

Application Form



Ref. No. _____

Please read carefully all notes, including the additional notes on page 10 of the Form.

Please contact the Grants Office if you require advice or guidance on completing the Form. All information provided on this Form will be treated in strictest confidence.

YOU MUST NOT COMMENCE WORK ON THE BOILER REPLACEMENT BEFORE THE HOUSING EXECUTIVE ISSUES YOU WITH FORMAL APPROVAL TO DO SO. IF YOU DO COMMENCE THE WORKS WITHOUT FORMAL APPROVAL, THE BOILER REPLACEMENT ALLOWANCE WILL NOT BE PAID.

Tick (✓) answer boxes where appropriate.

Please return this Form when completed to:

For assistance telephone 03448 920 900

FRAUD WARNING

YOU WILL BE PROSECUTED IF YOU PROVIDE FALSE INFORMATION

If this form is not properly completed, we will return it to you. You will not be considered for the Scheme until the form is properly completed and returned to us.

Boiler Replacement Scheme Eligibility Criteria

A. Applicant Eligibility.

To be eligible for the Boiler Replacement Scheme you must:

Own your home and occupy it as your sole or main residence (you may also be eligible if you are entitled to have your day in the house or if you are in the co-ownership scheme);

And

The total, gross, annual income of the owner occupier/s and his/her spouse/partner must be less than £40,000;

B. Boiler Eligibility.

To qualify for the Boiler Replacement Scheme:

Your existing boiler must be at least 15 years old.

1 Applicant Details.

Title:

First Name:

Surname:

Date of Birth:

National Insurance Number:

2 Details of Spouse/Partner.

Title:

First Name:

Surname:

Date of Birth:

National Insurance Number:

**3 Address of Property where
the boiler is to be replaced**

Post Code:

To be eligible for the Boiler Replacement Scheme, this address must be your sole or main home. Holiday homes, bed and breakfast establishments, static caravans or houseboats are not eligible for consideration under this Scheme.

The Boiler Replacement Scheme is **NOT** available to private sector tenants nor to tenants of the Housing Executive or Registered Housing Associations.

4. Do you own your home, or are you entitled to your day in the house, or are you currently in the co-ownership scheme; and do you occupy your home as your sole or main residence?

Yes No

Is this property a holiday home; or a bed and breakfast establishment; or a static caravan; or a houseboat?

Yes No

You must provide your latest mortgage statement. If you do not have a recent mortgage statement, we may accept evidence of house buildings insurance. You must also submit a recent utility bill (rates demand, electricity, gas, mobile or landline telephone bill).

5 Contact Details.

Please indicate (✓) your preferred contact method.

Home telephone number:
 Mobile telephone number:
 Work telephone number:
 Email address:

6. Representative/Correspondence Details

If someone will be acting on your behalf, or if you want us to send correspondence to another address, please provide details below.

Name of Representative:
 Representative's relationship to you:
 Address:

Post Code:
 Preferred Telephone number
 Email Address

7. Is your existing boiler at least 15 years old?

Yes No

8. Are the works currently the subject of any other application to the Housing Executive for grant aid or assistance?

Yes No

If "Yes", please give details

9. Have the works ever been included in any other application to the Housing Executive for grant aid or assistance?

Yes No

If "Yes", please give details

10. Apart from the additional funding available as part of this scheme from Phoenix Natural Gas or Firmus Energy, are you applying for any other help to replace your boiler?

Yes

No

If you are applying for other help, the Housing Executive will not pay an allowance under this Scheme.

To be eligible for the Boiler Replacement Scheme, your total, gross, annual income must be less than £40,000.

Income consists of:

- **Earnings from your job (including self employment);**
- **Benefit income;**
- **Any other income including income from a pension, property rental, maintenance or similar.**

11. Is your total, gross, annual, income less than £40,000?

Yes

No

12. Income Details

If you answered “yes” at 11 above, please provide details on the next page of your total, gross, income and the total, gross, income of your spouse/partner. You must confirm, under the categories listed, **all** sources of income or benefits that you or your spouse/partner receive.

If you and your partner are employed, you must enclose with this form a recent payslip or have the enclosed certificate of earnings form completed by your employer.

Anyone else who may be registered as an owner of this property and who occupies it as their sole or main residence must also provide details of their income. If necessary, please continue on the additional sheets at page 11.

If you require any help or clarification, please contact your Grants Office on the telephone number on the front of this form.

