

Appendix A - Discretionary Energy Rebate Scheme

The table below shows the proposed scheme:

A	An application window is open for at least one month: No grant will be paid unless an application is completed and verification checks cleared.
B	Residents liable for properties in band E –H (a chargeable dwelling) and in receipt of Council Tax reduction scheme (CTS) Housing Benefit or Universal credit on 1.4.2022 are eligible to apply.
C	Households who have a liability for rent on 1.4.2022, but not Council Tax, and are also liable for energy bills, and in receipt of universal credit or Housing Benefit are eligible to apply.
D	Only one grant, main or discretionary will be paid to a household
E	The household must occupy the property as their main residence and be liable for rent or council tax on 1.4.2022. (Backdated liability rules apply as for the main scheme*)
G	Consistent with the main scheme, no award will be made to a local authority, a corporate body or other body such as a housing association, the government or governmental body.
H	If funds remain available after the initial application period is completed, a further scheme will be launched, inviting customers not previously awarded a grant. Any revisions to the criteria to be approved by the S151 officer in conjunction with the portfolio holder.

*Backdated liability

Eligibility should be determined based on the position at the end of the day on 1 April 2022. Where a council has reason to believe that the information they hold about the valuation list, liable taxpayer(s) or residents' circumstances in respect of 1 April 2022 is inaccurate, they should withhold the payment and take reasonable steps to determine the correct information.

Where records relating to the liable taxpayer(s) or residents' circumstances in respect of 1 April 2022 are retrospectively updated, councils should take reasonable steps to pay or clawback payments.

Where the property band recorded on a valuation list is amended retrospectively to 1 April 2022, for example because of a successful appeal made to the Valuation Office Agency ('VOA') that concluded after this date, councils are not required to pay or clawback payments. The exception is where a property is a new build and awaiting an official banding from the VOA. In these cases, eligibility should be determined based on the official band subsequently allocated by the VOA, where this has an effective date before or on 1 April 2022.

Where a review, proposal, or appeal pre-dating the announcement on 3 February 2022 is successful after 1 April 2022 and as a result, a property would have been

eligible for the rebate, councils may wish to provide support using their Discretionary Fund.

Where a review, proposal or appeal was made after the announcement, a decision will not be made by the VOA before 1 April and therefore taxpayers will not be eligible for the Council Tax Rebate.