



**Energy Efficiency Grant
Birmingham City Council
Application Form**



This application is for completion by owner occupiers and private tenants who live in postcodes shown in Section 3. Please read the Terms and Conditions before signing and keep a copy for your information. If you are an owner occupier or private tenant not living in an eligible postcode, please contact us to check your eligibility for the scheme and request the relevant application form. Complete the form as fully as possible and post in the reply-paid envelope or email to grants@actonenergy.org.uk. If you have any questions, please contact us on **0800 988 2881**.

SECTION 1 – Tell us about you and your family

Address			
	Postcode		
Email		Telephone:	

How many people live in the property? (e.g. 1, 2, 3)	Adults. 18 - 66		Adults. 67 and over		Children. 0 - 17	
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Name of person completing the form (we will contact you if we have any questions)

Title (eg, Mr/Ms)		First name		Last name	
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If the house is owned/rented in more than one name both applicants will need to sign.

Names and details of others in your property (*please give ages of any child aged 18 or under)					
First name		Last name		*Age	
First name		Last name		*Age	
First name		Last name		*Age	
First name		Last name		*Age	

Which best describes you and your family (please tick)	YES	NO
You own the freehold AND live in this property?		
*You own the leasehold AND live in this property? (See clause 2 of Section 4).		
You live in social housing (council tenant or Housing Association)?		
You are a private tenant ? If you answered YES, please provide the landlord contact details below: (See clause 3 of Section 4).		
You are a landlord of this property ? (If yes, please contact us for a Landlord Application form)		

Landlord Details (If applicable)

Name			
Address			
		Postcode	
Email		Telephone:	

*It is the responsibility of the leaseholder to get written permission from the freeholder for any work to be carried out. Please contact Act on Energy to request a Freeholder Permission form that must be completed by the freeholder and returned to Act on Energy prior to any referral being made.

SECTION 2 - Tell us about your home

What fuel do you use to heat your home? Tick all that apply.	
	Yes
Main Gas	
LPG (bottled or tank)	
Oil	
Electric	
Biomass	
Coal or other solid fuel	
Other (please name)	

What type of heating is in your home? Tick all that apply.	
	Yes
Radiators	
Gas Fire /s	
Electric Fire / s	
Electric Storage Heaters	
Warm Air	
Panel Heaters	
Other (please name)	

How much energy do you use?		
How much gas and electricity do you use each year? This can be found in the 'about your tariff' section of your energy bill.	Electricity	kWh
	Gas	kWh
Do you have a smart meter? (please circle)	Yes	No

Energy Efficiency of your home – Your EPC

It is a requirement of this scheme that your property has an Energy Performance Certificate (EPC). Details of EPCs can be checked on the gov.uk website: <https://www.gov.uk/find-energy-certificate>

If you do not have an EPC, tick 'No' below. If you are eligible for the scheme, we will organise this at no cost to yourself. Please note that all properties must have an Energy Performance Rating of either D, E, F or G. If your property is a C or above, **you will not be eligible for the grant.**

Does your property have a valid (this means it has not expired) Energy Performance Certificate (EPC)?	Yes	No					
If you have an EPC, what is the rating? (please circle)	A	B	C	D	E	F	G

No. of Floors of Property	
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Number of Rooms (Include living room, bedrooms, kitchen, bathrooms)	
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SECTION 3 – Eligibility for residents of Birmingham City Council area

You will be exempt from the household income eligibility threshold of £31,000 and will not be required to provide proof of income if you live in in one of the postcodes listed below (subject to EPC and home ownership eligibility). If you do not see your postcode listed, please contact us to check your eligibility for the scheme and request the appropriate application form.

