

Boiler Replacement

Applicant and Contractor Information

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Information for Applicants

What's the Housing Executive's responsibility?

The Housing Executive administers the Boiler Replacement Scheme on behalf of the Department for Communities

It agrees grant-aid and makes payment(s) at the appropriate time.

The Housing Executive is not responsible for contractors; contractor(s) are employed by you.

Who is responsible for Health & Safety / Social Distancing

Your contractor is obliged to ensure that the site is maintained at a high standard of health and safety throughout the job observing Health & Safety regulations.

This includes implementing social distancing measures.

For more information on COVID-19 and social distancing go to the Public Health Agency website:

www.publichealth.hscni.net/news/covid-19-coronavirus

Suspending work due to COVID-19

It is your choice whether to have work on a Boiler Replacement suspended before it's finished at your property.

Please discuss the matter with your contractor(s) and agree the way forward.

My contractor is leaving the site what should I look out for?

If you and your contractor agree to suspend work because of COVID-19 it is vital your contractor ensures the site is closed properly and left in a safe manner.

Check with your contractor what s/he will do to ensure the property is safe if s/he has to stop work before the job is completed.

The Housing Executive is not responsible for your contractor as s/he is employed by you. It is therefore important that you are satisfied your contractor ensures the site at your property is safe in the event of work having to be stopped before it is completed.

Can work be paid for?

Under normal circumstances the Housing Executive will only make payments based on an inspection by a Technical Officer. However, we have suspended these visits.

The Housing Executive has made arrangements to make payments without inspections but these will be based on evidence provided.

Please Note:

ANYONE KNOWINGLY MAKING A FALSE STATEMENT TO FRAUDENTLY OBTAIN MONIES IS LIABLE TO PROSECUTION

Please read '[Important Information on Final Inspections](#)'

What if the work is fully completed and needs to be paid for?

If the work is completed as an applicant you can make a request for final payment or agree with your contractor s/he should do this.

If you decide to complete the return the Housing Executive will need:

- Contractor's final invoice
- Completed 'Contractor's Completion' form – Contractor and Householder must complete and sign section for each measure within the List of Grant Aided Works;
- Building Control Completion Certificate - you and your Contractor are asked to request an inspection in the first instance.
- Building Control receipt and completed 'Notification of Completion of Works' form for the Boiler Replacement (we may make a payment without this form where the Council is unable to make a visit);
- Payment form BACS 01;
- Confirmation from Building Control that work is satisfactory (we may make a payment without this but it remains a requirement to return when Building Control complete the inspection. Please refer to section on [Building Control](#)).

As the Housing Executive is not in a position to inspect it will also need [photographic evidence](#) showing work completed for each item on the List of Grant-Aid Work. No payment will be processed without this.

What photographic evidence should my contractor provide?

You should refer to the *List of Works* which you were sent when the *Approval of Application* pack was sent.

From this your contractor must provide photographic evidence of the grant-aid work for which a claim is being made.

Evidence of each individual item detailed on the List of Grant-Aided Works must be provided. A clear photograph of each item and a note indicating the location of the item is required. It should be evident from the photographs that they relate to the grant household.

Heating Evidence

New Gas / Oil Boiler:

- Photograph(s) of the boiler clearly showing the boiler at the property and then a close up of the date plate

Time and Temperature Controls:

- Photographs showing the new time clock, motorised valves, room stat and cylinder stat (This is required to be submitted for Boilers installed under the boiler replacement scheme where applicable) Location – Hall / Hot Press Etc.

Radiators:

- Photographs of each individual radiator clearly showing the TRV and Lockshield

Oil Tank:

- Photograph should show the new Bunded tank and base in situ

Additional heating evidence required

Your contractor must provide the following before a grant-aid payment is made:

Oil Boiler

- a copy of the completed Boiler Passport (a clear readable photograph will be accepted)

Gas Boiler

- a copy of the completed Benchmark Checklist (a clear readable photograph will be accepted)

What happens where Building Control has not issued a certificate?

If Building Control is not able to inspect and therefore cannot provide a certificate of completion, evidence should be provided to confirm that Building Control Approval has been applied for.

Building Control should have been applied for before work commenced. The person who made this application should have received an acknowledgement receipt of payment from Building Control.

The Housing Executive may provide payment if no Building Control Certificate can be issued due to COVID-19, but the Building Control receipt and notification to the Council that the works are completed must be sent in as evidence.

Once the COVID-19 period has passed, a copy the final Building Control Certificate must be returned.

