

Sustainable Warmth Grant Scheme – Application Form

Action Surrey will collate, retain and process all application forms on behalf of the Surrey Local Authority consortium. Further information on the scheme can be found at:

www.actionsurrey.com/improve/SustainableWarmth

1. Applicant Details

Name	
Address	
Postcode	
Phone / Mobile	
E-mail	
Date of Birth	
How did you hear about this scheme?	

2. Have you applied for a previous grant scheme with Action Surrey?

<input type="checkbox"/>	No	I have not applied for any previous grant schemes with Action Surrey
<input type="checkbox"/>	Yes	<i>Please tell us if you received measures under a previous grant scheme. (e.g. EPC, Survey/Retrofit Assessment, loft insulation, wall insulation, underfloor insulation, solar PV, solar thermal, air source heat pump). When did you engage with previous energy grant scheme(s) with Action Surrey?</i>

3. Tenure

<input type="checkbox"/>	Owner Occupier	<input type="checkbox"/>	Private Tenant (Your landlord will need to contribute financially, please ask them to contact us).
<input type="checkbox"/>	Shared Ownership (The freeholder will need to provide permission before works can begin).	<input type="checkbox"/>	Other (Please specify)

4. Type of Property

<input type="checkbox"/>	House <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Mid-terrace <input type="checkbox"/> End-terrace	<input type="checkbox"/>	Bungalow <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached
<input type="checkbox"/>	Park Home <input type="checkbox"/> Single unit <input type="checkbox"/> Double unit	<input type="checkbox"/>	Other (please specify)

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ThamesWey
1999 - 2019 20 years of building sustainable communities

5. What is your current primary heating source?

<input type="checkbox"/> Mains gas <input type="checkbox"/> Boiler and radiators / wet underfloor system <input type="checkbox"/> Warm air system	<input type="checkbox"/> Electric <input type="checkbox"/> Boiler and radiators <input type="checkbox"/> Storage heaters <input type="checkbox"/> Electric underfloor heating <input type="checkbox"/> Plug-in electric heaters
<input type="checkbox"/> Fossil fuels <input type="checkbox"/> Oil <input type="checkbox"/> LPG <input type="checkbox"/> Coal	<input type="checkbox"/> Renewables <input type="checkbox"/> Air Source Heat Pump <input type="checkbox"/> Ground Source Heat Pump <input type="checkbox"/> Biomass Boiler
<input type="checkbox"/> Other (please specify)	

6. What is the Energy Performance Certificate (EPC) rating of your property?

Search for your property EPC here: <https://www.gov.uk/find-energy-certificate>

<input type="checkbox"/> A, B or C (Not eligible under this scheme, please do not proceed further)	<input type="checkbox"/> D (Properties with a D-rating are limited under this scheme)
<input type="checkbox"/> E	<input type="checkbox"/> F
<input type="checkbox"/> G	<input type="checkbox"/> I don't know/my property doesn't have an EPC.

7. How many adults (over 18 years old) live in the property?

8. How many children (under 18 years old) live in the property?

9. Does anyone in the property receive one of the following means-tested benefits?

Tick all that apply.

<input type="checkbox"/> Universal Credit
<input type="checkbox"/> Council Tax Reduction/Support Benefit (excluding Single Occupancy or other discount)
<input type="checkbox"/> Income Related Employment & Support Allowance
<input type="checkbox"/> Income-based Jobseeker's Allowance
<input type="checkbox"/> Income Support
<input type="checkbox"/> Housing Benefit
<input type="checkbox"/> Guaranteed Pension Credit (not Pension Savings Credit alone)
<input type="checkbox"/> Warm Homes Discount or Cold Weather Payment (not Winter Fuel Payment)
<input type="checkbox"/> Child Tax Credits or Working Tax Credits

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If you have ticked any of the above benefits, please continue to Section 12. If the household does not receive any means-tested benefits, or you are unsure, please complete 10-12.

All **adults** in the household must be named in the table below, and the entire household income must be declared.

Income that will be not be counted is that of:

- Full time students (we may ask for admissions letter/student loan letter).
- Lodgers – their income is not counted, but any rent they pay is included as household income.

10. Household Annual Income

Name (please provide for all adults)	Full-time student or lodger? (If yes, we do not need their income information)	In receipt of any benefits?	Employment status	Gross annual income from all sources (benefits, employment, state pension, private pensions, lodger agreements, shares, dividends)
Main Applicant:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired	£ _____
Additional Adult 1:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired	£ _____
Additional Adult 2:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired	£ _____
Additional Adult 3:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired	£ _____

Please indicate which income evidence(s) you will be submitting, totalling the above income declared: *Tick all that apply.*

<input type="checkbox"/>	Payslips – last 3 months
<input type="checkbox"/>	State Pension – 2022 official letter
<input type="checkbox"/>	Private Pension – P60 (Tax Year ending 2022)
<input type="checkbox"/>	Other benefits certificates (dated within last 12 months)
<input type="checkbox"/>	Self-employed SA302 and Tax Overview (most recent tax year submitted)

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11. Personal Savings

Please respond to the following statement:

The household currently has combined savings of £50,000 or more.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Selecting 'Yes' to this question won't automatically disqualify your application, but we may take this into account when reviewing all parts of the application. This grant scheme aims to assist those who are currently living in fuel poverty. Action Surrey reserves the right to decline any application where there is doubt surrounding the household income declared, or where the household's financial situation does not demonstrate fuel poverty.

