



Support Document Green Homes Grant Voucher Scheme (GHGS)

Guide to Compliant Documentation

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1. Introduction

We have created this guide to support businesses and help explain the type of documentation they need to demonstrate compliance for the Green Homes Grant Voucher Scheme, and the supporting evidence expected.

2. Scope

This document focuses on the documentation requirements for the Green Homes Grant Scheme and provides some key pointers to help get things right first time.

3. Mandatory Information

For PAS:2035 lodgements under GHGVS the standard suite of documents persists. For properties with a lower technical risk that can be delivered without requiring PAS2035 the following requirements apply.

The Voucher Number will be required along with the manufacturer of the product installed.

For MCS technologies, the MCS Certificate Number will also be required along with the Design and guarantee / insurance documentation.

For PAS Measures:

1.1. Building Survey Pre-Design

Must:

- contain a concise general appraisal of the property condition and construction type;
- be accompanied by full and concise images of all external and internal elevations of the property;
- contain images and descriptions of all building faults or maintenance requirements;
- identify all existing ventilation system elements and their size location and condition.

1.2. EEM Design

Must:

- be accompanied by a property specific design and be prepared for each specific installation and measure;
- satisfy the requirements of section 4 PAS 2030:2017;
- be produced by a competent designer, incorporating all relevant drawings details and design requirements for corners, junctions, joints and the elimination of any thermal bridges;
- consider any issues raised within the pre-design survey;
- include all ventilation upgrades required within the property to ensure the requirements of PAS 2030 2017 section A4/5/6 are satisfied;
 - satisfy the requirements of 'Approved Documents' of the Building Regulations and satisfy the current U-Value of 'Approved Document' L1 B: The Building Regulations.

1.3. Pre-Installation Building Inspection (PIBI)

Must:

- meet all the requirements for the relevant measure table within PAS 2030/17;
- address all findings of the PIBI in full prior to installation of the measure.
Evidence of satisfaction of findings from the PIBI is required;

1.4. Handover Documents

Must:

- have all test and commissioning certificates uploaded and lodged into the data warehouse as part of a compliant lodgement;
- include image history of fully installed completed measures should be supplied as part of the claim for compliant lodgements;

1.5. PAS 2030 Declaration of Conformity

Must:

- contain a statement as being claimed as the accepted form of wording specified within section 8 of PAS 2030.

1.6. Guarantee/Financial Protection mechanism

Must:

- be provided and meet the relevant requirements of Section 10 of the latest edition of the TrustMark Framework Operating Requirements (V2.2 at time of writing) Section 10. Further information can be found by visiting <https://www.trustmark.org.uk/ourservices/financial-protection>.

4. Guidance Notes

GHGVS lodgements cannot be superseded as they are linked to payment so please ensure you check your documents and supporting evidence thoroughly before you submit

- To make a GHGVS lodgement you will need the voucher number and postcode as these must be provided.
- If the property is deemed as an elevated technical risk, it will need to be completed under PAS2035 with a Retrofit coordinator
- Work carried out under ECO and GHGVS cannot be combined in the same lodgement.
- Low Carbon Technology work needs to be record with MCS before lodging with TrustMark. Please ensure you keep a record of the MCS Certificate as it will be required and checked.
- For all requirements of the GHGS scheme for Registered Businesses, please visit our website and download a copy of [Green Homes Grant Voucher Scheme Requirements for Registered Businesses](#).