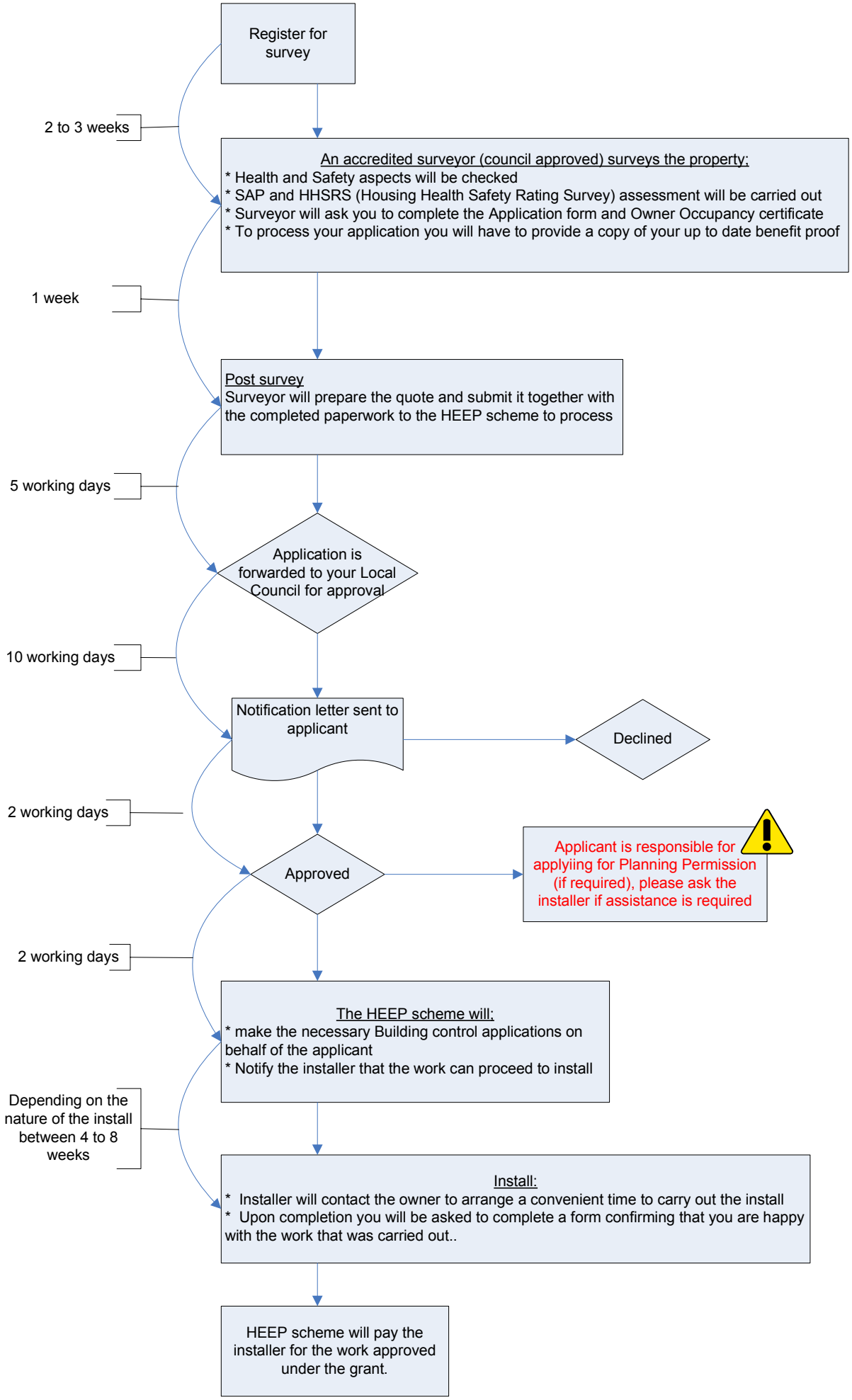
Register for survey
2 to 3 weeks
An accredited surveyor (council approved) surveys the property:
* Health and Safety aspects will be checked
* SAP and HHSRS (Housing Health Safety Rating Survey) assessment will be carried out
* Surveyor will ask you to complete the Application form and Owner Occupancy certificate
* To process your application you will have to provide a copy of your up to date benefit proof
1 week
Post survey
Surveyor will prepare the quote and submit it together with the completed paperwork to the HEEP scheme to process
5 working days
Application is forwarded to your Local Council for approval
10 working days
Notification letter sent to applicant
Declined
2 working days
Approved
Applicant is responsible for applyiing for Planning Permission (if required), please ask the installer if assistance is required
2 working days
The HEEP scheme will:
* make the necessary Building control applications on behalf of the applicant
* Notify the installer that the work can proceed to install
Depending on the nature of the install between 4 to 8 weeks
Install:
* Installer will contact the owner to arrange a convenient time to carry out the install
* Upon completion you will be asked to complete a form confirming that you are happy with the work that was carried out..
HEEP scheme will pay the installer for the work approved under the grant.