

## Stream 1 – Householders Guidance Notes

### Introduction

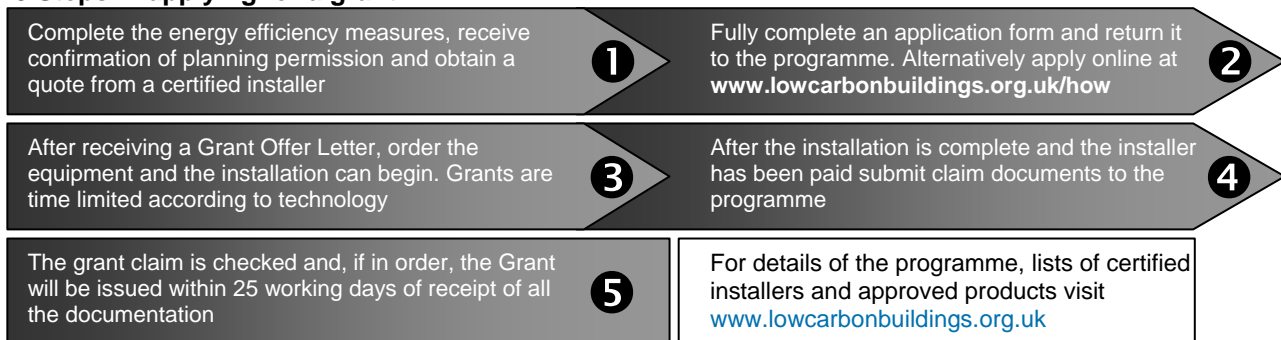
The application process for Stream 1 – Householder applications is designed to be as simple as possible for a householder to complete. The application for grant is made by the householder and therefore the contractual arrangements are between the householder and the programme administrators. Applicants must complete the application themselves whether it be online or on paper. Applications completed by third parties are null and void and will be cancelled. It is therefore important that the applicant understands the process for obtaining a grant for installing approved microgeneration technologies before applying.

Stream 1 – Householder applications will be processed, and available funds allocated, in accordance with the arrangements published at [www.lowcarbonbuildings.org.uk](http://www.lowcarbonbuildings.org.uk). Grant funds are limited so there is no guarantee that applications will be successful, even if all eligibility requirements are met.

You are only entitled to receive an overall limit of £2,500 per property in grant aid; i.e. the total amount of grant payable per property (even if two or three technologies are being installed at the property) will not exceed this amount.

Please note that this document is intended to provide general guidance only and is not intended to have any legal effect. The legal basis on which grants will be offered and paid is as set out in the Stream 1 Householder Conditions of Grant. If there is any conflict or ambiguity between the guidance set out in this document and the latest version of the Householder Conditions of Grant, you should follow and be guided by the Householder Conditions of Grant.

### 5 Steps in applying for a grant



In these guidance notes, the following section provides guidance on how to complete the paper application form. However, the general principles described in that section as to eligibility for a grant will be equally applicable to on-line applications.

The guidance given under the heading "How do I claim my grant" applies to all grants, whether applied for on-line or by way of a paper application.

### The paper application form explained

**All sections are mandatory. You are required to complete all sections and sign and date the form.**

#### Section A – Applicant details

Section A of the Grant Application Form requires factual information about you as the applicant. Please make sure your address and postcode are entered accurately. Any grant payment will be sent to this address.

In order to speed up communication and reduce paper waste the programme encourages all communication to be conducted via email. Where possible please give your email address and confirm that you are happy to receive all correspondence and any grant offer via email by ticking the last box in Section A.

#### Section B – Installation address details

Section B requires detailed information on the installation address even if it is the same as the applicant details. Applicants must complete all sections in full.

The installation address must have a valid postcode. Applications with a post office box identifier will be rejected. Please make sure your postcode is entered accurately as it will be checked electronically to ensure that it is valid. Applications using invalid or incorrect postcodes may cause delays in receiving a decision on your application.

The region you are based in is one of the nine English regions or three Devolved Nations:

- Eastern
- East Midlands
- London
- North East
- North West
- South East
- South West
- West Midlands
- Yorkshire & Humberside
- Northern Ireland
- Scotland
- Wales

Property type: please select the type of property most applicable to the property installation address. Please only use the property types from the following list:

- Flat
- Semi Detached House
- Detached House
- Maisonette
- Mid-Terraced House
- Semi-Detached Bungalow
- End Terraced House
- Detached Bungalow

In addition to the property type, please confirm whether your property is currently under construction or an existing building (which includes a building undergoing major renovation works). If the installation is to be mounted on an extension to your current existing dwelling, this will be counted as “under construction”.

