

## CHIA Fee Structure

Please contact us for free advice to discuss your needs

Stage	Description	Fees	Payment Terms
1	Survey & Sketch Proposal	An initial deposit of £500 plus VAT.	Payable on Submission and before works are ordered.
2	Tendering		
	Planning (if required)	50% of the works cost payable up front	
	Building regs (if required)		
3	Listed Building Works	Fees to be agreed	
4	Project Management	Final 50% of cost of works plus any remaining agency fees.	Payable on completion of works

As a guide, if the work you require is a level access shower costing £5,500, then the fee you would pay would be £825 plus VAT, based on a 15% fee.

## Useful Contacts

### Cambridge City Council

01223 457841

### South Cambs District Council

03450 450 500

### Huntingdonshire District Council

01480 388388

### Cambridgeshire Direct

### Occupational Therapy:

0345 045 5202

### Care Network Cambridgeshire

(01223) 714433

General: (01954) 211919

[www.carenetwork.org.uk](http://www.carenetwork.org.uk)

### Age UK Cambridgeshire

0300 666 9860

[www.ageuk.org/cambridgeshire](http://www.ageuk.org/cambridgeshire)

### Cambridgeshire County Council

0345 045 5202

[www.yourlifeyourchoice.org.uk](http://www.yourlifeyourchoice.org.uk)

For more information visit  
[www.cambshia.org](http://www.cambshia.org) or  
call us on 01954 713330/713347

Also visit us on  
Facebook, Twitter & Instagram



Improving Homes - Improving Lives

## Helping You Adapt Your Home Without Grant Funding



Cambs Home Improvement Agency works in Cambridge City, Huntingdonshire and South Cambridgeshire

South Cambs Hall  
Cambourne Business Park  
Cambourne

Cambridge CB23 6EA

Tel: 01954 713330/713347

Email: [hia@cambshia.org](mailto:hia@cambshia.org)

[www.cambshia.org](http://www.cambshia.org)

## Who We Are

Cambs HIA is the Home Improvement Agency covering Cambridge City, Huntingdonshire and South Cambridgeshire District Council. Our aim is to assist the elderly, people with disabilities and vulnerable people with building related works to their home to enable them to continue to live independently, safely and comfortably for as long as they wish.

Although our primary role is to assist clients with the application process for Disabled Facilities Grant (DFG) funding, if you do not qualify for grant funding following the means test process, Cambs HIA has an experienced team of Caseworkers and Surveyors who can work with you as a private arrangement to help find the right solution for you.

## Working With You As A Private Arrangement

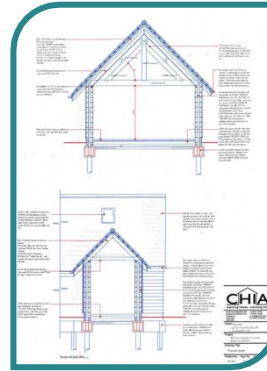
If you are able to self-fund the works identified by your Occupational Therapist, Cambs HIA would be happy to work with you to project manage your works from start to finish. We would work from the guidance given by your Occupational Therapist to ensure that any works we complete on your behalf are safe and meet your needs.

Before works commence an agreement would be drawn up and signed by both parties, and the fees for using the Agency will be confirmed.

## Who We Are

Our fee covers all the work we do to ensure that your adaptations are completed to your satisfaction. For this fee (please see table for fee structure) we will:

1. Carry out a survey of your property and produce drawings and a detailed schedule of works for your approval.
2. Obtain all necessary planning and building regulations approvals.
3. Deal with the tendering process and provide copies of quotes and any other information to you, as appropriate.
4. Instruct your chosen contractor and arrange a pre-contract meeting, if the works are complex.



5. Agree a start date with you and your contractor.
6. Instruct a Cambs HIA Surveyor to deal with any issues on site.
7. On completion of the works and receipt of an invoice, a Cambs HIA Surveyor will inspect the works and ensure they have been completed to an acceptable standard, agreed by you. We will ensure that any warranty information is supplied as appropriate.
8. Apply for VAT exemption on any disabled adaptation work.
9. Fees are payable in three stages; an initial deposit, then 50% at the start and the balance on completion.

