

## **B&NES Energy at Home - Green Deal Top Up Grant Customer Guidance Notes**

### **What is the Green Deal Top Up grant?**

This is money that can help you pay for energy saving improvements to your home such as insulating your walls or improving the heating. This will help you avoid wasting money on high energy bills and make your home warmer and more comfortable. The Council has just over £700,000 to pay for these types of improvements. The Council was awarded this money from the Government.

### **Am I eligible?**

The funding is available to any resident of Bath and North East Somerset who is a home owner, private landlord or private tenant. Housing association tenants should talk to their landlord about improvements needed to their home.

### **How much funding is available?**

You can apply for up to £7,000 for solid wall insulation or up to £3,000 for other measures mentioned in your Green Deal Advice Report. You can apply for both types of funding but only to a maximum of £7,000 per property.

### **What do I need to do first?**

First of all you need to arrange a home energy assessment (sometimes called a Green Deal assessment). This will result in a Green Deal Advice Report that will tell you the measures you can take to make your home more energy efficient.

### **How do I arrange a home energy assessment?**

The B&NES Energy at Home Advice Service can help you arrange this if you do not already have a Green Deal Advice Report. The Council is paying for a limited number of free assessments available on a first come first serve basis.

### **What do I do with my Green Deal Advice Report?**

The Energy at Home Advice Service will call you back once you have received your Green Deal Advice Report. They will help you review the options set out in your Report, including understanding the works that could be done to your house and how you could pay for them.

### **How do I apply for the Council's Green Deal Top Up Grant?**

When you have decided what works you want done you will need to:

- get two quotes for the cost of works from different Green Deal accredited installers
- get an offer of Green Deal finance from a Green Deal Provider (even if you do not intend to take out Green Deal finance)
- provide evidence of who owns the property

- show that the person/s who owns the property consents to the works (if you do not own the property)
- get Planning permission, Listed Building consent and/or Building Control approval if that is relevant to your home (this may take some time)
- complete the application form and send it in with any relevant documents (see the checklist at the end of the application form).

### **Are there any restrictions on the Top Up Grant?**

- The amount of grant you get will be based on the lower of the two quotes (but you can choose the installer with the higher quote and pay the difference yourself).
- The Council will check that both quotes reflect the going rate for the works. Grant applications based on quotes that are too high may be refused.
- In order to be eligible for the grant you must take out Green Deal finance or pay the same amount yourself. For example through savings, a high street loan or mortgage advance.
- The grant must be approved by the Council in writing before the works start. No grant can be paid if the works were started before the grant was approved in writing.
- When you receive your grant approval it will be valid until March 2015. You should have arranged and completed the works by that date.
- The grant will not cover unforeseen works that arise once the installer is working at your home. You will be responsible for these costs.
- The Council will not pay a deposit or any monies prior to completion.
- If on completion of the works the invoice is less than the grant amount, because for instance some of the works were not carried out, then the grant amount will be reduced accordingly.

### **What is the 'Release of Payments to Other Parties' form?**

If you complete this form the Council can pay the grant directly to the installer. This means that you will only be invoiced for the remaining money that you owe. This makes it easier for you and for the installer.

### **What is the 'Certificate of Proof of Title' form?**

The Council must be sure that the owner of the property consents to the works proposed. If you own your property and you think it is registered the Council can contact the Land Registry on your behalf to obtain written confirmation of your ownership of the property. There is a £4 charge for this from the Land Registry, which will be paid from your grant. We recommend you ask for this search before submitting your application (see the contact details for the Council's Funding & Programmes Team on the last page).

If we find your property is not registered with the Land Registry we will contact you and ask that you complete the Certificate of Proof of Title that is included with this pack. If you already know that your property is not registered with the Land Registry then you should go ahead and obtain a proof of title as explained below.

The Certificate of Proof of Title must be completed by the Solicitor, Bank or Building Society who is in possession of your deeds. If you have a mortgage, ask your mortgage lender to complete Part 1. If you do not have a mortgage, take your deeds to your solicitor and ask them to complete Part 2. The Proof of Title is only valid for six months so wait until you have planning permission,

Listed Building consent or building consent approval completed (if any of these are applicable). Once completed, the Certificate of Proof of Title should be returned to the Council along with the other application documents.

