
Private Water Supply Grant Scheme

Everything you need to know about the grant application process

Please read these notes before completing the grant application form, incorrectly completed forms will be returned and this may delay your application. These notes are not a complete or authoritative statement of the law but provide guidance on the grant scheme and how to complete your application form.

Description of the Scheme

The purpose of the Private Water Supply Grant Scheme is to improve the quality of private water supplies and thereby the health of their users. Properties on private water supplies are eligible for a grant of up to a maximum of **£800 per property** to aid improvement works and upgrades. The scheme also encourages those who share their water supply with neighbours to undertake in a joint application to improve the supply to all users.

For supplies which are currently untreated, grant assistance is typically used to install systems to remove particulate matter and destroy potentially harmful microbiological activity. These systems most commonly involve a filtration unit combined with Ultra Violet treatment fitted to the incoming supply to the property. On some supplies the water quality may be as such that further treatment will be required to rectify other problems e.g. low pH (acidic water), excessive colour (due to peat or Iron) or Lead (from Lead pipe work).

Users of supplies which are already treated can apply for grant assistance to aid the improvement or replacement of inadequate systems e.g. replaces point-of-use UV units (kitchen tap only) with units to treat the supply to the whole property. Grant assistance can also be used to improve other parts of your water supply system which affect the quality and availability of the supply e.g. dilapidated storage tanks, external pipe work or catchment areas.

For domestic supplies (Type B) the entire grant process is free of charge - if your supply falls into the Type A classification (if it has any commercial activity e.g. hotels, self-catering, B&B, public buildings or work places) there will be a charge for the Risk Assessment.

Argyll and Bute Council is also required by law to monitor the quality of Type A supplies (this is typically on a bi-annual basis, dependant on number of users) which also incurs a charge to the owner. Type B supplies are not routinely monitored.

Who can apply for the grant?

You may be eligible for a grant if you:

- a) are a relevant person within the meaning of the 2006 Regulations, or
- b) are a responsible person within the meaning of the 2006 Regulations, or
- c) 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 private water supplies serving domestic, commercial or public premises.

A guide to the grant application process

The first step is to complete the grant application form enclosed and return this to our head office. You should include the details of all properties on the water supply, including those not applying for the grant. In the case of a joint application each owner must sign their respective section of Part H.

Please return completed application forms to;
Environmental Health (Private Water Supply Grants)
Development and Infrastructure
Planning and Regulatory Services
Argyll and Bute Council
Kilmory
Lochgilphead
PA31 8RT

Tel: 01546 604361 Fax: 01546 604410
Email: jaqui.middleton@argyll-bute.gov.uk

Once your application has been received and processed it will be passed onto an officer in your area who will contact you directly to arrange a suitable time to complete an inspection and Risk Assessment of the supply.

The Risk Assessment involves a visit to the site to examine the current condition of the supply and any associated storage tanks or treatment systems. Based on this, a report outlining the risks associated with the supply and recommendations for improvements will be completed. If you are making a joint application with neighbours it is highly beneficial if all applicants can be present during the visit.

As part of the grant process we will take water samples from your supply (if it has not been sampled recently) to determine the current microbiological and chemical conditions of the water.

On completion of improvement works a further sample will be taken to ensure that all systems installed are working appropriately. These water samples will be free of charge to all applicants.

Once you have received the Risk Assessment Report you should contact a water treatment engineer and have a quote drawn up for the cost of works. A copy of this should then be forwarded to the officer dealing with your application who will determine your grant eligibility and approve your grant.

Alternatively, some owners choose to undertake the improvement works themselves. In this case a breakdown of the equipment to be used along with expected expenditure must be supplied to the grant officer.

Any improvement works for which grant aid is requested must be approved before started. **Do not start any work until you have received your grant approval letter.** The grant cannot be paid retrospectively for works done without approval.

Grant aided works should be completed within 6 months from date of grant approval. The grant is paid on completion of the improvement works and subject to the supply meeting standards set by the Private Water Supplies (Scotland) Regulations 2006, which will require a satisfactory sample result. There are two options available with regards to payment of the grant; we can either pay applicants the grant amount due or we can pay your contractor directly.

If the applicants wish to be paid the grant due, a receipted invoice from the contractor must be submitted before a payment will be issued. Should you wish us to pay your contractor the grant due, you must complete a mandate form and pass this with your invoice from the contractor. You must get your contractors permission for this as payment will not be until works have been verified as satisfactory – see above.

Important notes

- 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.
- In the majority of cases we will require only one estimate for the proposed works, for large commercial supplies or where there are a very high number of properties served by the supply, competitive estimates may be required. It is therefore recommended that you obtain competitive estimates in such circumstances.
- Should Argyll and Bute 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.
- Grants can be paid in instalments or in full, and payments will be made directly to the person who applied for the grant. If the monies are to be paid directly to the contractor a signed mandate must be completed by you stating that payment is to another nominated party. You should ensure any recipient of a mandated payment is aware that the grant works must be assessed as complete by the Council **before** payment will be made. Contact the above address should you require a mandate form.

Please note that a private water supply grant under this scheme is not available in the following circumstances:-

A local authority shall not make a grant to or in respect of:

- a) any public body or office-holder (excluding a person who, or body which, only from time to time functions of a public character);
- b) any person erecting or causing to be erected a building which the provisions of Section 63 of the Water (Scotland) Act 1980 apply (refers to the requirement to provide a sufficient supply of wholesome water to the building). This relates to new properties;
- c) 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 or a Dangerous Building notice in terms of Section 30 of the Building (Scotland) Act 2003;
- d) premises which comprise a dangerous building within the meaning of Section 29 of the Building (Scotland) Act 2003;
- e) empty or unoccupied premises; or
- f) 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; or
- g) any properties where it is intended to connect to the public mains water supply.

Further information and advice

For further advice on your private water supply and the grant scheme, contact your local Environmental Health area office.

Email: envhealth@argyll-bute.gov.uk

Tel: 01546 605519

General information regarding private water supplies is also available from the following websites;

www.privatewatersupplies.gov.uk

www.argyll-bute.gov.uk/pws

Definitions

Relevant Person: i.e. a) person who provides the supply, or b) occupies the land from, or on which, the supply is obtained or located on, or c) exercises powers of management or control in relation to the supply.

Responsible Person: i.e. 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).

Occupier: The person who occupies the premises.

Owner: The person who legally owns the premises.

Let Premises: Includes all premises where the person occupying it is not the owner, e.g.: Tied cottages, private rents, etc, irrespective of whether a payment of rent is made, it does not include holiday accommodation (- which is classed as commercial).