

**homelife
carlisle**
improving homes
improving lives

**DISCRETIONARY
HOUSING & SUSTAINABLE WARMTH
GRANT APPLICATION**

Please complete this form and return it to: -

homelife@carlisle.gov.uk (preferred) or

Homelife Carlisle HIA, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG



Applicant's Details:

Name(s)			
Address			
Postcode			
Phone / Mobile			
Partner's Mobile			
E-mail and Partner's Email			
DOB		Applicant 2 DOB	

How many adults are in your household?

How many children are in your household?

Ages of children: _____

Is anyone in your household pregnant?

Are you a person from abroad who may be subject to the habitual residence test OR subject to immigration control OR Have you come to live in the UK within the last five years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a member of staff or closely related to anyone who is employed by Carlisle City Council? If so, who?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
How did you hear about our service? Word of mouth <input type="checkbox"/> Website <input type="checkbox"/> Letter through post <input type="checkbox"/> Radio <input type="checkbox"/> Used service before <input type="checkbox"/> Referral <input type="checkbox"/> Who informed you: _____				

Tenure:

<input type="checkbox"/> Owner Occupier	Landlord details if relevant:
<input type="checkbox"/> Private Tenant*	
<input type="checkbox"/> Social Housing*	
<input type="checkbox"/> Other - Specify _____	

*Work that your landlord is responsible for may not be covered by a Discretionary Housing Grant. If you are a tenant please contact the HIA for advice before applying.

Property:

What type of property is your home?

Bungalow ☐ Detached house ☐ Flat ☐ Semi-detached ☐ Terrace ☐

How many bedrooms does your property have?	
When was the property built?	
Are you aware of any asbestos in the property? Give details	
Do you have any textured coatings (e.g. artex). If so, where?	
Are you aware of any hazards or potentially dangerous structures? Give details	
When was your boiler last serviced?	
Is your property connected to mains gas?	

What is your current main heating?

- | | |
|--|--|
| <input type="checkbox"/> Gas boiler & radiators | <input type="checkbox"/> Solid fuel boiler and radiators |
| <input type="checkbox"/> Gas warm air central heating | <input type="checkbox"/> Oil boiler & radiators |
| <input type="checkbox"/> LPG gas boiler & radiators | <input type="checkbox"/> Gas or electric fires only |
| <input type="checkbox"/> Electric storage heaters | <input type="checkbox"/> Air Source Heat Pump |
| <input type="checkbox"/> Plug in electric heaters | <input type="checkbox"/> Ground source heat pump |
| <input type="checkbox"/> Other electric heating (please state) | <input type="checkbox"/> Other |
| _____ | (specify) _____ |

Eligibility – please complete all sections, you may not need to meet all criteria to qualify for funding**Health:**

Do you, or anyone in your household, have any of the following health or medical conditions:

	Applicant	Partner	Other
Arthritis (Osteo & Rheumatoid requiring regular treatment & review)			
Cancer			
Cardiovascular disease (e.g. Heart Disease or Stroke)			
Diabetes			
Mental illness and receiving treatment			
Dementia			
Respiratory Disease (e.g. COPD, Emphysema, severe Asthma)			
Other (specify below)			

Additional health information (optional) _____

Please give details of who to contact if you would like us to discuss the work with someone other than yourself: _____

Are you currently in hospital or have you been in the last 7 days? Yes ☐ No ☐

If yes, please confirm which, hospital, ward and date admitted: _____

Do you have a blue badge? Yes ☐ No ☐**Please provide documentary evidence (e.g. a letter from a health professional, prescription or similar).**

Benefits:

Do you, or anyone in your household, receive any of the following benefits:

- ☐ Personal Independence Payment (PIP)/Disability Living Allowance (DLA))
- ☐ Attendance Allowance
- ☐ Employment Support Allowance (ESA). Please state if Income or Contribution based?
- ☐ Industrial Injuries Disablement Benefit
- ☐ Carers Allowance
- ☐ Pension Credit. Please state if Savings or guaranteed?
- ☐ Universal Credit
- ☐ Tax Credits (working or child)
- ☐ Council Tax Reduction (NOT single person discount)
- ☐ Other (please specify)
- ☐ Currently in the process of applying for benefits (please specify)

Space for more benefit information:_____

Income and Savings:

	Name	Annual Net Income (inc. benefits)	Annual Gross income (Inc. benefits)
Resident 1		£	£
Resident 2		£	£
Resident 3		£	£
Resident 4		£	£
Total		£	£

(Please provide evidence such a wage slips or benefit/pension award letter)

How much is you rent or mortgage per annum?