### **Can I apply if I am a private landlord?**

The Council welcomes applications from landlords. This grant will help make your property warmer and more comfortable for your tenants. You will be limited to grant applications for two properties. You will have to provide evidence that you own the property - see the question 'What is the 'Certificate of Proof of Title' form?' above for more details.

You will also need to complete the State Aid Declaration Form. This is to comply with national and European legislation which prevents businesses receiving public money which could give them a competitive advantage. It is though possible to receive grant if you have not received more than €200,000 over three years. You can find more information about State Aid at [www.gov.uk](http://www.gov.uk)

### **Can I apply if I am a private tenant?**

Yes, but you will need to get consent from your landlord. They will also need to provide evidence that they own the property. Please ask them to complete the:

- Certificate of Proof of Title Form
- Landlord Consent Form
- State Aid Declaration Form

We recommend you give them this Guidance Note to read.

### **Will I need planning permission for external solid wall insulation?**

If you wish to install external cladding to your house you should make an enquiry of the Council's planning office as to the need for planning permission. This enquiry can be made by e-mailing [development\\_control@bathnes.gov.uk](mailto:development_control@bathnes.gov.uk) attaching photographs of the existing external walling and details of the proposed cladding. Details of how the external cladding would be finished off around door and window openings should also be shown. Alternatively, you can write, enclosing this information, to the Development Management, Bath & North East Somerset Council, PO Box 5006, Bath, BA1 1JG. Please note that there is a charge of £30 +VAT for this service.

### **Does the Council come and check the works?**

The Council will not act in a supervisory capacity to determine the quality of the works. This is because the contract is between you and your installer. So that we can pay the installer the grant amount, we will ask you to send us a 'Completion Form' (which will be sent with your grant approval letter). This will ask you to state that the works are complete and that you are happy with them. The Council reserves the right to inspect a number of jobs for our own audit purposes.

### **What does opening my home up or having a case study written mean?**

We would be interested to hear from you if you would consider opening up your home and/or having a case study written about your energy saving improvements. This helps other people understand what is involved in the process and how the finished works might look. It is particularly helpful for people with a similar house to your own. To write up a case study a member of the team will come and to you and take photos of the works. You will have the final say about what is

written. We may wish to publish the case study on the Energy at Home website or use it in our marketing material, but we will discuss this with you.

The Council will also support you if you want to open up your home. It has helped many people open their homes already as part of the partnership project 'Bath Green Homes'. You could open up your home for half a day and invite your neighbours round or, if you live in Bath, you could join the next Bath Green Homes event which runs over two days – see [www.bathgreenhomes.co.uk](http://www.bathgreenhomes.co.uk) for more information.

Please notify us on the application form if you are interested in either of these options.

### **Who do I speak to if I have a query or complaint?**

- **Energy at Home Advice Service on 0800 038 5680**
  - getting a home energy assessment
  - understanding your Green Deal Advice Report
  - advice on energy saving measures and how you can pay for them
  - how to find a Green Deal Provider or Green Deal installer
- **B&NES Council, Funding & Programmes Team on 01225 477669**
  - advice about making an application for the Green Deal Top Up Grant
  - information about the progress of your application
- **B&NES Council, Planning Services on 01225 394041**
  - planning issues
  - Listed Buildings

(there is also lots of advice on the Council's website [www.bathnes.gov.uk](http://www.bathnes.gov.uk))
- **B&NES Council, Building Control Service on 01225 477517**
  - building regulations
  - Building Control approval

If your query or complaint is about:

- taking up Green Deal finance please call **your chosen Green Deal Provider**
- the works completed or being completed in your home please call **your chosen Green Deal installer.**

This form can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats. Please write to The Funding & Programmes Team, 1st Floor, The Guildhall, High Street, Bath BA1 5AW, email [greendealgrants@bathnes.gov.uk](mailto:greendealgrants@bathnes.gov.uk) or call 01225 477669.