

homelife
carlisle

improving homes
improving lives

**DISCRETIONARY
HOUSING & ENERGY
EFFICIENCY MEASURES GRANT
APPLICATION**

**CARLISLE
CITY COUNCIL**



www.carlisle.gov.uk

Please complete this form and return it to: - Homelife Carlisle HIA, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Address of property where the work is to be carried out ("The Property"):			
Applicants Full Name:			
Partners Full Name:			
Address for correspondence if different from above:			
Email:	Home Tel:	Mobile/other:	
Applicant's Date of Birth:		Partner's Date of Birth:	
Do you own the Property for which you are applying for the grant?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If it is a leasehold property, how many years are left?			
Do you have the duty of power to carry out the relevant works?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have household buildings insurance?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have a boiler service plan or heating repair cover?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you obtained written consent from your landlord to carry out the proposed measures? *	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
If you rent your property please provide your landlord's or letting agent's name & contact details:			
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"/>
Have you applied for a discretionary housing grant from Carlisle City Council before?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If so, what was the grant for and when?			
How did you hear about our service? Word of mouth <input type="checkbox"/> Website <input type="checkbox"/> Article in paper <input type="checkbox"/> Radio <input type="checkbox"/> Used service before <input type="checkbox"/> Referral <input type="checkbox"/> Who informed you:			

***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.**

Which measures are you applying for? (Please tick all that may apply)

	Details	Quantity
Key safe		
Deep Clean		
House clearance		
Window / Door security		
Damp-proofing		
Electrical safety (*)		
Double glazing windows		
Double glazing doors		
Private water supply		
Adaptation (including DFG top-up)		
Other (Provide details)		
Heating		
Warm Homes Fund (<i>specify fuel type</i>)		
Boiler service (<i>specify model and fuel type</i>)		
Fire service (<i>specify model and fuel type</i>)		
Heating repair (<i>specify details</i>)		
New central heating (<i>specify fuel type requested</i>)		
Fire (<i>specify fuel type e.g. electric or gas</i>)		
Extra radiators (<i>specify rooms where needed</i>)		
Gas safety check including cookers		
Energy Efficiency		
Loft insulation		
Cavity Wall insulation		
Draught-proofing		
External wall insulation		
Thermostat/heating controls (<i>specify radiators or room</i>)		
Replacement boiler (<i>specify preferred fuel type</i>)		
Replacement central heating (<i>specify fuel type</i>)		
Other energy efficiency measure (<i>specify</i>)		
Dementia		
Colour & Contrast decorating		
Gas safety taps		
Carbon Monoxide alarm		
Lighting		
Other (<i>specify</i>)		

(*) 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, you may be referred to a suitable provider depending on the circumstances.

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. Are the proposed Grant works those for which a Disabled Facilities Grant has been approved or for which an application is pending? Yes No

CONFIRMATION OF ELIGIBILITY

Would the measure improve the health and well-being of the applicant or a member of their household?	Yes		No	
Would the measures promote independence at home?	Yes		No	
Would the measures assist with discharging an occupant from hospital more quickly or prevent admissions to hospital?	Yes		No	
Would the measures help keep you warmer in your home or make you more energy efficient?	Yes		No	
Would the measures reduce hazards or risks that are likely to cause harm or injury? (making your home safer and more secure)	Yes		No	

Please give details: _____

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

	Applicant	Partner	Other
Arthritis (Osteo and Rheumatoid, requiring regular treatment and review)			
Cancer			
Cardiovascular disease (for example, Heart Disease or Stroke)			
Diabetes			
Mental illness and receiving treatment			
Reduced mobility			
Respiratory Disease (E.g. COPD, Emphysema, chronic Bronchitis, severe Asthma)			
Immuno-deficiency diseases			

Other health (please specify) _____

NHS No. (if known) _____

Are you currently in hospital? Yes No

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

Do you have a blue badge? Yes No

Please provide documentary evidence in the form of a letter from a health professional, prescription or similar.

Do you, or anyone in your household, received any of the following non-means tested benefits:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Disability Living Allowance (DLA)/ Personal Independence Payment (PIP)

Attendance Allowance

Contribution based Employment Support Allowance (CB-ESA)

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Pension Credit (both Savings and Guarantee)

Universal Credit

Income based Employment and Support Allowance (IS- ESA)

Income based Job Seekers Allowance (JSA)

Council Tax Reduction formerly known as Council Tax Benefit
(NOT single person or any other discount)

Working Tax Credit

Child Tax Credit

Any other benefits? Please specify: _____

Are you in the process of claiming any benefits? Please specify: _____

How much is your HOUSEHOLD income (including all welfare benefits) NET of tax per annum?

(please provide evidence such a wage slips or benefit award)

<input type="text"/>

How much is your rent or mortgage per annum?

(please provide evidence such as mortgage statement)

<input type="text"/>

Do you, or a member of your household, own other property or capital assets? *(If yes, please provide evidence of capital value)*

<input type="text"/>

What is your total HOUSEHOLD savings and capital value? (not including the home that you reside in and pay council)

(please provide evidence such as 2 months bank statements)

<input type="text"/>

How many bedrooms does your home have?

<input type="text"/>

What type of property is your home?

Bungalow Detached house Flat Semi-detached Terrace

Would you like Homelife to add your name to Electricity North West's Priority Services Register? (see www.enwl.co.uk for more details)

Yes

No

To assess for Health Through Warmth grants:

Is your NET (after tax) annual HOUSEHOLD income (please tick as appropriate)

Less than £25k £25k-£36k Over £36k

Do you and your partner (if applicable) have COMBINED savings and capital of

Less than £8k £8k-£16k £16k-£23.5k Over £23,500

How many adults live in your household?

How many children live in your property?
(please include young adults who you are claiming child benefit for)

Please provide recent documentary evidence of your income and savings.

ENERGY EFFICIENCY AND ECO GRANT APPLICATION

(Only complete the questions in this section if you are applying for a grant for energy efficiency measures)

Do you have any children aged under 5 years of age living in your household?

YES NO

Is any member of your household pregnant?

YES NO

Other than health issues, do you consider any member of your household to be vulnerable to the effects of the cold?

YES NO

If yes, please specify how: _____

What is the Energy Performance Certificate (EPC) rating of your property if known? _____

(If you have a landlord then please ask your landlord to supply a copy of the EPC)

Does your property currently have a mains gas connection?

YES NO

What is your current main heating in the property?

Mains gas boiler & radiators LPG gas boiler & radiators Warm air gas boiler and radiators
Oil boiler and radiators Electric boiler Electric storage heaters
Solid fuel boiler & radiators Solid fuel fires Plug-in electric heaters
Other (please specify)

What year was the house built? Are you aware of any asbestos present in your property?
YES / NO. If so where?

Do you have any textured coatings (e.g. artex)? YES / NO. If so where?

Are you aware of any hazards or potentially dangerous structures? YES/NO.....

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>. 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. 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) PRIVATE BUILDING CONTRACTORS AND CONSULTANT SURVEYORS who have been approved by the Council to carry out grant work.

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.

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

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.

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.

Signature..... Date.....

Signature..... Date.....

If you have any queries about this form please contact Emma Moraitis 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

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.

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:

Discretionary 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 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.)

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.

Current Home Improvement Agency fees:

Safe and Warm Grants (less than £500) 2019-2020	Safe and Warm Grant April 2019-2020	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	Administration fee: £507 + VAT Additional quotes from contractors within same grant: £294 + VAT	For other schemes: 15% of net cost of work Home Visits & surveys: £64.67 + VAT Applications assistance: £64.67 per hour + VAT

Applicant / Occupier's certificate

The applicant(s) who is occupying the premises who has the relevant qualifying criteria (for example disability, health or welfare benefit) should sign below:

I declare that the information given above is correct and agree to the terms and conditions of the grant application:

Signed:

Dated:

Signed:

Dated:

Consent certificate

Other than the applicant, each person who is also entitled to possession or to dispose of the qualifying premises (joint owners and/or tenants) should also sign below:

I declare that the information given above is correct and agree to the terms and conditions of the grant application:

Signed:

Dated:

Signed:

Dated:

Address:

CANCELLATION

YOU MAY CANCEL THIS AGREEMENT WITHIN 14 DAYS OF IT BEING SIGNED

IF YOU WISH TO CANCEL THIS AGREEMENT YOU MUST DO SO IN WRITING and send (which may be by electronic mail) to the address below.

Complete and return this section of the form **ONLY IF YOU WANT TO CANCEL THE AGREEMENT**

To: Homelife Carlisle, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

I/we hereby give notice that I/we to cancel my/our agreement for the provision of agency services for application of discretionary housing grants at my/our home.

Signed

PRINT NAME

Date

Signed

PRINT NAME

Date

Address: