

If you need any more information about the Adaptations Agency or Disabled Facilities Grants, please contact us by telephone;

01274 434520

OR

Write to us at;

Housing Service,
1st Floor South Wing,
Jacobs Well,
Bradford,
BD1 5RW.

www.bradford.gov.uk/housing

Department of Regeneration,
Housing Service,
1st Floor South Wing,
Jacobs Well,
Bradford,
BD1 5RW.

IMPORTANT INFORMATION

about your




Disabled Facilities Grant

Enquiry

We have now brought in **deadlines** (or time limits) for both our officers to process some stages of the grant and for you to respond to our requests.

This means that you will get your adaptation as quickly as possible.

To help you to meet these deadlines, every time we send you a letter;

-  We will tell you what you need to do;
-  We will tell you how quickly you need to do it, by giving you a deadline; (a date by which it must be done).
-  It is important that you do what we are asking you to do as soon as possible — but always before the deadline.

We believe that these deadlines are reasonable and that you should be able to meet them.

(If exceptional circumstances exist which prevent you from meeting a deadline, you **MUST** let the Admin Team in Housing Improvements know, before the deadline has passed! Please telephone 01274 434520)

We will do everything we can to process your grant quickly. Please help us to do this by meeting the deadlines that we have given you.

**PLEASE REMEMBER:
Your grant WILL be
cancelled if you don't
meet your deadlines!**