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## **PLEA – Private Landlords for Energy Action**

PLEA is a West Devon Borough Council initiative, managed by Energy Action Devon, providing grants for private sector landlords to improve the energy efficiency of their rented properties.

Grants are available for landlords with rented property (or properties) in the West Devon area, that are either residentially occupied or available for residential occupation (excluding holiday lettings and mobile homes).

You can get a grant, in the form of “cash back” up to the value of £1150 (or 50% of the cost of the work, whichever is the lower) per property, for the following measures:

- £400 for loft insulation and/or cavity wall insulation
- £500 or 50% of the eligible costs whichever is lower for a new/replacement A rated gas boiler /central heating system
- £750 or 50% of the eligible costs whichever is lower for a new/replacement A rated oil boiler /central heating system

If your tenants are classed as vulnerable, they have a combined income of less than £18,000 or are over 60, you will be eligible to £250 extra assistance, this will bring the available grant amounts to:

- £750 or 50% of the eligible costs whichever is lower for a new/replacement A rated gas boiler /central heating system
- £1000 or 50% of the eligible costs whichever is lower for a new/replacement A rated oil boiler /central heating system

**Please note** – to ensure that the property is made as energy efficient as possible; **you must apply for insulation** (unless for some reason this is not possible in the property). The grant provided will usually fully cover the cost of both cavity wall and loft insulation (however there may sometime be extra costs for vents or scaffolding, which you will be informed of during the survey).

If any of your tenants are over 60, or in receipt of benefits, they may be eligible for another scheme. If this is the case please call us first, so that we can discuss the best option for you.

To apply for PLEA the **landlord** needs to return the enclosed application form to the above address with a **copy of the tenancy agreement** (if tenanted). Once this is received we will then send you a grant approval letter authorising work to go ahead and informing you how much funding has been allocated towards your application.

**We cannot provide funding for any works which have been carried out before you have received a grant approval letter.**

If you have any questions, please give us a call on 01752 235180

Yours sincerely

Laura Langman  
Project Co-ordinator



Energy Action Devon is a registered charity No. 1038765  
and company limited by guarantee No. 293744



## PLEA process for insulation work

1. Applications for insulation measures are forwarded to our designated installer Domestic and General Insulations Ltd
2. You will be contacted within 1 week to arrange a mutual appointment to visit the property and supply a free, non-obligatory quotation. If you are unable to attend the survey your tenant or agent/third party can attend in your place and your quotation will be forwarded to you via post.
3. Once the survey has been completed and you have agreed to the price quoted, an installation date needs to be arranged. Domestic and General Insulations Ltd can be contacted on 0800 046 9699.
4. The PLEA grant works as a cash back scheme and Domestic and General Insulations Ltd will quote for the **full price** of installation. The grant will cover up to £400 towards the total cost of insulation work; however **the grant does not cover VAT**.
5. Payment to Domestic and General Insulations Ltd must be paid on the day of installation. It is then **your responsibility** to send in a copy of the paid invoice to Energy Action Devon.
6. A cheque will be drawn for the appropriate amount and sent within 14 days.

## PLEA process for boiler or heating works

1. You can select any Gas Safe registered heating engineer to give you a quote ([www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)). To qualify for the PLEA grant the boiler must be an 'A' rated condensing boiler.

As a simple guide to efficiency, a scheme has been created with bands assigned to boilers on an "A" to "G" scale. The band is shown in the database found at [www.boilers.org.uk](http://www.boilers.org.uk) and may be used on product literature and labels, though there is no requirement for manufacturers to do so.

Band	Efficiency
A	90% and above
B	86% - 90%
C	82% - 86%
D	78% - 82%
E	74% - 78%
F	70% - 74%
G	below 70%

2. The heating engineer then installs the boiler according to their quotation.
3. The landlord pays the heating engineers invoice in full.