This information is added to the Homes Energy Efficiency Database, which the Energy Saving Trust has developed on behalf of the Government to register the uptake of energy efficiency measures in the UK housing stock. The database helps Government with the development of energy efficiency policies.

### **Section C – Planning permission**

You must contact your Local Authority planning department to obtain planning approval prior to installing any microgeneration technology on your property. The programme requires you have received written confirmation of planning permission (if required) or established evidence that planning permission is not required prior to applying for a Low Carbon Buildings Programme grant.

It is important that you have either received formal permission or confirmed that your installation does not need planning permission. Where planning permission is required you will need to confirm on the application form the reference number of any planning permission gained.

Applicants must confirm at application and claim stage that they have obtained confirmation from their Local Planning Authority. It is important to note that should any disputes arise regarding planning permission after the installation that result in a de-installation of the grant funded product then EST will require a full refund of any grants paid.

**IMPORTANT:** In England, the General Permitted Development Order (GPDO) introduced on 6th April 2008 grants rights to carry out certain limited forms of development, without the need to apply for planning permission. However, it is still important to obtain confirmation from the Local Authority as the rules are complicated and subject to a number of special conditions. For example, if the installation is located in a conservation area or a World Heritage Site.

### **Section D – Installation details**

The information for this section will come from the quote from your chosen certified installer and is used to calculate your grant amount. Complete one application form per approved technology. If necessary your certified installer can help to complete this section of the application form.

## Chosen technology

Please choose one only from the following list:

- Solar photovoltaics
- Wind turbine
- Small scale hydro
- Solar thermal hot water
- Ground source heat pump
- Air source heat pump
- Biomass room heater/stoves (automated wood pellet feed)
- Wood fuelled boiler system

Additional applications for a different technology at the same installation address are allowed. Please use another application form.

Select a certified installer from the approved list (you are advised to obtain quotes from two or three installers). Agree how the installation will be financed – some installers may request a deposit or stage payments.

**IMPORTANT NOTE:** you must not enter into a binding contractual commitment or otherwise pay out any money (including any deposit) in relation to the purchase of a technology or the carrying out of any installation work (other than certain preliminary ground or civil water works) before receiving a grant offer letter. If you fail to comply with this requirement, you may not receive an offer of grant (either because EST exercises its right not to make an offer where particular requirements are not met and/or because insufficient funds are available) and you may find as a result that you are committed to paying the full cost of the technology/installation work yourself.

Your chosen installer must be certified for the purposes of the Low Carbon Buildings Programme. A full list of certified installers for your region can be found on the programme website at [www.lowcarbonbuildings.org.uk/info/installers](http://www.lowcarbonbuildings.org.uk/info/installers).

Enter the certified product manufacturer and model number of the equipment you are to use. This can be obtained from your quote. If you require clarification please ask your certified installer. The product manufacturer is the company that makes the product. The model is the version of the product that has been selected for use. The model will have an approved product code.

Installers must use certified products. Your certified installer will know what products are approved for funding; however, **it is your responsibility to ensure that approved products are used**. A list of approved products for each technology can be found on the programme website at [www.lowcarbonbuildings.org.uk/info/installers](http://www.lowcarbonbuildings.org.uk/info/installers). Please refer to this list for certified equipment, model names and product codes to use on your application.

For electrical installations (PV, small scale hydro and micro wind) the indicative output in kilowatts peak (kWp) of the proposed system must be included. The total installed cost of the proposed installation must exclude VAT. This information is used to calculate your grant amount.

Grants are valid for a limited time period. The relevant deadlines for each technology are as follows:

Technology/Installation Type	Grant Claim Deadline
Solar photovoltaics	Four months from date of grant offer letter, unless installed on a new build in which case six months from date of grant offer letter
Wind turbines	Four months from date of grant offer letter, unless installed on a new build in which case six months from date of grant offer letter
Small hydro	Twelve months from date of grant offer letter

Solar thermal hot water	Three months from date of grant offer letter, unless installed on a new build in which case six months from date of grant offer letter
Ground source heat pumps	Six months from date of grant offer letter
Air source heat pumps	Six months from date of grant offer letter
Wood pellet heaters/stoves/boilers	Six months from date of grant offer letter

Please confirm with your certified installer an installation date for your technology. If your installation has not been completed within the given timeframe your grant will expire and a claim cannot be made. If you are not intending to install a system within the timescales outlined above, do not submit a grant application at this time. We will welcome an application when you are ready to install.