B5	B12				
B5 7PH	B12 8AF	B12 8QG	B12 8UE	B12 9ND	B12 9RG
B5 7RB	B12 8AG	B12 8QH	B12 8UF	B12 9NE	B12 9RJ
	B12 8AH	B12 8QN	B12 8UG	B12 9NG	B12 9RN
B11	B12 8AJ	B12 8QP	B12 8UH	B12 9NH	B12 9RP
B11 4LG	B12 8BN	B12 8QR	B12 8UJ	B12 9NJ	B12 9RR
B11 4PB	B12 8BP	B12 8QS	B12 8UQ	B12 9NN	B12 9RS
B11 4PP	B12 8BS	B12 8QT	B12 8UT	B12 9NQ	B12 9RT
B11 4PU	B12 8BT	B12 8QU	B12 8UU	B12 9NR	B12 9RU
B11 4PS	B12 8BX	B12 8QX	B12 8UX	B12 9NS	B12 9RW
B11 4PY	B12 8BY	B12 8QY	B12 8UY	B12 9NT	B12 9SP
B11 4QA	B12 8DB	B12 8QZ	B12 8UZ	B12 9NU	B12 9SU
B11 4QG	B12 8DD	B12 8RB	B12 8XA	B12 9NW	B12 9SY
B11 4QJ	B12 8DE	B12 8RD	B12 8XB	B12 9NX	B12 9TA
	B12 8DF	B12 8RE	B12 8XD	B12 9PB	B12 9TB
	B12 8HE	B12 8RF	B12 9AT	B12 9PE	B12 9TD
	B12 8HH	B12 8RG	B12 9DP	B12 9PH	B12 9TH
	B12 8HL	B12 8RH	B12 9DT	B12 9PJ	B12 9TN
	B12 8HN	B12 8RJ	B12 9DU	B12 9PL	B12 9TP
	B12 8HP	B12 8RL	B12 9DX	B12 9PN	B12 9TQ
	B12 8HW	B12 8RQ	B12 9EF	B12 9PR	B12 9TS
	B12 8JF	B12 8RS	B12 9EH	B12 9PT	B12 9TW
	B12 8JG	B12 8RT	B12 9EQ	B12 9PU	
	B12 8JJ	B12 8RU	B12 9ER	B12 9PW	
	B12 8JL	B12 8RZ	B12 9EX	B12 9PX	
	B12 8LB	B12 8SA	B12 9HD	B12 9PY	
	B12 8LU	B12 8SG	B12 9HF	B12 9QA	
	B12 8LZ	B12 8SH	B12 9JU	B12 9QB	
	B12 8NA	B12 8SR	B12 9LJ	B12 9QD	
	B12 8NB	B12 8TE	B12 9LP	B12 9QE	
	B12 8NG	B12 8TG	B12 9LQ	B12 9QF	
	B12 8NH	B12 8TH	B12 9LR	B12 9QP	
	B12 8NP	B12 8TJ	B12 9LW	B12 9QS	
	B12 8NT	B12 8TL	B12 9LX	B12 9QT	
	B12 8PA	B12 8TZ	B12 9LZ	B12 9QU	
	B12 8QA	B12 8UB	B12 9NA	B12 9RA	
	B12 8QE	B12 8UD	B12 9NB	B12 9RB	

SECTION 4 - Terms and Conditions

1. All measures are subject to the funding being available, Local Authority Delivery guidance on qualifying measures and are based on a retrofit survey in line with PAS 2035:2019.
2. Where the applicant owns the leasehold but not the freehold, written permission from the freeholder is required. A Freeholder Permission form must be completed by the freeholder and returned to Act on Energy prior to any referral being made.
3. Where the applicant is a private tenant, a Landlord Application form must also be completed by the Landlord and returned to Act on Energy prior to any referral being made.
4. Households who have received a voucher from the Green Homes Grant voucher scheme are not eligible for help under this scheme.
5. Applications for energy efficiency measures shall only be accepted where due to individual circumstances other grant aid is not available.
6. Act on Energy and the partners cannot guarantee work will be undertaken even if the applicant is eligible as all works are subject to availability of funding and a technical survey.
7. Assistance is not available for works already started or completed, or for repairs covered by household insurance.
8. Only one application for assistance will be considered per household or as defined by the requirements of the Local Authority Delivery section of the Green Homes Grant.
9. The applicant/s must be aged 18 years or over and be the homeowner or the tenant.
10. Birmingham City Council and associated partners shall have no liability for any works undertaken or any on-going work required in the future. This includes but is not limited to any additional works required as a result of the installation e.g. redecoration, re-tiling. The responsibility for this falls with the householder. The application is to provide the householder with access to funding through Local Authority Delivery section of the Green Homes Grant.
11. Act on Energy and Birmingham City Council cannot and do not, guarantee the quality or performance of the work carried out by the installer. You should ensure that the installer provides you with all necessary information about any guarantees they provide and any warranty cover provided by the manufacturer for the appliance/s installed.
12. All works will be undertaken in accordance with current health and safety requirements, in accordance with manufacturer's recommendations and to the satisfaction of Act on Energy and its Partners.