12. Is anyone in the household considered vulnerable?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Space to add further details if you wish to make us aware of additional needs: (e.g. email communication only, memorable word for phone calls).

Your answer to this question does not affect the eligibility of the household and instead enables us to offer appropriate levels of support throughout the process.

13. Proof of Address and Supporting Evidence

All applicants will need to provide a Council Tax Bill for 2022-23 as proof of address. If you have difficulty providing this, please let us know as soon as possible.

Additionally, we will require evidence of the declared benefits/income in Section 9 or 10. Evidence must be provided in full, showing recipient and address, and dated within the last 12 months.

If you wish to submit this form online first, we can review and inform you what we require in supporting evidence. If you are returning this form by post, please call us first so we can inform you in advance of posting the form back.

Please read the scheme expectations below and sign the Customer Commitment form in Section 13 (page 6).

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Scheme Expectations:

- The Sustainable Warmth grant offers eligible households funding towards eligible measures as detailed in the project FAQs. The maximum level of funding is dependent on the pre-EPC rating of the property and whether the primary heating source is on or off-gas.
- The funding deadline - by which installations must be completed - is **31st March 2023**.
- **Upgrades to EPC D-rated properties are strictly limited by the government, therefore applications for E, F and G-rated properties will be prioritised.**
- Proof of address is required for an application to be reviewed. If a resident cannot obtain this, the application will be cancelled. We therefore may not be able to review applications from residents who have recently moved house without this proof.
- Our installers are all Trustmark Accredited and comply with PAS2030:2019 & MCS standards.
- Grant conditions state that insulation measures must be installed prior to renewable/low-carbon heating, as per the 'fabric-first approach'. Viable insulation measures will be identified during the retrofit assessment and survey process.
- Subject to survey, installers may be required to install ventilation. These can include, but are not limited to, additional extractor fans, trickle vents, positive input ventilation (PIV) and extractor fans. These may cause some disruption during installation, but are funded and ensure the installation complies with appropriate ventilation standards.
- For loft installation, the loft space must be entirely cleared of personal belongings prior to installation. Failure to do this by the date agreed with the installer may result in the installation being cancelled. New loft boarding will not be funded.
- The roof must be in a suitable condition to install Solar measures. Installers reserve the right to terminate an installation at any point, if they deem it high-risk or unsafe.
- Action Surrey reserves the right to withdraw an application where documentation provided is insufficient, where a household is not considered to be in fuel poverty, or where a customer's behaviour towards an installer or Action Surrey team member is deemed unacceptable.

Data Processing Preferences

To assist in the administration of the program, Action Surrey would like to process your personal data in order for Surrey County Council, Cambridgeshire and Peterborough Combined Authority (CPCA), BEIS or their appointed contractors to contact you to participate in further research and evaluation activities.

Your consent is not required for the installation to take place. You have the right to withdraw consent at any time by using the contact details provided in the Privacy Notice.

Do you consent to Surrey County Council, BEIS, or their appointed contractors, using your provided contact details to recontact you for the purpose of research and evaluation related to the installation received under the Sustainable Warmth scheme?

Yes No

PTO

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14. Customer Commitment

I confirm that I understand the project process and will provide relevant information and/or documentation when required to enable the work to go ahead.

I understand that this is not an entitlement grant, and neither submission of an application, nor confirmation of meeting the eligibility criteria guarantees funding.

I understand that the contractual relationship is between me (the Customer) and the Installer, and that I have no contractual relationship with Surrey County Council or with ThamesWey Sustainable Communities Limited, whose role in this scheme is limited to referring a Customer to an Installer and distributing funding from the Government under the Green Homes Grant Local Authority Delivery Sustainable Warmth scheme, through Action Surrey.

I consent to an updated EPC being carried out prior to works and understand that my application will not be progressed further if the rating is A, B or C. I understand that EPC D-rated homes are limited under this phase and priority is given to E, F and G rated properties.

I understand and agree that I cannot apply for the Boiler Upgrade Scheme payment for any renewable/low-carbon heating works funded in full by this grant.

I confirm that I am a named owner of the property in my application, as stated on the Title Register property deeds, held by HM Land Registry. I consent to a land registry check and understand that if I am found not to be named on these documents, my application will be withdrawn.

To deliver and administer the Green Homes Grant Local Authority Delivery (GHG LAD) scheme, personal data will be processed by ThamesWey, Cambridge & Peterborough Combined Authority (CPCA) and BEIS. I consent to this by agreeing to the Privacy Notice.

I hereby declare that the information I have provided is correct to the best of my knowledge. I understand that supplying false information for a grant application is classified as fraud and this may result in allocated grant funding being removed and further grant applications being rejected, and that I may be liable for the cost of any installations completed or in progress.

Full Name			
Address			
Signature		Date	

Please submit this form to info@actionsurrey.org and we will be in touch to discuss.

If you wish to submit by post, call us on 0800 783 2503 and we can inform you of further documentation to send in one envelope.

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