(Please provide evidence such as mortgage statement) _____

Do you, or a member of your household, own other property or capital assets?

(If yes, please provide evidence of capital value) _____

Do you and your partner/other household members (if applicable) have COMBINED savings and capital of:

Less than £16k ☐ £16k-£23.5k ☐ Over £23,500 ☐

(please provide evidence such as 2 months bank statements)

Please provide recent documentary evidence of your income (including benefits) and savings.

Measures Requested

	Details e.g. Location, Fuel Type or Quantity
Heating	
First time central heating	
Replacement boiler	
Low carbon heating (e.g. renewables)	
Heating controls	
Heating repair (specify)	
Boiler or fire service	
Extra radiators or fire	
Insulation	
Loft – specify top up or first time	
Cavity Wall	
External Wall	
Internal Wall or Room-in-Roof (specify)	
Underfloor	
Draught-proofing (specify locations)	
Single to double glazing	
Safety and Wellbeing	
Key-safe	
Deep Clean	
House clearance	
Window/door security	
Electrical Safety (*)	
Private water supply or replacing lead pipework	
Asbestos removal	
Gas safety check	
Measures for dementia (specify)	
Measures for hospital discharge (specify)	
Other	
Roof repairs	
Damp	
Building repairs (specify)	
Other (specify)	

() An Electrical Installation Condition report may be required as part of the grant before any works are carried out. Remedial work essential for safety that is identified in the report must be carried out without delay to remove the risks.*

If you are eligible for an energy efficiency measure under a government funded scheme such as ECO or Sustainable Warmth, you may be referred to a suitable provider depending on the circumstances and the suitable measures highlighted under PAS2035:2019 may vary from those applied for.

It is the applicant's responsibility to ensure that any relevant planning permission or building control consent is obtained before the works start. No works shall be carried out without formal grant approval and no retrospective applications will be considered. Please note the grants are discretionary.

I/we being the legal occupiers of the Property authorise and instruct Carlisle City Council's Home Improvement Agency, Homelife Carlisle, to act on my behalf to provide the following services:

- ~ Prepare a schedule of works and obtain any necessary specialist reports
- ~ Obtain competitive estimates from contractors selected by the HIA
- ~ Obtain details from the Land Registry to confirm ownership of the Property
- ~ Assist with the application process to secure Discretionary Housing Grants funding
- ~ Subject to the approval of funding instruct the selected contractor(s) to carry out the agreed work and make all necessary payments directly to the contractor(s)

I/we understand that:

Grant funding can only be paid for work that has been carried out to the Property. If I/we prevent the contractor(s) from completing the agreed work, no payment will be made and I/we will be liable for any sums owed to the contractor.

I/we agree that in the event of the grant application being successful I/we agree that the grant shall include the amount indicated below (as varied from time to time) as a contribution to the cost of the Council to provide the service. The charge will be based on the charging levels as agreed from time to time by the Council for each financial year.

Please ensure that the details on this form are true as it may invalidate your grant application if they are not. The Council reserves the right to cancel the grant application or reclaim any monies paid at any time based on false or misleading information provided by you during the application process. If the grant was paid based on false or misleading information The Council may decide to register any monies paid as an indefinite local land charge on your property.

