



# Barnsley Accredited Landlord Scheme

## Grant Application Form

### 1. Grant Criteria

- It is the responsibility of the Scheme Member to engage suitable and competent contractors to carry out the specified works and to submit **fully itemised** invoices/certificates to the Nominated Officer
- All grant works must be carried out by a competent person, in the case of any electrical works and works to gas appliances the person must be a qualified, competent and certified engineer.
- Payment of any grant will only be made when a satisfactory final and **fully itemised** invoice is produced by the contractor.
- Any costs above the maximum grant contribution level will be the responsibility of the Scheme Member
- Grants cannot be claimed retrospectively
- The maximum grant which can be claimed is £500 per property. This can be made up of several elements.
- With regard to individual properties benefiting from grant funded works, no further grants will be paid for a period of 5-years. This also applies to grant funding paid under the previous accreditation scheme.
- To ensure fairness in the allocation of grant funding Barnsley Council retains the right to limit the total number of grants approved each year to individual landlords.
- The grant will be repayable if any incidents of anti social behaviour linked to the property are not managed in the appropriate manner by the Accreditation Scheme Member (full details in appendix A)
- The property may be inspected by Barnsley Council or its agents prior to, or after works have been carried out
- Should membership of the Accreditation Scheme cease within three years of receipt of any grant aid, the grant will be repayable.
- A property for the purposes of the grant is defined as a unit of accommodation for which an individual charge for council tax is applicable.
- Following payment of grant monies the property should be of accreditation standard as far as is reasonably practicable or if not, the landlord should continue to work towards meeting the accreditation standard.

### 2. How to make a Grant Application

- The Scheme member completes the application form and returns it to the address shown at the end of this form.
- Once the application has been received the scheme member may be contacted to arrange a visit so the works can be agreed.
- The scheme member will be sent a Notification of Approval which will state the works must be completed within 6 months from the date of approval. Exceptions may be allowed but only with written approval.
- On completion of the works the scheme member must submit a final invoice(s) and the relevant supporting documents (see section 5 of this form)
- A follow up inspection may be carried out to verify that the works have been completed.

**3. Application Details:**

<b>Address where works are to be carried out (including post code)</b>	
<b>Scheme members Name and Address (including post code)</b>	
<b>Scheme members telephone number:</b>	
<b>Scheme members Email Address:</b>	
<b>Accreditation Scheme Membership Number:</b>	

**4: PAYMENT DETAILS**

Payment of Grant monies will be made by BACS. In order to process your grant application, please supply the following details:

<b>Information Required</b>							
VAT number							
Bank Name							
Bank account Name (as shown on statement or credit / debit card)							
Sort Code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
Account Number							
Roll Number (Building Societies)							
Email Address (needed for remittance confirmation)							



**5. Works to be Carried Out: The grant can be claimed for a combination of measures, up to a maximum of £500 per property.  
Please tick or complete all sections which apply:**

Measure	Maximum Grant Payable	Items Required			Amount claimed	Documents Required to process payment
<b>1 Fire Safety:</b> Provide and install a category LD2/LD3 grade D fire detector (smoke detectors & heat detectors)	£120 per detector for the first two, then £50 per detector thereafter	<b>Number of detectors required:</b>				Invoice Minor Works Certificate (electrics) Part P Certificate (electrics), if applicable
<b>2 Electrical Safety:</b> Carry out an electrical test on the property and provide a report which shows the system to be in a safe condition e.g. (Periodic Inspection Report/Domestic installation Periodic Inspection Report)	£111					Invoice Full copy of report
<b>3 Security:</b> Provide and fit a 5 lever mortice lock complying with BS 3621, a door viewer (if possible) and a security chain to all external doors	£25 per door allowed Maximum grant payable £50	<b>Door</b>	<b>Front</b>	<b>Back</b>		
		<b>Lock</b>				Invoice
		<b>Chain</b>				Invoice
		<b>Viewer</b>				Invoice
<b>4</b> Provide and fit window locks with keys.	£10 per window	<b>Number of window locks with keys required:</b>				Invoice
<b>5 Energy Efficiency:</b>						
Loft insulation	£249					Invoice
Cavity wall insulation	£249					Invoice
Energy Performance Certificate (EPC)	£40					Invoice Full copy of EPC
Boiler replacement	£400					Invoice Gas Safety Record Building Regulations- Compliance Certificate Minor Works Certificate - (electrics) Part P Certificate - (electrics), if applicable
Boiler controls (boiler & room thermostats, TRVs)	£50	<b>Number required:</b>				

