



FOR OFFICIAL USE ONLY

Scheme .....

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**CONFIDENTIAL**

**Department of Health and Social Care**

*Rheynn Slaynt as Kiarail y Theay*

**House Improvement and Energy Conservation Scheme 2013**

**Application Form**

Please answer all questions using **BLOCK CAPITALS**. An incorrect or incomplete form may cause delays in processing your application. **The 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 or e-mail [Housing@gov.im](mailto:Housing@gov.im)

**1. Details of Property**

a) Address of Property (including Postcode)

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.....

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 .....

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**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 .....

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

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

**4. As all grant assistance is income assessed, you must provide details of your income below.**

<b>Details of Income from all sources:</b>	<b>Applicant</b>	<b>Spouse</b>
	<b>£</b>	<b>£</b>

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

<b>6. Is Planning and/or Building Regulations Approval required?</b>	<b>Yes / No</b>	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.**

(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.

**I/We** authorise the Department of Health and Social Care to approach the Assessor of Income Tax, for the purpose of verifying my/our income (if applicable).

**I/We confirm that my/our income has not substantially changed from that shown in section 4** (if applicable).

**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 form for Income Tax Office**
- c) **Detailed Plans and Specifications** (where applicable).
- d) **Copy of Planning Approval Notice** (where applicable).
- e) **Copy of Building Regulations Approval** (where applicable).
- f) **Copy of most recent Tax Assessment Form**

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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 Health and Social Care (DHSC) 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 this Scheme, or with regard to any services provided to the customer, DHSC 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, DHSC 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, DHSC 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, DHSC may from time to time advise the client of products and services offered by DHSC that it believes would be of interest.

The client has a right to see a copy of the records relating to them that DHSC 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. DHSC may charge a fee of up to £10 for such access.

Please return the completed form together with all documents to:-

Customer Services Team  
Housing Division  
4<sup>th</sup> Floor, Markwell House  
Market Street  
Douglas IM1 2RZ  
Telephone: 01624 685955 or e-mail: [Housing@gov.im](mailto:Housing@gov.im)

**Please make cheques payable to Isle of Man Government**

**Department of Health and Social Care**

Markwell House  
Market Street  
Douglas  
Isle of Man

Application No: .....

Tel: 685865

**Income Tax Contributions – to be completed for all applications**  
House Improvement and Energy Conservation Scheme 2013

**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/or any Income Tax liabilities I/we may have.

Date: ..... Signature: .....

Signature: .....

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**Office Use:** For completion by Department of Health and Social Care and Treasury

The above named person has applied for assistance under the House Improvement and Energy Conservation Scheme 2013 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 5<sup>th</sup> April 20[ ]

Date: ..... Signature: .....

Department of Health and Social Care

**(Office Use: continued)**

Tax Ref No: ..... Name: .....

**1. Outstanding Balances**

<b>Income Tax Liability</b>	<b>Amount Owing</b>
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:-

**Applicant**

Total Gross Income..... Total Taxable Income.....

**Joint Applicant**

Total Gross Income..... Total Taxable Income.....

**3.** 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 £ .....

**4. Any other Relevant Information**

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

Date: ..... Signature: .....

# The Department of Health and Social Care

## The House Improvement and Energy Conservation Scheme 2013 Explanatory Leaflet

The Scheme was introduced by the Department as a means of offering financial assistance to owner-occupiers to carry out vital repairs and improvements and improve the energy efficiency of their homes. The following is a guide to the work eligible for grant assistance, the levels of assistance available and the criteria governing the applicant and the property.

### To be eligible for grant assistance:

- You must be the owner **and** occupier or have entered into a contractual obligation to buy the property for your occupation
- You and your spouse must have a taxable income of less than £15,000 per annum
- You must not have any outstanding tax liabilities

### Your property:

- Must be a house or bungalow (not a flat – except for certain heating works shown overleaf)
- Must be used wholly or mainly as a domestic dwelling
- Must have been built before 1960 (except for certain works shown in the table overleaf)

### Level of assistance:

- Grants are normally 50% of the total cost (not inc. VAT) except for certain work where the grant is a fixed sum (see table overleaf)
- No grant is payable if the total cost is less than £1000 (except where the grant is a fixed sum or has a maximum payment)
- The maximum amount of grant available under this and any previous Schemes is £25,000
- No grant is payable if monies have been granted in respect of the works via another government Scheme e.g. Conservation Grant
- The Department may consider grants up to 100% in cases of special need.