If you have any queries about this form please contact Emma Bishop on 01228 817443 or write to us at:
Homelife Carlisle HIA, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
or Email: homelife@carlisle.gov.uk

Home Improvement Agency fees (usually paid using grant funding at no cost to applicant if eligible):

Discretionary Grants (less than £500) 2021-2022	Discretionary Grants 2021-2022	General Agency fees
Admin. fee: £75.00 + VAT Handyperson admin fee: £75 per case plus handyperson hourly rates Key Safe: £75.00 + VAT per case plus handyperson charge of £20	Admin fee: £522.50 + VAT Additional quotes from contractors within same grant: £303.33 + VAT	For other schemes: 15% of net cost of work Home Visits & surveys: £67.50 + VAT Applications assistance: £67.50 per hour + VAT (usually 2 hours)

FOR DISCRETIONARY HOUSING GRANTS ONLY. NOT APPLICABLE TO SUSTAINABLE WARMTH GRANTS:
I/we certify that I/we intend to live in the qualifying property as my/our only or main residence throughout the grant condition period (10 years) or for such shorter period as my/our health and other relevant circumstances permit.

Any grant of £5,000 or over which The Council decides has added value to the property will be registered as a local land charge. If I/we dispose of the Property within 10 years of completion of the Grant works I/we agree to repay to the Council, the whole amount of any Grant of £5,000 or over approved to me/us by the Council inclusive of VAT and fees. (For example; a grant of £6,000 would require to be repaid in full. A grant of £2,000 would not be registered.)

DATA PROTECTION PRIVACY NOTICE

Regulatory Services of Carlisle City Council are committed to ensuring that your information is used appropriately. We will use your information for the purpose of providing you with a service. The full **Privacy Notice** which explains how your information is handled can be viewed at :

<https://www.carlisle.gov.uk/Privacy-Statement/Regulatory-Services-PrivacyStatement>. We will take appropriate steps to ensure your information is secure, and we will only make it available to those who have a right to see it. Subject to the details contained within the **Privacy Notice** you have the right to withdraw consent at any time and you also have the right to access the information we hold about you. You can request this, seek further information or guidance, or make a complaint by **writing to the Data Protection Officer** : Civic Centre, Carlisle, Cumbria, CA3 8QG or **Emailing**: dataprotection@carlisle.gov.uk

You have asked Carlisle City Council's Home Improvement Agency, Homelife Carlisle, to arrange for grant-funded work to be carried out. In order to process the grant application The Council may need to provide information about you to other council departments, external organisations and companies.

This privacy statement is to make you aware that we may need to share your personal and/or sensitive information that you provide to us in the application including with the following:

- A) **HEALTH PROFESSIONALS, SOCIAL SERVICES, OCCUPATIONAL THERAPISTS OR TRUSTED ASSESSORS.**
These may be employed by NHS, Cumbria County Council or private consultants. For certain equipment or measures a recommendation from a professional may be required.
- B) **OTHER INTERNAL DEPARTMENTS** such as Revenues and Benefits, Building Control, Planning, Housing, Environmental health, Benefit Advice Service.
- C) **EXTERNAL ORGANISATIONS** dealing with other grants such as charitable grant providers, Foundations Independent Living Trust and organisations dealing with government schemes such as ECO providers, Ofgem and delivery partners of central and local government home energy schemes such as the Energy Company Obligation and Renewable Heat Incentive, . This information may include your welfare benefit entitlement. Our data sharing agreement with ECO suppliers and our 'Statement of Intent' for ECO flexible eligibility scheme can be found: <https://www.carlisle.gov.uk/homelife>
- D) **THE DEPARTMENT FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY (BEIS)** and its contractors for delivery, administration and evaluation of the Sustainable Warmth Grant Scheme, statistical, research and fraud prevention purposes. Your personal data may also be shared with other Government departments where necessary. Personal data shared with BEIS will be stored on our IT infrastructure and may therefore also be shared with our data processors Microsoft and Amazon Web Services. As personal data shared with BEIS will be stored on our IT infrastructure, and may be shared with our data processors Microsoft and Amazon Web Services, your data may be transferred and stored securely outside the UK and European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

- E) PRIVATE BUILDING CONTRACTORS AND CONSULTANT SURVEYORS who have been approved by the Council to carry out grant work.
- F) OTHERS WITH AN INTEREST IN THE PROPERTY for example your housing association, leasehold management company, landlord or and individual or company who shares ownership of the property

The Local Authority is an independent controller for the personal data. For any information shared with BEIS, BEIS will also become an independent controller on receipt of any personal data shared with them.

