

# LAD Application Form

Please return in the pre-paid self-addressed envelope to:

Sustainable Building Services (UK) Ltd  
2B, Maple Court, White Moss Business Park,  
Maple View, Skelmersdale WN8 9TW

or complete online: [www.insulation-grant.com](http://www.insulation-grant.com)

Enquiry Line: 0808 175 3620



**North East  
Derbyshire**  
District Council

Delivery Partner



## North East Derbyshire District Council - Local Authority Delivery (LAD) Energy Efficiency Scheme

### Property Ownership

Funding is only applicable to owner-occupier properties only. If you are a private or social housing tenant, please contact your registered social housing landlord / private landlord about energy efficiency improvements.

Are you an owner occupier?      Yes       No

Name(s): .....

Date(s) of Birth: .....

Address: .....

Postcode: .....

Telephone No.(s): .....

Email(s): .....

## Household Income

Household income is required to be obtained under scheme funding requirements along with other property ownership, occupancy, and energy efficiency data.

I/we certify that our gross annual household income is £.....

Gross household income: total income for occupants from all sources (such as earnings, benefits, investments etc.), before deductions of Income Tax and National Insurance.

*North East Derbyshire District Council may request evidence to confirm your household income information*

## Existing Insulation & Energy Efficiency Measures

Please confirm if any of the following measures have been installed in the past to your property:

- |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| External Wall Insulation | <input type="checkbox"/> | Internal Wall Insulation | <input type="checkbox"/> |
| Cavity Wall Insulation   | <input type="checkbox"/> | Loft Insulation          | <input type="checkbox"/> |
| Other (outline below)    | <input type="checkbox"/> |                          |                          |

If yes, please state what type of product and/or insulation thickness (if known)

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.....

.....

## Heating / Water

Do you have a fixed heating system in the property? Yes  No

If yes, please state the type of heating

- Central Heating with radiators  Room Heaters  Storage Heaters
- Other

If other, please state what type of heating system in place at the property

.....

.....

## Heating / Water cont.

**What is the main type of fuel used to heat your property?**

Main Gas  Electricity  Oil  LPG

**What type of boiler does your property have?**

Combination  Regular (with hot water tank)  Back Boiler

**Make & model of boiler** .....

**When was the boiler installed?** .....

**Is the boiler working?**

Yes  No  Intermittently

**What heating controls does your system have?**

Room Thermostat  Programmer  Thermostatic Radiator Valves

**How is your hot water heated?**

From Main Heating System  Immersion Heater

Instantaneous Water Heater

## Your Health & Wellbeing

**You may be entitled to other measures / funding towards work, so you or someone in your household suffer from any long-term health condition made worse by the cold?**

Yes  No

**If so please, name(s)** .....

**Date of birth** .....

**Health condition** .....

.....

## AUTHORISATION / DECLARATION

I/WE declare that the information in this form is correct to the best of my knowledge and belief, and that I/WE have no other income or capital apart from that declared.

I/WE authorise North East Derbyshire District Council to verify as it considers necessary the information I/WE have given, this may include accessing information on any benefits I/WE receive or contacting the Department of Work and Pensions.

<b>PRINT NAME</b>	
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<b>SIGNATURE</b>	
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<b>DATE</b>	
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<b>PRINT NAME</b>	
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<b>SIGNATURE</b>	
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<b>DATE</b>	
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## Sustainable Warmth Competition (LAD3) Privacy Notice

This notice sets out how North East Derbyshire District Council will use your personal data, and your rights under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA).

This notice relates to data collected under the Sustainable Warmth Competition LAD3/HUG1 programme operated by North East Derbyshire District Council, which is funded by the Local Authority Delivery Scheme (LAD) run by the Department for Business, Energy and Industrial Strategy.