	<b>Measure</b>	<b>Maximum Grant Payable</b>	<b>Items Required</b>	<b>Amount claimed</b>	<b>Documents Required to process payment</b>
<b>6</b>	<b>Handrails &amp; stair repairs:</b>		<b>Number required:</b>		
	Repairs to stairs	£50 per flight of stairs			Invoice
	Provide and fit handrails to stairs	£50 per flight of stairs			Invoice
<b>7</b>	<b>Carbon Monoxide Alarm:</b> Provide and install an audible carbon monoxide alarm, marked to EN 50291 with British Standards' Kitemark / European approval organisation's mark. (Recommended battery life of 5 years). Install one alarm in each room with a gas appliance	£20 per alarm	<b>Number required:</b>		Invoice
<b>8</b>	<b>Mechanical Extractor Fan:</b> Provide and install a humidistat activated mechanical extractor fan in rooms with high humidity (kitchens & bathrooms)	£160 per extractor	<b>Number required:</b>		Invoice Part P Certificate (electrics)
<b>9</b>	<b>Loft Hatch:</b> Create and install a loft hatch or, widen an existing loft hatch. Must be large enough for access to be gained to install loft insulation	£150			Invoice
<b>Total Amount of Grant Claim:</b>					

## 6. Landlord Declaration

I declare that to the best of my knowledge the information in this application is correct and I agree to abide by the above grant criteria. If I cease to be a member of the Accreditation Scheme within three years of the grant being paid I will repay the grant in full.

Signature of Scheme Member \_\_\_\_\_ Date \_\_\_\_\_

### Please Send Your Completed Application Form to:

Barnsley Accreditation Scheme  
Berneslai Homes  
PO Box 627  
Barnsley  
S70 9FZ

Telephone: 01226 775580

E-mail: [BHPMS@Barnsley.gov.uk](mailto:BHPMS@Barnsley.gov.uk)

## 7: FOR OFFICE USE ONLY:

### GRANT APPROVAL

Category of Grant works	Total amount of grant claimed £
Fire Safety	
Electrical safety	
Security	
Energy Efficiency	
Stairs and handrails	
Carbon Monoxide	
Mechanical Extractor Fan	
Loft Hatch	

<b>TOTAL GRANT PAYABLE</b>	
----------------------------	--

Approved by	
-------------	--

Date	
------	--

## PAYMENT AUTHORISATION

WBS NUMBER D-01016-005-001

1) Amount £	Date	Signed
2) Amount £	Date	Signed

### ADMIN USE

- APPROVAL LETTER ISSUED                       PAYMENT ISSUED  
 FLARE RECORD CLOSED                               RECEIPTS RETURNED

### Appendix A: Accreditation Grant Conditions linked to incidences of Anti Social Behaviour

Accreditation scheme members whose properties benefit from Accreditation Grant works will be responsible for managing any anti social behaviour from their tenants, any visitors to the property or any other members of the household

1. The receipt of the grant is conditional on the recipient having to repay the grant if they fail to manage anti social behaviour. If there is evidence of anti social behaviour, there is potential for elements of the grant to be paid back. This could include any of the Accreditation Grant works.
2. If investigations reveal that anti social behaviour which has taken place in the last 12 months has not been managed at the property in question, then there is potential for exclusion from the Accreditation Grant
3. Accreditation Scheme members will be fully responsible for the anti social behaviour of the groups detailed below, if it is evidenced and these are :-

Tenants  
Any Visitors to the property  
Any other members of the household

If it is evidenced that anti social behaviour has taken place from when the property improvements were completed, then measures will be taken to re-coup some of the investment. The payback period for the grant, if proven to breach the grant condition would be live from the payment date of the Accreditation Grant.

4. There is a sliding scale of repayments, and it is the court/judge who would set out what level of payment would be suitable for the offence. The sliding scale is made up of 5 years. Some of the types of anti social behaviour which will be a breach of the grant condition will include, but may not be limited to, including, drug dealing; harassment; vandalism; graffiti and deliberate noise nuisance. The higher level of the seriousness of the anti social behaviour, then a higher pay back may be required by the courts.

The Sliding Scale of Repayments if anti social behaviour is evidenced is detailed below:-

#### **Sliding Scale of Repayments:**

<b>Category 1 – High Level of Seriousness</b>	<b>Category 2 – Medium Level of Seriousness</b>
Within 12 months of Grant – Repay back between 90%-100%	Within 12 months of grant- Repay back between 45%-55%
Within 2 years – 75% - 90%	Within 2 years – 35% - 45%
Within 3 years – 65% -75%	Within 3 years – 25% - 35%
Within 4 years – 55% - 65%	Within 4 years – 15% - 25%
Within 5 years – 45% - 55%	Within 5 years – 5% - 15%