The PLEA grant works as a cash back scheme. This can be used towards the total cost of parts and installation work, however, **the grant does not cover VAT.**

4. A copy of the paid invoice and the Landlords gas safety certificate is sent to Energy Action Devon.

**Please note: In cases where you may have a receipt for the boiler i.e. bought trade, then a copy of the installation invoice is also needed to accompany the receipt. If this invoice is missing, this will delay your cash back payment.**

5. A cheque will be drawn for the appropriate amount and sent within 14 days, however **the grant does not cover VAT.**

**If you are having insulation installed then payment will be made when all works are completed.**



**Landlords Name:** First name \_\_\_\_\_ Surname \_\_\_\_\_  
*If multiple landlords please enter main contact*

Landlords address \_\_\_\_\_  
 \_\_\_\_\_

Post Code \_\_\_\_\_ Daytime telephone \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

**Agent/third party name:** *(if looking after the property on your behalf)* \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Post Code \_\_\_\_\_ Daytime telephone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**Tenants Name:** *(main contact)*  
*(If you are applying for self contained flats or bedsits, these are classed as separate properties and need a separate application for each, unless classed as a house of multiple occupation.)*

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Rented address \_\_\_\_\_  
 \_\_\_\_\_

Post Code \_\_\_\_\_ Daytime telephone \_\_\_\_\_  
*(Please include a telephone number as they may be used as a contact point to complete an insulation survey)*

Please tick all the measures you wish to apply for. Please note **you must apply for insulation measures** (unless this is not possible e.g. the property has no loft or cavity walls):

<input type="checkbox"/> Cavity wall insulation	<input type="checkbox"/> <b>EITHER</b> Boiler
<input type="checkbox"/> Loft insulation	<input type="checkbox"/> <b>OR</b> Central heating (including boiler)

If applying for insulation, please tick which parties you would be happy to liaise with the contractor Domestic and General Insulations Ltd to arrange survey and installation dates at the property (you may choose more than one). By ticking "Tenant" or "Agent" you are giving them permission to act on your behalf and sign any relevant paperwork. If they attend the survey in your place then the survey sheet will be sent to you afterwards with details of the insulation work that is to be carried out and the cost to you.

Landlord                       Tenant                       Agent

**Landlords signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Office use only: Ref No: \_\_\_\_\_ Date received: \_\_\_\_\_

How many people live in the property? \_\_\_\_\_ Are the tenants students? \_\_\_\_\_

Are any of the tenants over 60? Yes  No

Are any of the tenants over 70? Yes  No

Are any of the tenants under 16? Yes  No

Do you tenants have a combined household income of less than £18,000? Yes  No

Are any of the tenants in receipt of any benefits? If so please telephone us first to see if they are eligible for a different grant. Please list the benefits here \_\_\_\_\_

Please describe your tenants' ethnic origin:

<input type="checkbox"/> White	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Black or Black British
<input type="checkbox"/> White British	<input type="checkbox"/> Other Mixed	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> White Irish	<input type="checkbox"/> Asian or Asian British	<input type="checkbox"/> Black African
<input type="checkbox"/> Other White	<input type="checkbox"/> Indian	<input type="checkbox"/> Other Black
<input type="checkbox"/> Mixed	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Chinese
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Ethnic Group
<input type="checkbox"/> White and Black African	<input type="checkbox"/> Other Asian	

Please answer the following regarding your **rented** property

Please tick the type of property:

<input type="checkbox"/> Top floor flat	<input type="checkbox"/> Detached	<input type="checkbox"/> Mid terrace
<input type="checkbox"/> Middle floor flat	<input type="checkbox"/> Semi-detached	<input type="checkbox"/> Mid terrace with passage
<input type="checkbox"/> Ground floor flat	<input type="checkbox"/> End terrace	

Number of bedrooms? \_\_\_\_\_

Approximate year property was built? \_\_\_\_\_

What is the main heating system at present?

<input type="checkbox"/> Boiler and radiators	<input type="checkbox"/> Electric storage heaters
<input type="checkbox"/> Room heaters or fires	<input type="checkbox"/> Other
<input type="checkbox"/> Warm air system	

If heated by a boiler, approximately how old is it? \_\_\_\_\_

What is the main heating fuel?

<input type="checkbox"/> Electric	<input type="checkbox"/> Oil
<input type="checkbox"/> Solid fuel	<input type="checkbox"/> LPG
<input type="checkbox"/> Gas	

Does the property have a loft?  Yes  No

Approximately how thick is the loft insulation? \_\_\_\_\_

What date did the current tenancy commence?.....

How much is your rent? Per month/per week .....

