, housing association or privately rented alternative routes to DFG may be considered such as moving property or other grants.

Glossary:

General definitions:

BCF – Better Care Fund

D&B – Districts and Boroughs

DFG – Disabled Facilities Grant

OT – Occupational Therapist

OT ATM – Occupational Therapist Assistant Team Manager

[Useful terminology and language | RCOT](#)

[Definitions from page 15:](#)

N&A – Necessary and Appropriate

PTR – This is a technical performance requirement (specifications for adaptations)

R&P – Reasonable and Practicable

Acknowledgements

Authors	Title	Organisation
Samantha Lewis	Senior Business Manager Better Care Fund	Surrey County Council
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Yasmeen Hussien	Regional Advisor	Foundations
Lizzie Knight	Career Development Lead	Surrey County Council
Lewis Willing	Senior Programme Manager – Better Care Fund	Surrey County Council
District and Borough Colleagues		District/ Borough
Helen Kempself	Living Well Manager (Homelink and Support	Woking Borough Council
Alice Foster	Community Services Manager	Runnymede Borough Council
Debbie Firmo	Principal Housing Grants Officer	Epsom and Ewell Borough Council
Dom Prendergast	Corporate Deputy Head of Community Services	Runnymede Borough Council
Emily Burrill	Housing, Resettlement and Communities Manager	Surrey Heath
Julie Meme	Head of Living Well Community Services	Woking Borough Council
Karen Sinclair	Joint Group Head Community Wellbeing, Spelthorne BC	Spelthorne Borough Council
Stephen Mortimer Cleevely	Strategic Lead Independent Living	Spelthorne Borough Council
Helen Emin	CARE Team Manager	Elmbridge Borough Council
Jamie Camburn	DFG & Assisted Living Officer	Spelthorne Borough Council
Jane Ellis	Grants and Adaptions Manager	Tandridge District Council
Katie Jackson	Environmental Health Manager	Reigate and Banstead Borough Council
Linda Arnell	Guildford & Waverley Care and Repair Manager	Guildford and Waverley Borough Council(s)
Lisa Russell	Compliance Team Lader Environmental Health and Licensing	Mole Valley District Council
Niky Rentall	Senior Operations Manager, Independent Living	Spelthorne Borough Council
Nigel McDonald	Interim Joint Grants & Adaptations Manager	Waverley Borough Council

Nigel McDonald	Interim Joint Grants & Adaptations Manager	Guildford Borough Council
Paul Hobbs	Housing Business and Finance Team Manager	Surrey Heath Borough Council
Occupational Therapist Managers/ Assistant Team Managers	Title	SCC Locality Team
Ros Burnham	Occupational Therapist Assistant Team Manager	Guildford Locality Team
Bronia Woodhouse	Assistant Team Manager Occupational Therapist Advanced Practitioner	Transitions Specialist Team
Claire Waite	Occupational Therapist Team Manager	Learning Disability & Autism Specialist
Debbie Lee	Occupational Therapist Assistant Team Manager	Waverley Locality Team
Hannah English	Occupational Therapist Team Manager	Reigate and Banstead Locality Team
Jake Snitter	Occupational Therapist Assistant Team Manager	Elmbridge Locality Team
Karen Morgan	Assistant Team Manager (Advanced Practitioner)	People with Learning Disabilities & Autism & Transition Area
Katherine Gibbs	Occupational Therapist Assistant Team Manager	Spelthorne Locality Team
Kim Brockwell	Occupational Therapist Assistant Team Manager	Runnymede Locality Team
Liz Holness	Occupational Therapist Assistant Team Manager	Tandridge Locality Team
Ran Rai	Assistant Team Manager (Advanced Practitioner)	People with Learning Disabilities & Autism East
Sam Spanwick	Occupational Therapist Assistant Team Manager	Woking Locality Team
Samantha Whitehead	Occupational Therapist Assistant Team Manager	Surrey Heath Locality Team
Sarah Malcolm	Occupational Therapist Assistant Team Manager	Runnymede Locality Team
Joseph Sullivan	Senior Practice Lead Mental Health	Enabling Independence Service

Appendix:

Housing Policies Per District and Borough:

District and Borough	Link to Housing Policy
Epsom and Ewell	Private Sector Housing Grants Assistance Policy V5.pdf
Elmbridge	https://www.elmbridge.gov.uk/sites/default/files/2024-05/Private%20Sector%20%20Financial%20Assistance%20Policy.pdf
Mole Valley	Mole Valley Financial Assistance Policy Disabled Facilities Adaptations and Home Improvement 2023.pdf
Reigate and Banstead	Reigate and Banstead Private Sector Housing Financial Assistance for Adaptations and Repairs Policy 2022.pdf
Tandridge	Tandridge Private-Sector-Housing-Assistance-Policy.pdf
Woking	Housing Assistance Policy Woking Borough Council
Spelthorne	Spelthorne BC_DFG_Policy_2022.pdf
Runnymede	Runnymede Home Improvement Agency Assistance Policy June 24.pdf
Surrey Heath	Disabled Facilities Grant Surrey Heath Borough Council
Guildford	What are adaptations? - Guildford Borough Council
Waverley	Waverley Borough Council - grants for private housing