

TABLE 6: OTS – PHASED POSSESSION ACQUISITION (BAND 2)

Responsibility for action	Phased Possession (Payment Claim Procedures)
Association	<p>The Association must be able to comply with the certifications on the GA1 form.</p> <p>The current version of forms available on DSD website must be used. Older versions will not be deemed as valid claims for payment purposes.</p> <p>If the NIHE’s decision to approve a scheme has been based on a valuation figure, which is different to the subsequent actual purchase price the Association must consult with NIHE (DPG) prior to submitting any tranche claim where this is known at the date of claim.</p>
Documentation required for claiming grant	<p>The application must be made to the NIHE (DPG) for the Partial Acquisition Tranche and include:</p> <ul style="list-style-type: none"> • Form GA1; • Copy of a letter from the Association’s Solicitor confirming that the land or portion of land is in the Associations ownership, the date of completion and the purchase price; • Response to NT2/TA2 – any Conditions attached to Scheme Approval (if applicable) • 2 copies of an OS map (<i>Scale 1:1250 or 1:2500 – outlining the land/property in red to allow the DSD to apply for a Statutory Charge in accordance with Articles 13 of the Housing (Northern Ireland) Order 1992 and 161 of the Housing (Northern Ireland) Order 1981 and paragraph 37 of Schedule 11 to the Land Registration Act (Northern Ireland) 1970. The inclusion of the Ordnance Survey grid reference is also useful to DSD. The Maps must also either have a Housing Association Licence number or Data Information & Systems acknowledgement on them).</i> • Form GPS1; • Code for Sustainable Homes Certificate (if applicable) • Details of the Association’s calculations of grant claimed, showing the type of dwellings from the SFN1; • Copy of a statement from the contractor identifying the part or parts of the works taken into possession and giving the dates when the Employer took possession.