**Please answer the following regarding the tenant's income/fuel bills**

What is the combined annual income of all the employed adults in the household (after deductions)? £

What do you spend on fuel? £ (per month/per quarter)

## Declaration

I declare to the best of my/our knowledge that the information in this application is correct. I understand the summary of grant conditions attached and agree that the conditions of grant will apply to this property for the period of two years commencing with the completion of grant aided works.

Signed ..... Print .....

Date .....

Signed ..... Print .....

Date .....

*It is essential that **all** the property owners read the grant conditions overleaf carefully and sign the declaration statement.*

**IF THIS SECTION IS INCOMPLETE  
YOUR APPLICATION FORM WILL BE RETURNED.**

Please complete the following tick boxes to ensure you have completed all the necessary steps, so that we can process your application quickly.

- Have you checked whether any of your tenants are receipt of benefits? If they are, please call us first to see if you may be eligible for a different grant.
- Have you enclosed a signed copy of your tenancy agreement?
- Have you signed and dated this form on Page 1 (if applying for insulation) and on Page 3?
- Have you read the terms and conditions overleaf?

Please return your completed application form to:

PLEA Project Coordinator  
Energy Action Devon  
1<sup>st</sup> Floor, Pryn Court  
9 Craigie Drive  
Millfields  
Plymouth  
PL1 3JB

If you have any questions regarding your application please contact the PLEA Project Coordinator on 01752 235188.

**West Devon Borough Council is under a duty to protect the public funds it administers and, to this end, may use information you have provided, in respect of this application, within this Authority. It may also share this information with other bodies administering public funds solely for the prevention and detection of fraud.**

## PLEA Grant Conditions

### Article I. Carrying out and completion of works

- 1** In approving an application for a grant the Council may require as a condition of the grant that the eligible works are carried out in accordance with any specification they decide to impose.
- 2** It is a condition of the grant that the eligible works are carried out within four months from the date of approval of the application. This period may, however, be extended by the Council's discretion, particularly where they are satisfied that the eligible works cannot be, or could not have been, carried out due to circumstances that could not have been reasonably foreseen when the application was made. If an applicant requires additional time a request must be made in writing before the end of the four month period, otherwise the right to a grant cannot be guaranteed.
- 3** The payment of a grant, or part of a grant, is conditional on the eligible works being carried out to the satisfaction of the Council and the Council's being provided with an acceptable invoice or receipt for payment for the works and any preliminary or ancillary services or charges.
- 4** In the case of heating improvements, the eligible work must be carried out by a qualified Gas Safe registered heating engineer, the boiler must be an 'A' rated condensing boiler and landlord must produce a copy of the 'Landlords/Homeowners Gas Safety Certificate'. In addition to this condition, if the property is deemed suitable, the landlord must ensure loft and cavity wall insulation is installed along with the heating improvements.
- 5** It is a condition of the grant that the council reserve the right to inspect the property to ensure that grant work has been completed.
- 6** It is a condition of the grant that, throughout a period of 2 years from the date on which the Council certifies that the eligible works have been carried out to their satisfaction ("the grant condition period") the property will be residentially occupied or available for residential occupation. For the avoidance of any doubt the expression "residential occupation" referred to herein does not include holiday lettings which are expressly excluded whilst the grant conditions remain in force.
- 7** It is also a condition of the grant that the Council may by written notice require the owner to provide within 21 days a statement showing how the above condition is being fulfilled.
- 8** After providing eligible works, you must not increase the rent for one year after the installation date. However, if the property is regulated under a fair rent agreement or if there is a rent review every year under the tenancy agreement, this may continue, providing any rent increase does not take into account any insulation or heating improvement carried out under the grant.
- 9** It is a further condition of the grant that if, within the grant condition period, an owner makes a disposal of the property he is obliged to repay to the Council the entire amount of the grant. An owner is required to notify the Council forthwith in writing of his intention to make a disposal, and to give the Council any information reasonably requested by them in that connection.
- 10** If installing a new central heating system or boiler, it is a condition of the grant that the landlord must have the boiler serviced and a gas safety check by a Gas Safe registered heating engineer carried out annually throughout the grant condition period.
- 11** The grant conditions remain in force throughout the grant condition period and are binding not only on the person/persons who provides the application but also on any subsequent owner of the property. Any condition shall cease to have effect once a demand for repayment, in respect of the conditions mentioned above, has been satisfied.