

**TABLE 8: PARTIAL COMPLETION (BANDS 1 & 3)**

Responsibility for Action	Partial Completion Stage (Cost Application & Assessment Procedures)
Association	<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>
Association: Application for claiming PARTIAL Practical Completion Tranche	<p>The application must be made to the NIHE (DPG) for the Partial Completion Tranche and include:</p> <ul style="list-style-type: none"> <li>• <b>Form GA1</b> Application for Housing Association Grant, amended to reflect the interim nature of the tranche claim;</li> <li>• <b>Response to NT2/TA2 or ALP2</b> - any Conditions attached to Scheme Approval (as applicable)</li> <li>• <b>Details of the Association's calculations of grant claimed;</b></li> <li>• <b>BAND 3 - Latest Interim Certificate</b> showing actual costs to date. Where Major Site Development Works or VAT are included in the Works Cost, the Final Certificate/Account in respect of the Pre Works and VAT Certificates must be provided. (NB: these figures will be reviewed with the costs presented at the final practical completion claim and must together equate to the actual Works Cost element included in the Final Costs statement);</li> <li>• <b>BAND 3 - Statement of Partial Possession by the Employer</b> (or equivalent) [Note: In the case of Design &amp; Build Competitive Tendering schemes <b>Scheme Types</b> , this will be a 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].</li> <li>• <b>BAND 1 - Authorised itemised cost breakdown of completed works for each dwelling. For more information see Scheme Types]</b></li> <li>• <b>2 copies of an OS map</b> (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 <i>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</i>. 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 &amp; Systems acknowledgement on them).- <b>[if not provided at Acquisition stage OR unless to be provided for entire site at final PC tranche claim]</b>.</li> </ul> <p>Where the certification on the GA1 form regarding the possession of the Building Control completion certificate has not been answered positively the PC tranche cannot be paid.</p> <p>In circumstances where there are only minor issues preventing the issue of the certificate the HA may provide NIHE (DPG) with a letter from Building Control confirming that the properties are safe for occupation. The HA must also confirm that it will actively pursue achievement of the completion certificate. If satisfied, NIHE (DPG) may proceed with issuing the payment claimed.</p> <p>NB ESP Practical Completion tranche cannot be paid where there is outstanding documentation from the Acquisition tranche claim.</p>