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St Andrews Cross  
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## PLEA – Private Landlords for Energy Action

Thank you for your enquiry regarding PLEA. PLEA is a West Devon Borough Council initiative that is managed by Energy Action Devon, aiming to increase the uptake of energy efficiency measures and installation of effective heating by private sector landlords.

All private sector landlords with a rented property/properties in the West Devon Borough Council area that are residentially occupied, or available for residential occupation (excluding holiday lettings) are eligible to apply for the grant.

Grants will take the form of “**cash back**” to the value of **£2000 per property or 50% of the cost of the work, whichever is lower**. Insulation measures need to be considered within the property where possible, before heating grants will be allocated. The grant covers the following measures:

- £500 for Loft Insulation and/or Cavity Wall Insulation
- £500 for a new/replacement Gas Boiler
- £750 for a new/replacement Oil Boiler
- £1200 for a new/replacement Gas Central Heating
- £2000 for a new/ replacement Oil Central heating
- Wood boilers and Night storage heaters are also available

*\* Only available if loft or cavity wall insulation is installed or a home visit is carried out.*

To apply the **landlord** needs to return the completed application form to the above address with a **copy of the tenancy agreement**. On receipt of your application form you should then receive a grant approval letter authorising work to proceed, informing you of how much funding we have allocated to your application and what steps you need to follow. Please note that we are unable to provide funding for any works which have been carried out prior to your application.

Please also fill out the attached letter from Miller Pattison, the loft and cavity wall insulation company, if you have requested loft and/or cavity wall insulation for the rented property in the application. This letter is giving your tenant or managing agent your permission to book the installation date for the rented property, if you are unable to attend the survey yourself. If you do not attend but you have given permission to someone else 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. This form needs to be returned with your completed application form before we can process your application.

If you require any further information or have any queries please contact me on 01752 235188.

Yours sincerely

James Mills  
Project Co-ordinator



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and company limited by guarantee No. 293744



# PLEA West Devon Application Form

**Please fill in the application with as much information as possible.  
Any information missing may delay your application.**

## **PART 1: Landlord Details**

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

Landlord address: \_\_\_\_\_  
\_\_\_\_\_

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

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

*Please supply the following information if you have a Managing Agent or a third party looking after the property on your behalf.*

Agent/third party name: \_\_\_\_\_

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

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

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

## **PART 2: Tenants Details**

*(Please note if you are applying for self contained flats or bedsits, these are classed as separate properties and need a separate application for each, unless it is classed as a house of multiple occupation.)*

Tenants Name *(main contact)*  
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)*

How many tenants reside in your property? \_\_\_\_\_ Are the tenants students? \_\_\_\_\_

Are any of the tenants over 60?  Yes  No

Are there any children living under 16?  Yes  No

Are any of the tenant (s) on any of the following benefits? (Please tick all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Income Support           | <input type="checkbox"/> War Disablement Pension (who are also in receipt of Mobility Supplement) |
| <input type="checkbox"/> Housing Benefit          | <input type="checkbox"/> Child Tax Credit (with an annual household income less than £14,600)     |
| <input type="checkbox"/> Council Tax Benefit      | <input type="checkbox"/> Working Tax Credit (with an annual household income less than £14,600)   |
| <input type="checkbox"/> Pension Credit           | <input type="checkbox"/> Disability Living Allowance  |
| <input type="checkbox"/> Income-based Job Seekers | <input type="checkbox"/> Attendance Allowance   |

**(Office use only)**

Plea ref: E\_\_\_\_\_ Date received: \_\_\_\_\_

## PART 2: Tenants Details Continued

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            |   |

## PART 3: Measures

Please tick all the measures you wish to apply for

- |   |   |
|---|---|
| <input type="checkbox"/> Loft insulation  | <input type="checkbox"/> Boiler only                        |
| <input type="checkbox"/> Cavity Wall Insulation   | <input type="checkbox"/> Central heating system with boiler |
| <input type="checkbox"/> Hot water tank jacket (only applicable if applying for loft or cavity wall insulation) |   |

## PART 4: The Property

Please answer the following regarding your *rented* property

*This information is not essential for the application and is for our information only. However, it would be appreciated if you could complete this section to the best of your knowledge as we can use it to identify and advise on what measures your property could benefit from.*

### 1. 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   |   |

2. Number of bedrooms? \_\_\_\_\_

3. Approximately what year was the property built? \_\_\_\_\_

### 4. What type of outside walls does the property have?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Solid               | <input type="checkbox"/> Mixed               | <input type="checkbox"/> Other (please state) |
| <input type="checkbox"/> Cavity un-insulated | <input type="checkbox"/> Modern timber frame |   |
| <input type="checkbox"/> Cavity insulated    | <input type="checkbox"/> Don't know          |   |

5. Does the property have a loft?  Yes  No

6. Approximately how thick is the depth of loft insulation? (inches or millimetres) \_\_\_\_\_

### 7. 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       |   |

8. If heated by a boiler, approximately how many years old is the boiler? \_\_\_\_\_

**9. What is the main heating fuel?**

- Electric
- Solid Fuel
- Gas

- Oil
- LPG

**10. Who is responsible for payment of the utility bills?**

- Tenant
- Landlord

**PART 5: Private Landlords for Energy Action 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.***

**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.**

Please return your completed application form and authorisation form along with a **copy of your tenancy agreement** to:

PLEA Project Coordinator  
Energy Action Devon  
4<sup>th</sup> Floor, Royal Building  
St Andrews Cross  
Plymouth  
PL1 1DN

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

## **Part 6: Private Landlords for Energy Action 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 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 CORGI registered heating engineer, the boiler must be an 'A' rated condensing boiler and landlord must produce a copy of the 'landlords 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 that the landlord must have the boiler serviced and carry out a gas safety check annually by a Corgi registered heating engineer 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.