### Work covered under the Scheme:

- The table overleaf shows the work for which grant assistance is available.
- Each application must be accompanied by two estimates from contractors approved by the Isle of Man Employers Federation unless otherwise specified overleaf.  
<http://www.employersfederation.co.im/search.htm>
- **No work should be commenced until your application has been considered and you have received written confirmation of the grant.**

### Additional Information

- As a general rule your taxable income is your gross income less any allowances and deductions
- The Department may consider other work not specified in the table overleaf.
- Grants are not normally repayable, but larger or 100% grants **that are over £5,000 will be subject to a charge on your property** for the value of the grant to secure repayment if the property is sold within 10 years of the grant being awarded.
- **DIY Loft insulation** applications **must** be submitted within 2 weeks of purchasing materials.
- **You should check if any planning or building regulations approvals are required before submitting your application, and provide copies of approvals where applicable.**

**The summary overleaf is offered for guidance and is not intended to be a definitive interpretation of the Scheme.**

If you would like an application or require further information, please contact:

**Customer Services Team, Housing Division  
Department of Health and Social Care,  
Markwell House, Market Street,  
Douglas**

**Tel: 685955**

**E-mail: [Housing@gov.im](mailto:Housing@gov.im)**

HIECS 2013	Conditions		Grant
<b>All Works are subject to assessment of income and require 2 estimates unless otherwise stated.</b>			
Provision of adequate drainage to the buildings.	Pre 1960:	Adequacy to be determined by a surveyor having regard to the Building Regulations 2000.	50% grant
Replacement of single glazed windows with double glazed units in UPVC, aluminium, hardwood, or treated soft wood to current standards of thermal efficiency in accordance with the Building Regulations 2000 (as amended).	Pre 1960:	Frames are in disrepair or replacement necessary to correct inadequate natural lighting or ventilation.	50% grant
Works of a substantial nature to a roof.	Pre 1960:	Works going beyond normal maintenance required to render roof safe and weatherproof.	50% grant
Re-rendering of external walls.	Pre 1960:	Works going beyond normal maintenance required to render walls weatherproof.	50% grant
The abatement of rising damp.	Pre 1960:	Subject to assessment by the EHOs.	50% grant
The treatment of wet or dry rot	Pre 1960:	Subject to assessment by the EHOs.	50% grant
The installation or extension of supplies of light and power	Any age property:	Existing installation certified as unsafe by an approved electrical contractor: works must include provision of at least 1 mains powered smoke detector satisfying British Standard 5446	50% grant <b>1 estimate required</b>
Installation of gas or oil fired central heating system for the first time.	Any age property:	<ol style="list-style-type: none"> <li>1. Boiler must be SEDBUK rated A for gas, or A or B for oil.</li> <li>2. Installation must have electronic controls and thermostatic radiator valves and include roof space insulation and lagging upgrade, where necessary.</li> </ol>	50% grant
Installation of authorised cavity wall insulation	Any age property:	Installation to be by an approved contractor	50% grant to maximum of £500
<p>(a) Loft insulation</p> <p>(b) Associated works in connection with insulation works</p> <p>(c) Insulation of any hot water tank or cylinder which is not insulated to the recommended level</p> <p>(d) Insulation in any roof space of any water tank and any water supply pipes</p> <p>(e) Draught-proofing of windows and doors</p>	Any age property:	<p>(a) Provision in the roof space of an authorised material which will, when provided, give for the relevant structure, a U-value of not less than 0.25W/m<sup>2</sup>k.</p> <p>(b) If there is no means of access to any roof space for the purpose of carrying out the insulation works, the provision of sufficient means of access for such purpose.</p> <p>(c) Insulation to be effected by means of a jacket conforming to British Standard 5615:1985, or, if there is insufficient space for such a jacket of such other means of insulation as may be approved.</p>	75% grant to maximum of £250 <b>1 estimate required</b>
Provision of an adequate and potable water supply which may include connection to a mains water supply.	Any age property:	Subject to assessment by the Isle of Man Water Authority as to suitability of existing supply.	
The replacement of a plumbing system including connection to the mains.	Any age property:	The water pipes, cold water storage tank or both are made of lead.	