



Dear Resident

Delivered by Hand

Re: Cavity Wall Insulation Works

We have been instructed by London Borough of Camden to carry out Cavity Wall Insulation on your property. I can confirm that these works will take place in January 2013.

Please note that ahead of the works being carried out, certain benefit details will need to be provided by you and disclosed in confidence to our Resident Liaison Officers (RLO's) to enable London Borough of Camden to obtain relevant Government Grant Funding for all Home Insulation works prior to completion.

All RLO's will have visible Zero Carbon UK Group ID cards and a Letter of Authority from Camden.

Can you please complete and sign the delivered form with the required information.

Please can you call us on 0800 466 1006 so I can arrange for our surveyor to visit and obtain these details from you as a matter of urgency.

I thank you in advance for your co-operation.

Yours sincerely

Gary Reeves
National Operations Manager
Zero Carbon (UK) Group Limited
0800 466 1006



Priority Group Assessment Form
(To be completed for all priority group customers)

Estimate No:

Full Name: SPG
 Address: Postcode: PG
 Tel No: Email: EPG

To be able to claim full grant funding YES MUST be answered to at least one question listed 1-13

All questions must be answered YES or NO

	Yes	No
1. State pension credit (SPG)		
2. Child tax credit with income of no more than £16,190 (SPG)		
3. Income-related employment and support allowance		
4. Income-based job seekers allowance		
5. Income support		
If yes to questions 3, 4 or 5 confirm if benefit listed (a) to (e) held below? (SPG)		
(a) Child under the age of 5 years		
(b) Child tax credit Inc. Disability or severe disability element		
(c) Disabled child premium		
(d) Disability premium - Enhanced disability premium - Severe disability premium		
(e) Pension premium - Higher Pensioner Premium - Enhanced Pensioner Premium		
6. Council tax benefit		
7. Housing benefit		
8. Attendance allowance		
9. Disability living allowance		
10. War disablement pension + mobility supplement or constant attendance		
11. Disablement pension which includes constant attendance allowance		
12. Working tax credit where the relevant income is £16,190		
13. Over 70 years old but not receiving pension credit (EPG)		

Proof of Child under 5 seen - Please tick as applicable

Birth Certificate Child Benefit Letter

Signed: Cold Weather Payment Benefit Letter (Current heating season only)

Benefit No:
(Normally national insurance number)

Date of Birth:
Only required for Over 70 years old but not receiving pension credit

Additional comments:

Declaration: I confirm that the above information, including the address details, are correct and that the required checks have been carried out thus ensuring SPG, PG or EPG qualification. Where parental responsibility for a child under 5 residing at the property is applicable, if householder declaration has been ticked, then a signature has been provided. All personal data acquired on this form shall only be used for the purpose of ensuring eligibility and shall not be further processed or disclosed without the householders consent.

Surveyor Signature: Surveyor Printed Name:
 Householder Signature: Householder Printed Name:

