



Sustainable Warmth Grant Scheme Application Form

The Cumbrian Consortium of Local Authorities includes Carlisle, Eden, Copeland, Allerdale, Barrow in Furness and South Lakeland District and Borough Councils. Homelife Carlisle will collate, retain and distribute all application forms on behalf of the Cumbrian Consortium



Further information on the scheme can be found at:
www.carlisle.gov.uk/sustainablewarmthcumbria

1. Applicant's Details

Name/s	
Address	
Postcode	
Phone / Mobile	
E-mail	
DOB	

2. Previous Grant Scheme Application Submitted

<input type="checkbox"/>	Green Homes Grant Scheme (LAD2/1B/1A)	<input type="checkbox"/>	Any other grant funded scheme (e.g., ECO / FLEX)
<p>Please tell us what measures you have received via previous grant schemes.</p> <p>Examples may include: EPC Certificate, Retrofit Assessment, Medium-Term Planning Assessment, Solar PV, insulation, Air/Ground source heat pumps, various insulative measures.</p>			



3. Application Source

Where did you hear about the Sustainable Warmth Grant Scheme?

<input type="checkbox"/> Letter to home address	<input type="checkbox"/> Social Media
<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper / printed publication
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Leaflet

4. Tenure

<input type="checkbox"/> Owner Occupier	<input type="checkbox"/> Private Tenant <i>(Please enter your landlords' name, address and contact details below).</i>
<input type="checkbox"/> Other (Please specify)	

5. Type of Home

<input type="checkbox"/> Park Home	<input type="checkbox"/> Terrace
<input type="checkbox"/> Semi-Detached	<input type="checkbox"/> Bungalow
<input type="checkbox"/> Detached	<input type="checkbox"/> Other

6. How many bedrooms do you have in your home?

<input type="checkbox"/> One	<input type="checkbox"/> Two
<input type="checkbox"/> Three	<input type="checkbox"/> Four
<input type="checkbox"/> More than four	

7. How many adults are in your household?

8. How many children are in your household?

9. Which district you are in?

<input type="checkbox"/> Allerdale Borough Council	<input type="checkbox"/> Barrow Borough Council
<input type="checkbox"/> Carlisle City Council	<input type="checkbox"/> Copeland Borough Council
<input type="checkbox"/> Eden District Council	<input type="checkbox"/> South Lakeland District Council



10. Does anyone in your household receive any of the following benefits?

PLEASE TICK ALL THAT MAY APPLY. PLEASE SUPPLY EVIDENCE WITH YOUR APPLICATION.

<input type="checkbox"/>	Child or Working Tax Credits
<input type="checkbox"/>	Employment & Support Allowance (ESA) ? Income based? YES / NO
<input type="checkbox"/>	Housing Benefit
<input type="checkbox"/>	Income Support (IS)
<input type="checkbox"/>	Pension Credit (Specify if savings or guaranteed)
<input type="checkbox"/>	Universal Credit (UC)
<input type="checkbox"/>	Council Tax Reduction Benefit (Not single person discount)
<input type="checkbox"/>	Other (Please specify)

11. Household annual income

PLEASE SUPPLY INCOME EVIDENCE WITH YOUR APPLICATION.

We would expect the income of all non-dependent members of the household to count towards household income, except in the case where the owner occupier has a legally-binding agreement in place with a lodger who lives in the property. Where there is a lodger, the rent that the lodger pays to the owner occupier should be treated as household income.

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

Please ensure that you include ALL evidence of your household income with your application for all residents. Applications cannot be processed until all evidence is received.

ACCEPTABLE EVIDENCE OF HOUSEHOLD INCOME:

A full copy of current means-tested benefit or tax credits award letter showing your name and address including council tax reduction (benefit); universal credit; tax credits; pension credit
OR

For evidence of wages: 2 months or 5 weeks of payslips (issued within the last 3 months)

For occupational pensions: 2 months' payslips (issued within the last 3 months) or most recent current annual award letter

For self-employed: Most recent HMRC tax return showing annual income

Current non-means-tested benefit award letter (such as state retirement pension, PIP or Attendance Allowance) AND/OR

FULL months bank statement of each adult resident issued within last 3 months that clearly shows income.



12. Personal Savings

PLEASE RESPOND TO THIS STATEMENT

I/We currently have combined savings of £50,000 or more.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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We reserve the right to decline any application if it is not within the spirit of the scheme in respect of assisting those who are currently living with the financial and health effects of fuel poverty.

13. What is the EPC rating for your home (if known)?

Choose an item.

14. 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"/> Solid fuel fires only
<input type="checkbox"/> LPG gas boiler & radiators	<input type="checkbox"/> Gas or electric fires only
<input type="checkbox"/> Oil boiler & radiators	<input type="checkbox"/> Air Source Heat Pump
<input type="checkbox"/> Electric storage heaters	<input type="checkbox"/> Ground Source Heat Pump
<input type="checkbox"/> Plug in electric heaters	<input type="checkbox"/> Other (Please state)
<input type="checkbox"/> Other electric heating (Please state)	

15. Land Registry Check

I/we consent to having a land registry check on our property to confirm ownership during the process of my application.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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16. Declaration

PLEASE READ THE STATEMENT BELOW AND SIGN IF YOU AGREE TO THE TERMS OF THE GRANT APPLICATION.

I/we, the householder/s, understand that the agreement to install energy efficiency measures is between you/yourself and the Approved Contractor (and not your Local Authority).

Submission of this application form, does not guarantee that your application will be successful.

The final decision whether to award an energy efficiency grant will be made by your Local Authority.

I/we agree to complete a self-declaration to confirm that my/our household annual income is less than £30,000. I/we agree to provide evidence of income when required e.g. P60, Bank Statement, Payslip, Income Tax Self-Assessment Calculation.

As part of the scheme we, the Local Authority, will carry out an EPC, if your property falls out of the E, F or G Energy rating bracket we will not be able to progress Sustainable Warmth measures, but we will contact you to discuss other home solutions, discretionary grants and/or schemes subject to eligibility. We may be able to provide measures to a limited number of D rated homes.

I/we understand that my Local Authority/Council will audit my eligibility and request evidence of income and/or vulnerability.

I/we authorise the Local Authority to make checks with my Local Authority Council Tax or Benefits Department, DWP or HMRC to verify the information I have provided above.

To enable the administration of the Sustainable Warmth Grant Scheme we, the Local Authority, are required to process personal information relating to you and your home.

I/we authorise my Local Authority and any other related partner *(for example though not exclusive to: Another Cumbrian Local authority or Cumbria Action For sustainability Cold to Cosy project)* to obtain and share personal/sensitive information about me including to third parties from whom, or to whom, I have consented to be referred or signposted too. I understand that this is in order to ascertain the progress and outcome of any referral, to speed up the application process or as required for the administration of the grant.

Your information will be shared with your installer, your Local Authority and the Department for Business, Energy and Industrial Strategy (BEIS) who are funding the installations as part of the Scheme.

Data processing will occur for the purpose of delivery, administration and evaluation of the scheme, as well as statistical, research and fraud prevention purposes.

It is expected that processing will include linking of your personal data to other datasets and may involve contacting you to ask if you would like to participate in further research and evaluation activities.

I/we consent to being re-contacted by your Local Authority, BEIS your installer as a part of this scheme.

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



17. Householder/s Signatures*

Householder 1	Householder 2
Name:	Name:
Signature:	Signature:
Date:	Date:

Please return the form to email: homelife@carlisle.gov.uk or post to: SWC, Homelife Carlisle, Carlisle City Council, Civic Centre, CA3 8QG.

If you have any queries relating to the Sustainable Warmth Scheme, please contact your Local Authority on the contact details below:

Local Authority	Email Address	Contact Telephone Number
Carlisle City Council	homelife@carlisle.gov.uk	01228 817111
Barrow Borough Council	customerservices@barrowbc.gov.uk	01229 876543
Allerdale Borough Council		0303 1231702
Eden District Council	Better.homes@eden.gov.uk	01768 817817
Copeland Borough Council	info@copeland.gov.uk	01946 598300
South Lakes District Council	customer.services@southlakeland.gov.uk	01539 733333

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.

DATA PROTECTION PRIVACY NOTICE

Carlisle City Council is 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



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 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.

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 ten years from the date of your last contact with Homelife Carlisle Home Improvement Agency in accordance with the grant funding agreement with BEIS. Please contact us if you wish to obtain a copy of your information.