When entering amounts in the boxes below, please indicate whether payments are received on a **weekly (w)**, **fortnightly (f)**, **monthly (m)**, **4 weekly (4)** or **annual (a)** basis

For Example: a = Annual income

	You			Spouse/Partner		
	(Amount)	(Frequency)		(Amount)	(Frequency)	
Gross Salary/Wages	£14,112 00	a		£11,223 69	a	

(a) Earned Income

	You			Spouse/Partner		
	Amount	Frequency		Amount	Frequency	
Gross Salary/Wages	£			£		

(b) Self Employment

	You			Spouse/Partner		
	Amount	Frequency		Amount	Frequency	
Gross Earnings from Self Employment	£			£		

(c) Benefits

Type of Benefit	You			Spouse/Partner		
	Amount	Frequency		Amount	Frequency	
Attendance Allowance	£			£		
Disability Living Allowance (include mobility allowance)	£			£		
Incapacity Benefit	£			£		
Retirement Pension	£			£		
Pension Credit	£			£		
Occupational Pen. (Gross)	£			£		
Income Support	£			£		
Job Seeker's Allowance	£			£		
Employment/Support Allow.	£			£		
Child Benefit	£			£		
Child Tax Credit	£			£		
Working Tax Credit	£			£		
Housing Benefit	£			£		
Rates Relief	£			£		

(d) Other Income/Benefits (please specify and show amounts and frequency of payment)

Other Income/Benefits	You			Spouse/Partner		
	Amount	Frequency		Amount	Frequency	
	£			£		
	£			£		
	£			£		

	£				£		
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I/we declare that I/we have accurately recorded all sources of income received.

I/we understand that we may be liable to prosecution if we make false statements.

I/we understand that the Housing Executive may share my details with other agencies as appropriate.

I/we understand that the Housing Executive will contact us and/or other agencies as appropriate to verify the information provided.

Signature of applicant		Date	
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Signature of spouse/partner		Date	
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13. Boiler Replacement Allowance

The amount of allowance you might get will depend on your total household income, and the works you propose to carry out.

Joint Income of owner occupier/s and spouse/partner	<u>Option 1.</u> Oil to Oil	<u>Option 2.</u> Oil to Oil with Controls	<u>Option 3.</u> Oil or Natural Gas to Natural Gas	<u>Option 4.</u> Oil to Wood Pellet
Less than £20,000	£700	£1,000	£1,000	£1,000
£20,000 - £39,999	£400	£500	£500	£500

It is more energy efficient and it may help reduce the overall cost of your fuel bills if you have controls fitted. Your installer can better advise on the benefits of including controls. If you claim additional money for the installation of controls under option 2 above, the boiler installation must comply with the minimum standards set out at note 9 on page 9 of this form.

It is permissible to replace an existing LPG boiler that is more than 15 years old with a new LPG boiler or to convert from LPG to oil or natural gas. However, we will not fund conversion from oil or natural gas to LPG. LPG

stands for Liquefied Petroleum Gas, which is usually provided in bottles or tanks. Please contact your local Grants Office for advice.

If you live in an area where natural gas is available, and you wish to convert to gas, you may be eligible to receive additional financial help from the gas utility companies.

For further information, you should contact:
Phoenix Natural Gas on 08454 55 55 55 or Firmus Energy on 08456 08 00 88.

14. Declaration.

To be completed by the Applicant.

I authorise the Housing Executive to obtain information from any source which may be relevant to my application and to share this information with other agencies.

I declare that to the best of my knowledge the details provided on this form are correct.

I understand that if I give information that is incorrect or incomplete, I will be liable to prosecution.

I declare that I own and occupy as my sole or main residence the property at the address shown at section 3.

I declare that the property at the address shown at section 3 is not a holiday home; bed and breakfast establishment; static caravan, nor a houseboat.

I declare that my existing boiler is at least 15 years old.

I enclose the following:

- | | |
|--|--|
| 1. Latest mortgage statement or
Current evidence of house buildings insurance (I do not have a
current mortgage statement) | <input type="checkbox"/>
<input type="checkbox"/> |
| 2. Most recent utility bill (rates demand or electricity, gas, mobile
or landline telephone bill) | <input type="checkbox"/> |
| 3. Most recent pay slip or certificate of earnings (if working) | <input type="checkbox"/> |

Please tick the boxes appropriate to the documents you intend sending to us. You must provide either of the documents at 1 plus one of the documents at 2 and, if you are working, one of the documents at 3.

Signature		Date	
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Please ensure that you and your spouse/partner have also signed your names on the financial declaration on page 6. You must also ensure that any other owner

occupiers who have provided details of their income have signed the relevant declaration on page 12.

Warning: Anyone knowingly making a false statement to fraudulently obtain monies is liable to prosecution.

You must not commence work on the boiler replacement before the Housing Executive issues you with formal approval to do so. If you do commence the works without formal approval, the boiler replacement allowance will not be paid.

15. Fair Processing Code and Data Protection Act 1998:

The Housing Executive must collect personal details for the purpose of establishing eligibility, facilitating the processing of the application, if eligibility is established, and enabling us to pay the Boiler Replacement Allowance, if approved, to a specified bank account.

