



Cheshire West & Chester Council

# Conversion Grant

This grant is for the conversion of long term empty property or commercial premises to provide new units of private rented residential accommodation.

Visit: [cheshirewestandchester.gov.uk](https://www.cheshirewestandchester.gov.uk)



Cheshire West  
and Chester

## Who can apply for a Conversion Grant?

You may be eligible for a Conversion Grant if:

- The dwelling or premises has been vacant for at least 12 months.
- Planning permission has been granted for the conversion.
- The properties are of a type and size identified by the Council as required to meet a housing shortage within the borough, and in areas where there is an identified need
- You have an owner's interest in the property

## How much grant can I apply for?

You may apply for a grant covering 50% of the cost of the eligible works up to a maximum of £15,000 per unit of accommodation, with a maximum of £75,000 per overall scheme. Council officers will also work out what is a reasonable cost for the work to be carried out including VAT and all eligible fees. The grant is non repayable unless a condition is breached.

## How will my property be assessed?

You will be asked to submit architects plans, planning permission, building regulation approval and a schedule of the conversion / repair works, together with two quotes for the costs of the works. An officer from the Private Sector Housing Team will need to inspect the property in its unimproved condition. We will then establish the eligible costs for the work.

## What conditions apply if my application is successful?

There are a number of conditions that apply in respect of the award of a Conversion Grant. These include:

- The owner / landlord must become a member of the Cheshire Landlord Accreditation Scheme on completion of the works.
- Landlord must guarantee to let at an affordable rent (Local Housing Allowance rate); issue a 12 month tenancy and allow the Council to nominate tenants for three years.
- No further assistance is available for the property for 15 years from the completion date for that property.
- Property must meet the Decent Homes Standard and have an EPC rating of C or higher.
- Work must be completed and property occupied within 12 months of the grant being approved.

**Please Note:** Owners must submit their application and have received written approval before starting the works and that grants and loans offered by the Council are subject to available funding.

## How do I apply for an Conversion Grant?

Applications and details are available online. Information provided will help us assess whether you are likely to be eligible for any financial help.

Empty homes | Cheshire West and Chester Council.

## Contact:

Who do I contact at the council if I need further information? Should you have any other queries please do not hesitate to contact:

**Empty Homes Team, The Portal, Wellington Road,  
Ellesmere Port, CH65 0BA**

Tel: 0300 123 7038

Email: [emptyhomes@cheshirewestandchester.gov.uk](mailto:emptyhomes@cheshirewestandchester.gov.uk)

## What if I'm not happy with the decision?

The Council's "Comments, Compliments and Complaints" scheme sets out how customer feedback will be dealt with. Where you believe the Council has failed to provide the level of service expected, a complaint can be made through this procedure via the councils website [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

Or you can contact the Council by letter or telephone at:

Cheshire West and Chester Council

Solutions Team

The Portal

Wellington Road

Ellesmere Port CH65 0BZ

Tel: 0300 123 8123

### Additional Information

The grants described in this leaflet form part of the Home Assistance Policy for private sector renewal introduced by the council from April 1 2024.

It is not a full statement of the law or council policy.

You can obtain a copy of the full policy document by contacting the Private Sector Housing Team on Tel: 0300 123 7038 or visit: [cheshirewestandchester.gov.uk](http://cheshirewestandchester.gov.uk)

#### Accessing Cheshire West and Chester Council information and services

Council information is also available in audio, Braille, large print or other formats. If you would like information in another format or language, including British Sign Language, please email us at:

**[equalities@cheshirewestandchester.gov.uk](mailto:equalities@cheshirewestandchester.gov.uk)**

**Tel:** 0300 123 8 123 **Textphone:** 18001 01606 275757

**email:** [equalities@cheshirewestandchester.gov.uk](mailto:equalities@cheshirewestandchester.gov.uk)

**web:** [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)