



FOR OFFICIAL USE ONLY

Scheme

App No

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Department of Local Government and the Environment

House Improvement and Energy Conservation Scheme 2005

Application Form

Please answer all questions using **BLOCK CAPITALS**. An incorrect or incomplete form may cause delays in processing your application. **The National Insurance and Income Tax section must be completed for all applications.** If you require assistance to complete this form please contact the Customer Service Team on Tel. 685955

1. Details of Property

a) Address of Property (including Postcode)

.....
.....

b) Type of dwelling
(e.g. detached house, bungalow, etc)

c) Date when dwelling built

d) Is the dwelling the subject of a Government Mortgage?

e) Is the property in a Conservation area? **Yes / No**

f) Is the dwelling registered as Tourist accommodation under the provisions of the
Tourist (General) Regulations 1991 **Yes / No**

If **Yes**, please state category registration number

2. Applicant(s)

Applicant

Spouse/Partner

a) Surname
(State Mr/Mrs/Miss)

.....

.....

Christian Names

.....

.....

b) Date of Birth

.....

.....

c) Telephone number where you can be
contacted during working hours

.....

.....

3.	In respect of the property:	Applicant	Applicant's Spouse/Partner
a)	Are you the occupier of the property?	Yes / No	Yes / No
	And		
b)	Do you own the freehold interest?	Yes / No	Yes / No
	Or		
c)	Have a leasehold interest of which not less than 7 years remain unexpired?	Yes / No	Yes / No
	Or		
d)	Have entered into a contractual obligation to purchase the property and become the occupier within six months?	Yes / No	Yes / No
e)	Does any other party (other than your mortgage provider) hold a financial interest in the property?	Yes / No	

4. If you are applying for an income assessed grant (see Section A in explanatory leaflet summary) **please provide details of your income below.** (If you are applying for grants in Section B in explanatory leaflet summary please go to question 5)

Details of Income from all sources:	Applicant	Spouse
	£	£

N.B. The Assessor of Income Tax will be asked to confirm your income.

5. Description of proposed works (*detailed plans must be submitted where applicable*)

- a. **Are the proposed works the subject of an insurance claim?** **Yes / No**
- b. **Have you applied for any other grant in respect of these works?** **Yes / no**

If you have answered **Yes** to 5a. or 5b. please give details below

6. Is Planning and/or Building Regulations Approval required?	Yes / No	Planning Applic. No	Building Regs Applic. No
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If **Yes**, state application no and attach copy approval notice

7. Estimates (Please Note Estimates Will Not Be Returned)

Please complete the following **summary of the estimates you are submitting from Approved Contractors to include costs of the proposed works** (estimates are to be attached to this form, together with a copy of the specification and any plans submitted). Estimates **must be fully itemised and costed.**

Type of Work	Contractors Name	Costs excluding VAT

Please continue on a separate sheet if necessary

N.B. Most works require the submission of at least two estimates from approved contractors (see explanatory leaflet summary).

In respect of works for the installation or extension of supplies of light and power, complete the above and enclose certificate from an approved contractor as required and submit one estimate.

Only one estimate is required in respect of replacement of an external door, loft insulation, boiler replacement, and renewable energy technologies.

(Please refer to guidance notes for further information)

8. I/We the undersigned, hold an interest in the property at section 1(a) as stated above, and hereby apply to the Department for grant assistance towards the cost of the works detailed herein.

I/We certify that all foregoing statements are correct.

I/We understand that no monies will be offered to anyone who is in arrears in respect of their Income Tax and/or National Insurance Contributions.

I/We hereby Authorise the Department of Local Government and the Environment to approach the Assessor of Income Tax, for the purpose of verifying my/our income.

I/We confirm that my/our income has not substantially changed from that shown in section 4.

I/We understand that a dishonest declaration made in order to obtain a grant may lead to prosecution for a criminal offence.

YOU ARE REMINDED NOT TO COMMENCE ANY WORKS UNTIL YOU HAVE WRITTEN CONFIRMATION THAT YOUR APPLICATION IS APPROVED

Signature(s) (1) Date

(2)

Application Checklist

The following documents should accompany this application:

- a) **2 Estimates from Approved Contractors/Certified Tradesmen**
- b) **Completed Income Tax & National Insurance contribution forms**
- c) **Detailed Plans and Specifications** (where applicable).
- d) **Copy of Planning Approval Notice** (where applicable).
- e) **Copy of Building Regulations Approval** (where applicable).
- f) **Completed checklist for solar technologies and wind turbines** (if applicable)

The details supplied by you on this application will be held in a form capable of being processed by computer. The Scheme has been registered under the Data Protection Act 2002 and the Department is bound by the Data Protection Principles of the Act and the details of the register entry.

Applicants are advised that they should have read a copy of the relevant Scheme and be aware of the terms and condition of the Scheme as approved by Tynwald.