In order to comply with the requirements of the “Fair Processing Code” and other obligations under the Data Protection Act 1998, the Housing Executive has prepared an information leaflet which is available at your local grants office, or by visiting our website:

www.nihe.gov.uk

Notes to Applicant

1. The Housing Executive accepts no duty of care for any works carried out under this Scheme.
2. The Housing Executive accepts no responsibility for the quality/standard of any work carried out under this Scheme.
3. The installer you choose to install your new boiler is responsible for carrying out the works in a competent manner. If you have any problems with your new boiler, or if your property is damaged during the boiler replacement works, you should contact your installer.
4. The boiler manufacturer will issue a specific warranty for the boiler. The installer should make clear to you that he will provide a separate guarantee for his workmanship. He should make clear to you what aspects of the works he will guarantee and for how long he will guarantee them. You should talk to your installer before any works begin to agree a warranty period for his workmanship.
5. We would advise that all electrical works carried out should be carried out by a competent electrician registered with NICEIC, ECA or an equivalent body.
6. If you are converting from oil to natural gas for the first time, your chosen installer **MUST** be Gas Safe registered and he **MUST** provide you with a Gas Safe certificate on completion of the works.
7. You must ensure that all works carried out in your home comply with all statutory requirements.
8. You or your chosen installer **MUST** apply for Building Control approval **BEFORE** any boiler replacement works are started. If you do not, you may have to pay an increased fee. The application to Building Control must clearly specify the nature of boiler replacement works planned, particularly if you intend installing full dual controls.
9. If you install a new oil boiler with full dual controls, the minimum standards we will expect to see are:
 - **Pumped System:**

The hot water and space heating should be fully pumped
(Gravity circulation is not acceptable)
A bypass valve should also be fitted at the boiler
 - **Time Control Of Space And Water Heating:**

The hot water has to be heated independently and a two channel time clock has to be provided

- **Temperature Control Of Space Heating:**

Space heating zones shall be provided by fitting thermostatic radiator valves (TRVs) on all radiators (except heat leak radiators linked to solid fuel appliances)

- **Temperature Control Of Hot Water:**

Either:

A thermostatically controlled motorised valve with a Cylinder stat on the hot water circuit shall be provided

Or

A thermostatically controlled mechanical valve shall be fitted on the hot water circuit at the hot water cylinder

to provide temperature control to the hot water.

- **Carbon Monoxide detectors shall be installed in accordance with Building Regulations.**

10. The Housing Executive will not pay any allowance under this Scheme until we have received the following documents:

- **Notification of Completion of Works form BRS 18;**
- **a final, detailed invoice, signed and dated by the installer (or if you have already paid your installer, a copy of his signed and dated receipt);**
- **clear instructions on paying the allowance (BACS 01 or BACS 02);**
- **a Building Control completion certificate in every case;**
- **a commissioning certificate or a Gas Safe certificate in every case appropriate for the type of boiler newly installed under the Scheme; and**
- **planning approval certificate where necessary.**

11. All information provided by you may be subject to verification. We reserve the right to refuse to make payment if you supply false information and you will be prosecuted.

This section is to be completed only where there are additional owners living in the property.

Please record the total, gross, income details of additional owner occupiers

Earned Income

	Additional Owner Occupier 1			Additional Owner Occupier 2			Additional Owner Occupier 3		
Gross Salary/Wages	£			£			£		

Self Employment

	Additional Owner Occupier 1			Additional Owner Occupier 2			Additional Owner Occupier 3		
Gross Earnings from Self Employment	£			£			£		

Benefits

Type of Benefit	Additional Owner Occupier 1			Additional Owner Occupier 2			Additional Owner Occupier 3		
Attendance Allowance	£			£			£		
Disability Living Allowance	£			£			£		
Incapacity Benefit	£			£			£		
Retirement Pension	£			£			£		
Pension Credit	£			£			£		
Occupational Pen. (Gross)	£			£			£		
Income Support	£			£			£		
Job Seeker's Allowance	£			£			£		
Employment/Support Allow.	£			£			£		
Child Benefit	£			£			£		
Child Tax Credit	£			£			£		
Working Tax Credit	£			£			£		
Housing Benefit	£			£			£		
Rates Relief	£			£			£		

Other Income/Benefits (please specify and show amounts and frequency of payment)

_____ **Additional Owner** **Additional Owner** **Additional Owner**

Occupier 1			Occupier 2			Occupier 3		
	£			£			£	
	£			£			£	
	£			£			£	
	£			£			£	

Please Note:

The partner/spouse of an additional owner/occupier must also provide details of all income received. Please ask for additional income sheets if you need them.

I/we declare that I/we have accurately recorded all sources of income received.

I/we understand that we may be liable to prosecution if we make false statements.

I/we understand that the Housing Executive may share my details with other agencies as appropriate.

I/we understand that the Housing Executive will contact us and/or other agencies as appropriate to verify the information provided.

Please Print Name of Additional Owner Occupier 1	
Signature of Additional Owner Occupier 1	
Date	

Please Print Name of Additional Owner Occupier 2	
Signature of Additional Owner Occupier 2	
Date	

Please Print Name of Additional Owner Occupier 3	
Signature of Additional Owner Occupier 3	
Date	