Yes	No	N/A	Please tick each relevant box
			I/we confirm that my/our household income is below the specified amount of £31,000 gross per annum.
			I/we confirm that my/our household has an energy efficiency score of D, E, F or G. If we do not have an EPC, we understand that an appointment will be made to assess the property for its validity.
			To the best of my knowledge, the property is not at risk of repossession and is not on the market for sale or let currently.
			I/We are the legal registered owner/s of the property and have sole responsibility for making decisions associated with the property.

		I/we declare the information given is correct and authorise Act on Energy, Birmingham City Council and the Department of Work and Pension to check any eligibility evidence.
		I/we understand that the contractor has a requirement to remove all waste material associated with the install from the property on completion of works and dispose of it legally to comply with current legislation.
		I/we agree that any works undertaken in my home as part of this scheme is strictly under a contract between the householder and contractor.
		I understand and accept that where conditions are not met or where false or fraudulent information is supplied to enable access to the scheme and funding, Birmingham City Council may recover any funding assistance from the applicant/ or take action with the householder to recover any paid amounts.

Yes	No	This section should be completed by tenants only
		Your application is subject to landlord consent. Please ensure you have submitted landlord name and address details. You must ask the landlord to complete the attached application form. Your landlord will be required to make a financial contribution of at least one-third with the average subsidy cost not to exceed £5000 per property.
		I/We are the tenants of the property and have a legal right to live in the property and hold a signed and current tenancy agreement.
		I have contacted my landlord and they have given permission for me to complete this application (please note that there will be a cost to landlords).

Section 5: Your agreement to Terms and Conditions & Data Protection

I/we have read and agree to the terms and conditions and confirm the information provided on this application form and in the supporting evidence, is correct and up-to-date to the best of my/our knowledge.

I/We agree to Act on Energy referring our contact details including name, address and phone numbers to the appointed contractor for a technical survey. Along with any important information specified by the owner in section 2. I have read the privacy notices for Act on Energy, Birmingham City Council and BEIS which are available at the Act on Energy website: <https://actonenergy.org.uk/gdpr-privacy-policy/>

If you do not have access to the internet, you can contact Act on Energy at grants@actonenergy.org.uk or call **0800 988 2881** to request these be sent in the post to you.

Please sign by hand (a typed signature will not be accepted)

Signature of person completing form:	
Print name in capitals:	
Signature of 2nd applicant	
Print name in capitals:	
Date signed:	

- Your details and the information provided will only be used by the partners of the scheme to deliver the service; this includes Birmingham City Council, Act on Energy, DWP Dept of Work & Pensions, the appointed contractor and in some instances, a clerk of works. Your personal data will also be passed to the regulatory body, BEIS (Business, Energy and Industrial Strategy).
- Your details will be stored on Act on Energy’s database. Act on Energy and Birmingham City Council may hold your data for 6 years following the end of the scheme and once that has been completed your data will be removed.
- Data **will not** be used for any other purpose or made available to any other organisation without your permission.

Section 6: Optional agreement to be contacted by BEIS (the funders)

To assist in the administration of the program Green Homes Grant Local Authority Delivery, Birmingham City Council and Act on Energy would like to process your personal data in order for Business, Energy and Industrial Strategy (BEIS), or their appointed contractors, to contact you to participate in further research and evaluation activities. BEIS is the Government department responsible for climate change and the department who is funding this scheme. Do you consent to BEIS, or their appointed contractors, using your provided contact details to recontact you for the purpose of research and evaluation related to the installation received under the Green Homes Grant Local Authority Delivery Scheme. Your consent is not required for the installation to take place. You have the right to withdraw consent at any time by contacting Act on Energy or BEIS at any time, using the contact details provided in the privacy notices.

Please tick either Yes or No and sign below. Yes No

Signature of person completing form:	
Print name in capitals:	
Signature of 2 nd applicant	
Print name in capitals:	
Date signed:	

Section 7: Energy Efficiency Advice – Optional

Yes / No	We/I agree to Act on Energy contacting me to offer funding for further energy efficiency improvements and / or other energy efficiency opportunities.
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Section 8: Subsidy Control – LANDLORDS

Landlords maybe required to declare any public funding they have received as part of Subsidy Control rules set by the government. If a landlord has received significant grant funding towards the upgrade of their properties a declaration of this may be required.

Data Removal - if you wish to have your data removed from our systems, please contact us in writing at advice@actonenergy.org.uk or Act on Energy, Unit 1.4 Lauriston Park, Pitchill, Warwickshire WR11 8SN.

Data Access - You are entitled to request access to any information about you that we hold, and we have a form which you can use to make such a request at the address above.