

**Table 7: START ON SITE STAGE (BAND 3) Revised December 2011**

Responsibility for Action	Start on Site Stage (Grant Application Procedures)
<b>Association</b>	<p>The Association must be able to comply with the certifications on the <b>GA1</b> 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>
<b>Association: Application for claiming Start on Site Tranche</b>	<p>The application must be made to the NIHE (DPG) for Start on Site Tranche and include:</p> <ul style="list-style-type: none"> <li>• <b>Form GA1;</b></li> <li>• <b>Response to NT2/TA2 or ALP2</b> – any Conditions attached to Scheme Approval (as applicable)</li> <li>• <b>Copy of extract from Building Contract – e.g., signed Articles of Agreement or equivalent</b> – indicating that the Association has entered into a Building Contract;</li> <li>• <b>Copy of extract from Building Contract</b> – date of possession e.g., Appendix 1 from JCT contract or equivalent – showing the date that possession of the site passed to the contractor <b>or</b> in case of NEC type contract a copy of the Contract Data Section showing the 'access date';</li> <li>• <b>Copy of Planning Approval</b> (Green Form).</li> <li>• <b>Planning Caveats (if any)</b> – explanation as to how the Association intends to address any Planning Permission caveats.</li> <li>• <b>Copy of a letter from the Association's Solicitor</b> confirming that the land is in the Associations ownership, the date of completion and the purchase price [<i>Note: this is only required if it has not already been submitted at Acquisition stage</i>].</li> <li>• For all New Build schemes, the following which will be recorded by NIHE (DPG) to allow the DSD to monitor building costs: <ul style="list-style-type: none"> <li>• <b>Form PIF</b> for self-contained New Build Dwellings (General Needs and Supported Housing); <b>or</b></li> <li>• <b>A BCIS Detailed Form of Cost Analysis</b> obtainable from the Building Cost Information Service of the <u>RICS</u>, for shared accommodation schemes; <b>and</b></li> <li>• <b>Form TPI</b> (New Build Social Housing <b>TPI</b> in respect of schemes with works costs of £250,000 and over, based on a Bill of Quantities, Builders Quantities or detailed schedule of rates.</li> <li>• Where applicable, these forms must be submitted with the payment claim otherwise the Onsite Tranche will not be paid.</li> </ul> </li> </ul>
<b>Association</b>	<p>Information that may be provided <b>after</b> payment of the On-site Tranche within a specified period is detailed below. Within 30 working days of Grant being paid the Association must provide the NIHE (DPG) with:</p> <ul style="list-style-type: none"> <li>• <b>The Planning 'Green form'</b> - Note: with the NIHE (DPG) prior agreement the Green Form can be submitted within 30 working days of Grant being paid;</li> <li>• <b>A copy of a letter from the Association's Consultant</b> either confirming that work is progressing on site or explaining the lack of progress.</li> </ul>

**[Note: The Practical Completion tranche will not be paid until ALL Information has been received by NIHE (DPG).]**