**If applying for insulation measures  
please follow the steps below**

If applying for insulation measures your application details, when received, will be forwarded to our designated installer Miller Pattison.

1. A surveyor should then be in contact within the next 4 to 6 weeks to arrange a mutual appointment to visit the property and supply a free, non-obligatory quotation for the work requested. If you are unable to attend the survey the surveyor will contact the tenants and your quotation will be forwarded via post.
2. Once the survey has been completed and you have agreed to the price quoted, an installation date needs to be arranged. Miller Pattison will contact you again to arrange this or they can be contacted on 01752 690580.

The PLEA grant works as a cash back scheme and Miller Pattison will quote for the **full price** of installation. The grant will cover up to £500 towards the total cost of insulation work; however **the grant does not cover VAT**.

3. Payment to Miller Pattison 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  
4<sup>th</sup> Floor Royal Building  
St Andrews Cross  
Plymouth  
PL1 1DN
4. A cheque will be drawn for the appropriate amount and sent within 14 days.

**If you are claiming for a central heating or boiler grant please see steps overleaf!**





Please complete this form in order to give your managing agent or tenant permission to act on your behalf in regards to the arrangement of survey and installation dates relating to any request for loft and / or cavity wall insulation.

<b>Property Reference:</b>			
Tenant / Managing Agents Name		Landlords Name	
Address		Address	
Tel		Tel	
Mobile		Mobile	

For the attention of Miller Pattison,

I give permission for above named Tenant / Agent to act on my behalf and sign any relevant paperwork with regards to the rented property detailed above, in connection with a survey conducted and insulation work to be carried out by Miller Pattison.

Signed .....

Print name ..... Date .....

Please return this form with you completed application form to:  
PLEA Project Coordinator  
Energy Action Devon  
4<sup>th</sup> Floor, Royal Building  
St Andrews Cross  
Plymouth  
PL1 1DN

*Surveyor: Gary Shepherd, Tel 07977 988082*

*For advice and assistance please call 01752 235188*










### Steps to claim your PLEA grant towards a new boiler

1. You can select any CORGI/OFTEC registered heating engineer to give you a quote. (See enclosed guidance on how to choose a heating engineer).

You must obtain two quotes, these then need to be sent into the Project Coordinator at the address below. On receipt of these the project coordinator will inform you which quote to proceed with.

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 SEDBUK efficiency 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	SEDBUK range
	90% and above
	86% - 90%
	82% - 86%
	78% - 82%
	74% - 78%
	70% - 74%
	below 70%

2. The heating engineer then installs the boiler according to their quotation.
3. The landlord pays the heating engineers invoice in full.
4. A copy of the paid invoice and the Landlords gas safety certificate is sent to:  
Energy Action Devon  
4<sup>th</sup> Floor Royal Building  
St Andrews Cross  
Plymouth  
PL1 1DN  
[info@energyactiondevon.org.uk](mailto:info@energyactiondevon.org.uk)  
Fax: 01752 235181
5. A cheque will be drawn up to the amount of £500 and sent within 14 days.

**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.**

**If you are required to have insulation installed to satisfy terms and conditions then payment will be made when all works are completed.**



### **Steps to claim your PLEA grant towards a new central heating system**

1. You can select any CORGI/OFTEC registered heating engineer to give you a quote. (See enclosed guidance on how to choose a heating engineer).

You must obtain two quotes, these then need to be sent into the Project Coordinator at the address below. On receipt of these the project coordinator will inform you which quote to proceed with.

To qualify for the PLEA grant the central heating system must consist the following:

1. The boiler must be an 'A' rated condensing boiler.
  2. You should install radiators in all habitable rooms to include the kitchen and bathroom
  3. Controls should include: room thermostat, programmer and TRV's on all radiators (except in the room with the room thermostat).
  4. Cylinder thermostat and HWTJ (if boiler is a normal condensing and not a combi)
2. The heating engineer then installs the boiler according to their quotation.
  3. The landlord pays the heating engineers invoice in full.
  4. A copy of the paid invoice and the Landlords gas safety certificate is sent to:  
Energy Action Devon  
4<sup>th</sup> Floor Royal Building  
St Andrews Cross  
Plymouth  
PL1 1DN  
[info@energyactiondevon.org.uk](mailto:info@energyactiondevon.org.uk)  
Fax: 01752 235181
  5. A cheque will be drawn up to the appropriate amount and sent within 14 days.

**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.**



### **Steps to claim your PLEA grant towards electric storage heaters**

You can select any NICEIC registered electrical engineer to give you a quote. You can find a local registered electrician online at <http://niceic.org.uk/en/findacontractor/> or by calling 01582 539000.

You must obtain two quotes, these then need to be sent into the Project Coordinator at the address below. On receipt of these the project coordinator will inform you which quote to proceed with.

To qualify for the PLEA grant the electric storage heaters must be:

Modern slim type with CELECT (intelligent) controls

They should be installed in 5 of the main living rooms which are classed as: living room, hall, kitchen, bathroom and main bedroom.

The engineer then installs the storage heaters according to their quotation.

The landlord pays the engineers invoice in full.

A copy of the paid invoice and the commissioning report is sent to:

Energy Action Devon

4<sup>th</sup> Floor Royal Building

St Andrews Cross

Plymouth

PL1 1DN

[info@energyactiondevon.org.uk](mailto:info@energyactiondevon.org.uk)

Fax: 01752 235181

A cheque will be drawn up to the amount of £1200 and sent within 14 days.

**Please note: In cases where you may have a receipt for the storage heaters 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.**