

Boiler Replacement Scheme Application Form



Please read carefully all notes, including the additional notes on page 8 of the Form.

Ref. No. _____

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

YOU MUST NOT INSTALL YOUR NEW BOILER UNTIL THE HOUSING EXECUTIVE GIVES YOU FORMAL APPROVAL TO DO SO. IF YOU DO, THE BOILER REPLACEMENT ALLOWANCE WILL NOT BE PAID. YOUR NEW BOILER MUST BE SEDBUK RATED FOR ENERGY EFFICIENCY IN LINE WITH THE DOMESTIC BUILDING SERVICES COMPLIANCE GUIDE.

Please return this Form when completed to

For assistance, telephone 03448 920 900

Tick (✓) answer boxes where appropriate.

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 all owner occupier/s and their spouses/partners 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. Do you have a Spouse/Partner?

Yes

☐

No

☐

(If Yes, please provide their details)

Title:

First Name:

Surname:

Date of Birth:

National Insurance Number:

3. Are there any other owner occupiers?

Yes

☐

No

☐

If there are others who occupy the property and who are also owners, their financial details **MUST** be declared on page 11, along with the financial details of their partners/spouses if they also occupy the property.

4. 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 or bed and breakfast establishments are not eligible for consideration under this Scheme.

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

5. 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?

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).

6. Contact Details.

Please indicate (✓) your preferred contact method.



Home telephone number:

Mobile telephone number:

Work telephone number:

Email address:

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

7. 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:

Preferred Telephone number

Email Address

Post Code:

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

Yes

☐

No

☐

If you have an existing natural gas boiler, it must have been connected to the natural gas network at least 15 years ago.

9. Apart from the additional funding that may be available as part of this scheme from Firmus Energy, are you applying for any other financial 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.**

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

Yes

☐

No

☐

11. Income Details

If you answered “yes” at 10 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 (Amount)		(Frequency)	Spouse/Partner (Amount)		(Frequency)
Gross Salary/Wages	£14,112	00	a	£11,223	69	a

(a) Do you or your spouse/partner receive income from employment?

You	Yes		No	
Spouse/Partner	Yes		No	

If Yes, please provide details below

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

(b) Do you or your spouse/partner receive income from self-employment?

You	Yes		No	
Spouse/Partner	Yes		No	

If Yes, please provide details below?

	You Amount		Frequency	Spouse/Partner Amount		Frequency
*Net Profit from Self-Employment	£			£		

(*Gross Profit less business expenses)

(c) Do you or your spouse/partner receive any benefits?

You	Yes		No	
Spouse/Partner	Yes		No	

If Yes, please provide details below

Type of Benefit	You Amount		Frequency	Spouse/Partner Amount		Frequency
Attendance Allowance	£			£		
DLA	£			£		
PIP	£			£		
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 Amount	Frequency	Spouse/Partner Amount	Frequency
	£		£	
	£		£	
	£		£	
	£		£	

If the sections above are incomplete, the form will be returned to you. This will delay your application.

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	
------------------------	--	------	--

Signature of spouse/partner		Date	
-----------------------------	--	------	--

12. 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.

Total, gross, annual income of all owner occupiers and spouses/partners	Option 1*	Option 2**	Option 3***
Less than £20,000	£700	£1,000	£1,000
£20,000 - £39,999	£400	£500	£500

***Boiler Replacement Option 1 is where a new boiler is to be provided that uses the same fuel type as the existing boiler. No controls are provided in this option.**

You may replace an existing oil boiler with a new oil boiler; an existing LPG boiler with a new LPG boiler or an existing natural gas boiler with a new natural gas boiler (in which case the existing controls are to be retained).

****Boiler Replacement Option 2 is also where a new boiler is to be provided that uses the same fuel type as the existing boiler. Under this option, however, new controls are provided.**

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 10 on page 9 of this form.

*****Boiler Replacement Option 3 is where a new boiler is to be provided that uses a different fuel type to the existing boiler.**

You may convert an existing oil boiler to natural gas with full controls or to wood pellet with full controls.

You may convert an existing LPG boiler to oil with full controls or to natural gas with full controls or to wood pellet with full controls. However, you may not convert an existing oil or natural gas boiler 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 claim additional money to change the fuel type under option 3 above, the boiler installation must comply with the minimum standards set out at note 11 on page 9 of this form.

If you live in the Firmus Energy licence area and you wish to convert to natural gas, you may be eligible to receive additional financial help. You should contact Firmus Energy on 08456 08 00 88.

The Boiler Replacement Scheme is designed for the replacement of central heating boilers that are at least 15 years old. Solid fuel back boilers and stoves and ranges used exclusively for cooking are not eligible for replacement under this Scheme.

13. 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 nor a bed and breakfast establishment.

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) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 2. Most recent utility bill (rates demand or electricity, gas, mobile or landline telephone bill) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 3. Most recent pay slip or certificate of earnings (if working) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |

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	
------------------	--	-------------	--

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.

14. 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. Your new boiler must be a condensing boiler with a seasonal efficiency in accordance with the Domestic Building Services Compliance Guide.
5. 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.
6. 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.
7. If you are converting from oil to natural gas, your chosen installer **MUST** be Gas Safe registered and he **MUST** provide you with a Landlord/Home Owner Gas Safety certificate on completion of the works.
8. You must ensure that all works carried out in your home comply with all statutory requirements.
9. A Building Regulations Application **MUST** be made to the Building Control department of your local council **BEFORE** any boiler replacement works are started. A fee of £72 will have to be paid with the application. If the application is not made before the works start, the fee will be £86.40. The application to Building Control must clearly specify the nature of boiler replacement works planned, particularly if you intend installing full dual controls.
10. If you replace an existing oil, LPG or natural gas boiler with a new boiler of the same fuel type and provide 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:**
 1. A thermostatically controlled motorised valve with a cylinder stat on the hot water circuit shall be provided, or
 2. A thermostatically controlled mechanical valve shall be fitted on the hot water circuit at the hot water cylinder or
 3. A combination boiler providing instantaneous hot water shall be installed

to provide temperature control to the hot water.

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

11. If you change the fuel type, the minimum standards we will expect to see are:

- Boiler Interlock:

Boiler-based systems should have boiler control interlock in which controls are wired so that when there is no demand for either space heating or hot water, the boiler and pump are switched off.

- Time Control Of Space And Water Heating:

All dwellings should have a separate hot water zone in addition to space heating zones. A separate hot water zone is not required if the hot water is produced instantaneously, such as a combination boiler.

- Temperature Control Of Space Heating:

Space heating zones shall be divided into at least 2 zones by using

1. Room thermostats or programmable room stats in all zones or
2. A room thermostat or programmable stat in the main zone and individual radiator controls such as TRVs on all radiators in the other zones or a combination of 1 and 2 above.

- Temperature Control Of Hot Water:

Domestic hot water systems should be provided with a cylinder thermostat and a zone valve or a three port valve to control the temperature of the hot water.

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

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

- Notification of Completion of Works form;
- 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 Boiler Installation Minimum Standards Checklist appropriate to the type of new boiler installed;
- A Building Control completion certificate;
- Copy of Planning Approval where necessary.

13. 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 who receive income from employment, self-employment or benefits.

Please record the total, gross, income details of additional owner occupiers and their spouses/partners

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	£			£			£		
DLA	£			£			£		
PIP	£			£			£		
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 Occupier 1			Additional Owner Occupier 2			Additional Owner 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	