Where do I submit the request for payment?

The Housing Executive's preference is that all evidence is submitted by email. In the subject line you must provide the reference number (see *Approval of Application* pack) and property address.

Restrictions on email size

PLEASE NOTE there is a restriction on the size of email which we can receive. Therefore you must ensure that one email's total size does not exceed 30MB. This means you may need to send more than one email.

If you need to send more than one email it is vital that each email you send contains the same subject title detailing:

- the grants reference number;
- property address; and
- each email is marked as 1 of 4; 2 of 4, etc.

Grant Office emails:

Belfast / South East belfast.grants@nihe.gov.uk

Council areas:

Belfast City Council | Lisburn City and Castlereagh | Ards and North Down

Derry/Londonderry derry-londonderrygrants@nihe.gov.uk

Council area: Derry City and Strabane

North East northeast.grants@nihe.gov.uk

Council areas:

Antrim and Newtownabbey | Mid and East Antrim | Causeway Coast & Glens

South south.grants@nihe.gov.uk

Council areas:

Armagh, Banbridge and Craigavon | Newry, Mourne and Down

West / Omagh west.grants@nihe.gov.uk

Council areas:

Mid Ulster | Fermanagh and Omagh

IMPORTANT INFORMATION on Final Inspections:

Once the Housing Executive is able to resume technical inspections we will organise to inspect those properties where payments have been processed without a technical inspection.

Where it is identified that a payment has been made but items have not been completed in accordance with the specification for the relevant works and in accordance with Domestic Energy Efficiency Grants (Amendment) Regulations (Northern Ireland) 2016, the Housing Executive reserves the right to recoup monies paid from either the applicant or the contractor.

Housing Executive's Website

Use this link www.nihe.gov.uk to access the Housing Executive's website.

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Information for Contractors

What's the Housing Executive's responsibility?

The Housing Executive administers the Boiler Replacement Scheme on behalf of the Department for Communities

It agrees grant-aid and makes payment(s) at the appropriate time.

The Housing Executive is not responsible for contractors; contractor(s) are employed by you.

Who is responsible for Health & Safety / Social Distancing

As a contractor you are obliged to ensure that you maintain a high standard of health and safety throughout the job observing Health & Safety regulations. This includes social distancing measures.

For more information go to:

Public Health Agency: www.publichealth.hscni.net/news/covid-19-coronavirus

HSE-NI: <https://www.hseni.gov.uk/news/coronavirus-covid-19-update>

FMB: <https://www.fmb.org.uk/about-the-fmb/policy-and-public-affairs/responding-to-coronavirus-covid-19>

Suspending work due to COVID-19

Please discuss the matter with your customer(s) and agree the way forward.

Can work be paid for?

Under normal circumstances the Housing Executive will only make payments based on an inspection by a Technical Officer. However, we have suspended these visits.

The Housing Executive has made arrangements to make payments without inspections but these will be based on evidence provided.

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What if the work is fully completed and needs to be paid for?

If the work is completed your customer may ask you to make the request for final payment.

If final payment is requested on behalf of the Applicant by you as their Contractor the Housing Executive will need:

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- Your Invoice;
- Completed 'Contractor's Completion' form – you must complete and sign section for each item within the List of Grant Aided Works. It must be counter-signed by your customer;
- Building Control Completion Certificate - you should request an inspection in the first instance;
- Payment form BACS 02;
- Confirmation from Building Control that the works have been carried out satisfactorily (we may make a payment without this but it remains a requirement to return the certificate when Building Control has completed an inspection – please refer to the section on [Building Control](#));

As the Housing Executive is not in a position to inspect it will also need [photographic evidence](#) showing work completed for each item on the List of Grant-Aid Work. No payment will be processed without this.

What photographic evidence should I provide as contractor?

You should refer to the *List of Works* which was sent when the *Approval of Application* pack was issued to your customer.

Evidence of each individual item detailed on the List of Grant-Aided Works must be provided. A clear photograph of each item and a note indicating the location of the item is required.

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Derry/Londonderry derry-londonderrygrants@nihe.gov.uk

Council area: Derry City and Strabane

North East	northeast.grants@nihe.gov.uk Council areas: Antrim and Newtownabbey Mid and East Antrim Causeway Coast & Glens
South	south.grants@nihe.gov.uk Council areas: Armagh, Banbridge and Craigavon Newry, Mourne and Down
West / Omagh	west.grants@nihe.gov.uk Council areas: Mid Ulster Fermanagh and Omagh

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