The Department of Local Government and the Environment will use the information it obtains from customers for administration in connection with its statutory functions and the provision of any other services to its customers, including marketing, auditing, risk assessment fraud and crime prevention. In administering the department or any services provided to the customer, DOLGE may share the information concerning the customer with government departments only where there is a statutory requirement to do so, and with agents operating under confidentiality agreements. In addition, DOLGE may have to disclose information about the customer to auditors, legal advisers and regulatory bodies and Tynwald Members.

Subject to the above and unless it has the right or duty to disclose or is permitted or compelled to do so by law, DOLGE shall not disclose any information about the customer or the company without prior consent of the client or an authorised person.

Unless notified by the customer that such information is not required, DOLGE may from time to time advise the client of products and services offered by DOLGE that it believes would be of interest.

The client has a right to see a copy of the records relating to them that DOLGE controls and to have any errors corrected. To see a copy of their records the client should apply in writing to the Data Protection Officer. DOLGE may charge a fee of up to £10 for such access.

Please return completed form together with all documents to:

Department of Local Government and the Environment (Estates and Housing)
Murray House
Mount Havelock
Douglas
Isle of Man IM1 2SF

If you have any queries on any of the above, please do not hesitate to contact Customer Service on 685955.

**Department of Local Government
and the Environment**

Murray House
Mount Havelock
Douglas
Isle of Man

Application No:

Tel: 685865

Income Tax Contributions – to be completed for all applications
House Improvement and Energy Conservation Scheme 2005

To be completed by the applicant:

Full Name of Applicant:

Date of Birth:

Full Name of Spouse/Partner:

Date of Birth:

Address:

.....

.....

Tax Reference Number:

I hereby authorise you to approach the Income Tax Division for verification of my/our income and any Income Tax liabilities I/we may have.

Date: Signature:

Signature:

Office Use: For completion by Dept. of Local Government & the Environment and Treasury

The above named person has applied for assistance under the House Improvement and Energy Conservation Scheme 2000 and I should be obliged if you would provide the information overleaf in respect of the applicant and his/her spouse.

Verification required of Taxable Income for the year ended 5th April 200[]

Date: Signature:

Department of Local Government and the Environment

(Office Use: continued)

Tax Ref No: Name:

1. Outstanding Balances

Income Tax Liability	Amount Owing
1. Assessment No 20/ 20	£
2. Assessment No 20/ 20	£
3. Assessment No 20...../ 20	£
4. Assessment No 20/ 20	£

Class 4 Liability

1. Assessment No 20/ 20	£
2. Assessment No 20...../ 20	£
3. Assessment No 20/ 20	£
4. Assessment No 20/ 20	£

2. Taxable Income in year ended 5th April 20.....

This is to certify that the TAXABLE INCOME (including where relevant the taxable income of his/her spouse) in the above year:-

Did

Did Not

exceed £15,000.

The taxable income has been determined on the basis of the information supplied by the applicant and includes relief for a Deed of Covenant of £

3. Any other Relevant Information

.....

.....

.....

Date: Signature:

**Department of Local Government
and the Environment**

Murray House
Mount Havelock
Douglas
Isle of Man

Application No:

Tel: 685865

National Insurance Contributions – to be completed for all applications
House Improvement and Energy Conservation Scheme 2005

To be completed by the applicant:

Full Name of Applicant:

Date of Birth:

Full Name of Spouse/Partner:

Date of Birth:

Address:

.....
.....
.....

National Insurance No:

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National Insurance No:

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I hereby authorise you to approach the Department of Health and Social Security, Contributions Section, for verification of any National Insurance liabilities outstanding I/we **may** have.

Date: Signature:

Signature:

Office Use: For completion by Dept. of Local Government & the Environment and DHSS

The above named person has applied for assistance under the House Improvement and Energy Conservation Scheme 2000 and I should be obliged if you would provide the information overleaf in respect of the applicant and his/her spouse.

Date: Signature:

Department of Local Government and the Environment

House Improvement and Energy Conservation Scheme (Amendment) 2006 renewable energy checklist

You only need to complete and return this form if you are applying for grant assistance in respect of;

**Solar hot water technologies
Solar photovoltaic cells
Wind turbines**

Please complete the following questions:

Name:

Address:

Please tick boxes as appropriate
YES NO

Does your existing heating system have an energy efficient boiler?
(SEDBUK A rated for gas or A or B for oil)

Please confirm the make and model of your existing boiler

Does your existing heating system have electronic controls
and thermostatic radiator valves?

Does your property have cavity walls?

If YES, is cavity wall insulation installed?

Do you have a minimum of 270mm insulation in your loft?

Do you have double glazed units in all external windows and glazed
doors?

Do you have energy efficient light bulbs in all appropriate fittings?

I confirm that my property meets the above criteria

Signed

Date:

**Grant approval under the House Improvement and Energy Conservation Scheme
(Amendment) 2006 for solar hot water technologies, solar photovoltaic cells and wind
turbines are subject to property inspection.**

**Pls be advised that planning permission is required for the installation of the
above renewable energy technologies. Grant assistance cannot be approved without
appropriate planning approval documentation.**