**Epsom and Ewell Boiler Upgrade Grant (EEBUG) – Application Form**

Action Surrey will collate, retain and process all application forms on behalf of Epsom and Ewell Borough Council. Further information on the scheme can be found at: [**www.actionsurrey.org**](http://www.actionsurrey.org)

**This scheme is only applicable to properties that are heated by mains gas with owner occupier status.**

**Please read the scheme expectations on Page 5.**

Please note: If you reside within a listed building or conservation area, improvements under this scheme may not be possible.

1. **Applicant Details**

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

|  |  |  |
| --- | --- | --- |
|  | I confirm | **Please confirm your property is heated by mains-gas or that you have a mains gas connection** |
|  | I confirm | **Do you have a broken boiler, out of service or one that is near it’s end of life?** |

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

|  |  |  |
| --- | --- | --- |
|  | No | I have not applied for any previous grant schemes with Action Surrey |
|  | Yes | ***Please tell us if you received measures/surveys under a previous grant scheme and when this was.*** |

1. **Tenure**

|  |  |
| --- | --- |
|  | Owner Occupier |
|  | Shared Ownership\* |
|  | Other ( Please specify ) |

**\*Funding for shared ownership may depend upon the contract with the resident and the shared ownership provider. Private tenants cannot apply for the grant.**

1. **What type of property do you live in?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **House**  Detached  Semi-detached  Mid-terrace  End-terrace |  | **Bungalow**  Detached  Semi-detached  Mid-terrace  End-terrace |
|  | **Park Home**  Single unit  Double unit |  | **Flat**  Ground floor  Mid-floor  Top floor  Maisonette |
|  | **Other (please specify)** | | |

|  |  |
| --- | --- |
| 1. **How many adults (over 18 years old) live in the property?** |  |
| 1. **How many children (under 18 years old) live in the property?** |  |

1. **Does anyone in the property receive any of the following means-tested benefits?**

|  |  |
| --- | --- |
|  | Universal Credit |
|  | Council Tax Reduction/Support Benefit (**not including** Single Occupancy or other discount) |
|  | Income Related Employment & Support Allowance |
|  | Income-based Jobseeker’s Allowance |
|  | Income Support |
|  | Housing Benefit |
|  | Pension Credit |
|  | Warm Homes Discount or Cold Weather Payment (**not** Winter Fuel Payment) |
|  | Child Tax Credits or Working Tax Credits |

**If you have ticked any of the above benefits, please continue to Section 9.**

**If the household does not receive any means-tested benefits listed above, or you are unsure, please complete Section 8 below.**

1. **Household Annual Income**

All **adults** (aged 18 and over) in the household must be named in the table below, and the entire household income must be declared.

Income that will not be counted is that of:

* Full time students (we will need admissions letter/student loan letter).
* Lodgers – their income is not counted, but any rent they pay is included as household income (we will need the tenancy agreement).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:  ……………………  …………………… | Yes | Yes No  If Yes, please specify:  ……………………………………. | Full-time  Part-time  Self-employed  Unemployed  Retired | £\_\_\_\_\_\_\_\_\_\_\_\_ |
| Additional Adult 1:  ……………………  …………………… | Yes | Yes No  If Yes, please specify:  ……………………………………. | Full-time  Part-time  Self-employed  Unemployed  Retired | £\_\_\_\_\_\_\_\_\_\_\_\_ |
| Additional Adult 2:  ……………………  …………………… | Yes | Yes No  If Yes, please specify:  ……………………………………. | Full-time  Part-time  Self-employed  Unemployed  Retired | £\_\_\_\_\_\_\_\_\_\_\_\_ |
| Additional Adult 3:  ……………………  …………………… | Yes | Yes No  If Yes, please specify:  ……………………………………. | Full-time  Part-time  Self-employed  Unemployed  Retired | £\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Total Gross Annual Household Income:** | £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

|  |  |
| --- | --- |
|  | Payslips – last 3 months |
|  | State Pension – 2023 official letter |
|  | Private Pension – P60 (Tax Year ending 2023) |
|  | Other benefits certificates (dated within last 12 months) |
|  | Self-employed SA302 and Tax Overview (most recent tax year submitted) |
|  | Bank Statements – please speak to our team if you wish to submit these as evidence |

1. **Is anyone in the household considered vulnerable?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

*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).* This enables us to offer the appropriate support throughout the process.

