

**REFERRAL FORM FOR BUILDING ADAPTATIONS**

CASE DETAILS SECTION

CRITERIA

Adoption Fostering  **HM Land Registry Check complete (*For Finance use only*)**

‘Top up Funding’ request for separate DFG Adaptation.

 (***Please complete case details below for consideration***)

CARER DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Forename/s |  |
| Address and postcode of property to be adapted: |
| Home telephone number |  | Mobile telephone number |  |
| E-mail address |  |

SOCIAL WORKER

|  |  |
| --- | --- |
| Name |  |
| Base address: |
| Telephone number (VOIP) |  | Telephone number (other) |  |

BUSINESS CASE – For consideration to Head of Children in Care.

|  |
| --- |
| Please provide details of work required, how the adaptation will benefit the child/carer and any other information in support of this case  |
| Business case continued: |

APPROVAL AND TRACKING SECTION

FINANCIAL SERVICES

|  |  |
| --- | --- |
| Referral received by Financial Services (1) | Passed for approval in Principal (2) |
| Date: | Date: |

REFERRAL CONSIDERED - APPROVED IN PRINCIPLE TO PROCEED– Head of Children in Care (3)

|  |  |
| --- | --- |
| Signature or Email received | Date |
|  |  |

FINANCIAL SERVICES

|  |  |
| --- | --- |
| Land Registry Check requested by Legal Services (4) | Date: |
| Confirmation of Land Registry check received by Legal Services | Reference: |
| Confirmed Referral Form sent to Property Services (5) | Date: |

PROPERTY SERVICES (6)

|  |  |
| --- | --- |
| Feasibility confirmed and estimated costs received from property services  |  |
| Estimated cost (including contingency) Net value. | £ |

AGREEMENT GIVEN FOR ADAPTATION COSTS/REPORT -Head of Children in Care (7)

|  |  |
| --- | --- |
| Signature/ or Agreement email | Date  |
|  |  |

**Reporting**

STRATEGIC DIRECTOR APPROVAL (8) Yes No

BUDGET AGREEMENT RECEIVED

|  |  |  |  |
| --- | --- | --- | --- |
| Signed Report received by Financial Services (9) | Date: | Report Approval  | Date |

FINANCIAL SERVICES (10)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mortgage /Property information. Letter/forms.  | Valuation requested. (Email) | Capital WBS Code Requested. | Information passed to Legal Services to begin LC process. | Property Services instructed to proceed to next stage. |
| Date Sent: | Date Sent: | Date Sent | Date Sent | Date Sent |
| Date received: | Date received: | Date received: | Date received: | Date received: |

LEGAL SERVICES (11)

|  |  |  |
| --- | --- | --- |
| Signed Legal charge CONFIRMATION received by Financial Services | Date: | Reference: |
| Legal Services Email/notification confirming funding can be released. | Date: |  |

PROPERTY SERVICES (12)

|  |  |
| --- | --- |
| Property notified of Signed Legal Charge to proceed:  | Date: |

|  |  |  |
| --- | --- | --- |
| Tender information received. | Tender Agreed. (MW approval) | Nb. Increase costs/additional report etc. (add comments below) |
| Date | Date |

|  |
| --- |
| COMMENTS |

|  |  |
| --- | --- |
| Commencement of Work. | Date: |

FINANCIAL SERVICES (13)

|  |  |  |
| --- | --- | --- |
| Work complete & signed off Financial Services notified.  | Solicitor receipts etc for costs incurred ( if applicable) to maximum agreed. | Revenue cost centre: |
| Date | Checked ok -Payment released. | Date: |

(14)

|  |  |  |
| --- | --- | --- |
| Property recharge email received | Funding released from Adaptation budget. | WBS code: |
| Date: | Date |  |