The legal basis for processing your personal data is a Public task: Processing is necessary for the performance of a task carried out in the public interest. The specific public task is the delivery, administration, and evaluation of, as well as statistical, research and fraud prevention purposes relating to, the Sustainable Warmth Scheme, a government funded scheme aiming to raise the energy efficiency of low energy performance homes (especially those rated at EPC Band E, F or G). The Government funding is provided to Local Authorities who set up arrangements for consumer engagement and the delivery of installations in homes. Also the public task is the performance of functions under s.31 of the Local Government Act 2003, the duty to ensure public money is used responsibly and functions under fuel poverty and climate change legislation.

Please note that to restrict data sharing may prevent us from sharing sufficient information to process the grant application and supply the service you require. We never sell your data to third parties or use it for marketing purposes without your consent.

Carlisle City Council has a duty to protect the public funds it administers and accordingly may use the information you have provided for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

STORAGE OF INFORMATION

To help you we need to store information about you. Your information will be retained for a minimum period of six years from the date of your last contact with Homelife Carlisle Home Improvement Agency and ten years if the grant is registered as a land charge. Please contact us if you wish to obtain a copy of your information.

Full details of The City Council's Housing Assistance Policy can be found on The City Council website: www.carlisle.gov.uk/homelife. The Council's statutory duty to carry out data processing for grant applications is derived from the following pieces of legislation: Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 and Housing Grants, Construction And Regeneration Act 1996

For Sustainable Warmth Grants only your personal data will be stored securely by BEIS for a maximum period of 25 years following the close of the Scheme. BEIS may choose to store anonymised data beyond this period. You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer , BEIS, 1 Victoria Street, London, SW1H 0ET, Email: dataprotection@beis.gov.uk

Please read the statement below and sign if you agree to the terms of the grant application:

I/We authorise Homelife Carlisle Home Improvement Agency, Carlisle City Council to share and obtain personal/sensitive information about me. (Only personal and not sensitive data is expected to be shared with BEIS for the purposes of Sustainable Warmth grants).

I/we understand that Carlisle City Council may choose to audit applicant's eligibility and request evidence of income and/or vulnerability. I/we give consent for a land registry check to be made to confirm ownership or discuss with my landlord as required. I authorise the Local Authority to make checks with the City Council's Council Tax or Benefits Department, DWP or HMRC to verify the information I have provided above.

I/We authorise Homelife Carlisle Home Improvement Agency, Carlisle City Council, to contact, receive and give information to third parties from whom, or to whom, we refer or signpost to, in order to ascertain the progress and outcome of any referral and to help speed up the application process.

I/We understand that this may require the disclosure of some of my personal details to the third party or for the agency to disclose information. I/We authorise Homelife Carlisle that information given, either from a referring agency, or to an agency that I have agreed to be referred to, may share relevant information including any supporting documentation regarding my financial circumstances, welfare benefit entitlement, housing information and health.

I/we, the householder/s, understand that the agreement to install measures is between this household and the Approved Contractor and not Carlisle City Council. By making this application we cannot guarantee that the application will be successful and the final decision whether to award a Grant will be made by Carlisle City Council.

I/we, the householder/s, hereby confirm all the information provided on this form to be correct

Householder/s Signatures

Householder 1	Householder 2 or Property owner (if different from householder 1)
Name:	Name:
Signature:	Signature
Date:	Date:

Address of Property: _____

To assist in the administration of the Sustainable Warmth scheme the Local Authority would like to process your personal data in order for the Local Authority, BEIS or their appointed contractors to contact you to participate in further research and evaluation activities. Do you consent to the Local Authority administering the scheme, 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 scheme? Your consent is not required for the installation to take place. You have the right to withdraw consent at any time by contacting Carlisle City Council, or BEIS, using the contact details provided in the privacy notices.

Yes ☐ No ☐