### **YOUR DATA**

The data We will process the following personal data: Customers:

- Address and details of property receiving the LAD installation(s)
- Details about the LAD installation(s) installed at the property, including type, size and cost
- Contact address (if not the property receiving the LAD installation(s))
- Address and details of property offered, but not receiving, the LAD installation(s)
- Your name
- Household income and any other scheme eligibility information
- Any financial contribution you have made towards the LAD installation(s)
- Details about the expected energy, carbon and cost savings expected to be delivered by the installation, including pre- and post-installation property EPC details where appropriate
- Email address (optional)
- Phone number (optional)

### **Installers:**

- Your name
- Relevant accreditation and registration information
- Contact address
- Email address
- Phone number
- Details of LAD installations delivered

- Whether directly contracted or sub-contracted by LA to install LAD installations
- The number of employees in your organisation

## **Purpose**

The purpose(s) for which we are processing your personal data is to support the delivery and administration of the Sustainable Warmth Competition LAD3/HUG1 (together the Scheme). Delivery and administration of the Scheme may require linking of your data to other datasets held by North East Derbyshire District Council, Rykneld Homes, or the Department for Business, Energy and Industrial Strategy (BEIS). BEIS will be conducting an evaluation of the Scheme.

This may include you being contacted to take part in further research. Where the research involves processing of personal data in addition to that already collected for delivery of the Scheme, you will be given the opportunity to opt-in to that research at the point of contact.

Your data may also be used for statistical, research and fraud prevention purposes.

## **Legal basis of processing**

The legal basis for processing your personal data is:

(e) Public task: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice [describe the task or function]]

Public task: Processing is necessary for the performance of a task carried out in the public interest. The specific public task is the delivery, administration and evaluation of, as well as statistical, research and fraud prevention purposes relating to, the Scheme, a government funded scheme aiming to raise the energy efficiency of low energy performance homes (those rated at EPC Band E, F or G), including off-gas grid homes. Funding is provided to Local Authorities who engage consumers and manage the delivery of installations in homes.

## **Recipients**

Your personal data could be shared with:

- North East Derbyshire District Council
- Rykneld Homes
- Sustainable Building Services (UK) Ltd
- The Department for Business, Energy and Industrial Strategy (BEIS) and its contractors

for delivery, administration and evaluation of the scheme, statistical, research and fraud prevention purposes.

- Ofgem and delivery partners of central and local government home energy schemes such as the Energy Company Obligation and Renewable Heat Incentive

Your personal data may also be shared with other Government departments where necessary. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

Personal data shared with BEIS will be stored on their IT infrastructure and will therefore also be shared with their data processors Microsoft and Amazon Web Services.

## **Retention**

Your personal data will be stored securely by us for a maximum period of 2 years

Your personal data will be stored securely by BEIS for a maximum period of 25 years following the close of the Scheme. BEIS may choose to store anonymised data beyond this period.

## **YOUR RIGHTS**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

You have the right to withdraw consent to the processing of your personal data at any time, where processing is based on your consent.

## **HOW TO MAKE A REQUEST**

If you wish to make a request associated with any of the rights listed above, contact North East Derbyshire District Council or BEIS using the contact details at the bottom of this notice.

Your personal data will not be processed outside the UK and European Economic Area (EEA), or by an international organisation.

As personal data shared with BEIS will be stored on their IT infrastructure, and shared with their data processors Microsoft and Amazon Web Services, your data may be transferred and stored securely outside the European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

## **COMPLAINTS**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator.

The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## **CONTACT DETAILS**

The data controllers for your personal data are North East Derbyshire District Council and the Department for Business, Energy and Industrial Strategy (BEIS).

You can contact the North East Derbyshire District Council Data Protection Officer at: District Council Offices, 2013, Mill Lane, Wingerworth, Chesterfield, S42 6NG [connectne@nederbyshire.gov.uk](mailto:connectne@nederbyshire.gov.uk)

You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)



## **Additional Information / Notes**

The works will be carried out by Sustainable Building Services (UK) Ltd a Trustmark registered installer and is compliant with PAS2035.

Upon satisfactory completion of the works, the Contractors will be paid directly using funding allocated by the Department for Business, Energy and Industrial Strategy (BEIS).

It is the responsibility of Sustainable Building Services (UK) Ltd to ensure the work is carried out satisfactorily. Any Guarantee offered will be between you and Sustainable Building Services (UK) Ltd and any subsequent issues that may arise will be a matter for Sustainable Building Services (UK) Ltd under the terms of the Guarantee.

Please note that North East Derbyshire District Council will not be responsible for any problems with the work or for any ongoing maintenance.

The grant does not cover the redecoration or repair of the interior or exterior of your property in connection with the installation work.