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.

1. **Proof of Address and Supporting Evidence**

All applicants living as a sole occupier will need to provide the latest Council Tax Bill 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 7 or 8. Evidence must be provided in full, showing recipient and address, and dated within the last 6 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 if you are unsure, 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 11 (page 6).**

1. **Scheme Expectations**

* The Epsom and Ewell Boiler Upgrade Grant offers eligible, on gas households, funding towards a gas replacement boiler or repair as detailed in the project FAQs. The maximum level of funding is assessed on a case by case.
* You must have a broken boiler, one that is out of service (not functioning) or a boiler near its end of life (10 years or not A rated can be used as a reference for old boilers).
* Action Surrey reserves the right to allocate funding based on their internal verification and eligibility process and award for boiler replacements will not necessarily be on a first come, first served basis.
* The funding deadline - by which installations must be completed - is **31st March 2025.** We will not accept applications after 31st December 2024.
* Subject to survey, installers may be required to install additional piping, ventilation flues or any additional plumbing or electrical works.
* Our installers are Trustmark Accredited and comply with PAS2030/2035 :2019 for boiler installation only. Repairs will not follow PAS 2030/2035:2019.
* Proof of address is required for an application to be reviewed. If a resident cannot obtain this, the application will be cancelled.
* 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.
* The new replacement Boiler will be issued with a warranty provided by the installer. For the boiler to remain in warranty it must be serviced annually, the cost for annual services after install will not be covered by Action Surrey or its installer partners. Please get in touch with the installer for more information on this.
* Eligible residents can not choose the installer or receive grant funds directly. Installers will be part of Action Surrey’s network and will be paid by Action Surrey when works and accreditation documents are complete and received.
* At the end of installation the customer will be required to sign a ‘Satisfaction Completion Form’.
* In some cases, where it has been suggested that a replacement boiler is not needed, a fully covered repair will also be considered. Please be aware that this repair will not issue an additional warranty for the boiler. This repair may also void any previous warranty and it is on the costumers risk to proceed with the work. Action Surrey will discuss this in more detail if necessary.
* Funding for this scheme is very limited, we urge residents to submit an application as soon as possible. Action Surrey reserve the right to close the Grant Fund earlier than the stated close date of March 2025.
* For those cases in which the cost of the boiler is out of scope, Action Surrey will try, as much as possible, to seek additional funding but this will not be guaranteed.

1. **Customer Commitment**

I confirm that I have read – and agree to - the scheme expectations above, and the project FAQs.

I understand the project process and will provide relevant information and/or documentation when required to enable the work to proceed and that I will adhere to any project auditing requirements.

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 Epsom and Ewell Borough Council, or with ThamesWey Sustainable Communities Limited, whose role in this scheme is limited to referring a Customer to an Installer and distributing Government funding via the scheme, through Action Surrey.

I understand that some additional works may be required as mandatory to comply with current installation standards, and refusal of this may result in an inability for the cost to be covered by the funding and voiding of the works guarantee.

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 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 Epsom and Ewell Boiler Upgrade Grant, personal data will be processed by ThamesWey (Action Surrey) and Epsom and Ewell Borough Council . 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 by emailing** [**info@actionsurrey.org**](mailto:info@actionsurrey.org)

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. **Postal Address: Action Surrey, Energy Centre, 9 Poole Road, Woking, GU21 6DY.**

**If you haven’t heard from our team within 2 weeks of submitting your application, please get in touch with us**