### Section E – Grant eligibility questions

Section E requires confirmation that programme Conditions of Grant have been complied with and acts as a check list for you to ensure that all the requirements have been or will be met. Please refer to Stream 1 – Householder Conditions of Grant for full terms and conditions.

The technology should not have been purchased and the installation (other than preliminary ground works) should not have commenced before you receive a grant offer letter - see "Important Note" above in relation to Section D.

Energy efficiency measures must have taken place where practicable before the installation has taken place. Where you have applied for a grant for microgeneration without installing these measures, payment of the grant will be withheld. Where payment of the grant has been made and the minimum energy efficiency measures have not been installed as per Building Regulations 2006, the programme managers will require repayment of the grant. Please visit [www.lowcarbonbuildings.org.uk/how/householders](http://www.lowcarbonbuildings.org.uk/how/householders) for further information on energy efficiency measures.

As owner of the property, you must have all necessary authority to have a microgeneration system installed. Long Leaseholders must secure the consent of the freehold owner and any relevant leaseholders of the building.

Applications for technologies funded through previous grant programmes will not be grant assisted. For example technologies funded through the Clear Skies programme, the Major PV Demonstration programme the Scottish Community & Household Renewables Initiative and the Environment and Renewable Energy Fund in Northern Ireland cannot receive funding from the Low Carbon Buildings Programme to install more of the same technology that has previously received grant support.

Your chosen installer must be certified for the purposes of the Low Carbon Buildings Programme. A full list of certified installers for your region can be found on the programme website at [www.lowcarbonbuildings.org.uk/info/installers](http://www.lowcarbonbuildings.org.uk/info/installers).

Stream 1 – Householder grants are only available to private individuals for use on their residential properties. Other organisations, such as community groups, charities and the public sector must apply through Phase 2 of the programme. Please visit [www.lowcarbonbuildingsphase2.org.uk](http://www.lowcarbonbuildingsphase2.org.uk) for more information. Private sector businesses are not eligible for Stream 1 grant funding.

A proportion of installations will receive a site visit to inspect your system. By accepting the offer of grant you agree to have your installation and energy efficiency measures inspected by the Energy Saving Trust, or its authorised representative.

### Section F – Declaration

By signing and dating the form, you will be confirming that the details you have provided on the form (including the confirmations given at Section E) are accurate and truthful and that you agree to be bound by the Householder Conditions of Grant.

## How soon will I hear if my application has been successful?

Your application will be assessed to make sure all the information supplied meets the grant requirements. If there's a problem your application will be rejected and returned to you with an explanation why. We would welcome a new application.

Once your application meets all the criteria and is approved, we will send you a Grant Offer Letter and a reference number. This will confirm the grant amount that has been set aside. We will aim to do this within 5 working days of receipt of your application.

## How do I claim my grant?

The grant will only be paid once the installation has been completed and before the expiry date of your grant, which is clearly stated on your Grant Offer Letter. The Grant Claim Form must be sent in with the following documentation:

- a copy of your certified installer's full invoice(s) receipted as paid;
- a completed Grant Claim Form, which will be issued with any Grant Offer Letter;
- installation Completion Certificate which your certified installer will complete on system commissioning. Your certified installer will have this form or it can be downloaded from the programme website at [www.lowcarbonbuildings.org.uk/info/installers](http://www.lowcarbonbuildings.org.uk/info/installers).

The programme managers will then check your claim documentation and if everything is in order your grant will then be paid.

If the system installed does not match the specification supplied in your application your grant claim may be rejected or your grant award may be reduced.

Grant applications or grant claims may be rejected in various situations, including those described below:

- the installer used is not certified by the programme. Please refer to the Conditions of Grant for further information on certified installers.
- the installed system is not an approved product. Please refer to the Conditions of Grant for further information on approved products.
- the grant application is being made for a non residential property, on behalf of a business or by a leaseholder without all necessary authority from the freeholder.
- the installed technology type is different from technology type specified on application.
- the certified installer used is different from the certified installer specified on application.

All information is correct at the time of printing and will be verified at the grant application stage. The Energy Saving Trust accepts no responsibility for loss which may arise from reliance on the information contained in this publication