

## Scheme Submission Documents – Ready Reckoner

Document	Band 1	Band 2	Band 3	Band 4	Purpose/Requirements
SFN1	√	√	√	√	TCI Calculation Form
NIHE Needs Support	√	√	√	√	Copy of letter from NIHE (AP) confirming 'housing need' support for scheme composition as presented in the scheme submission documentation and on Form TA1/NT1/ALP1
Economic Appraisal	√	√	√	√	Must satisfy DFP requirements for EAs which can be found by going to DFP Step by Step Guide to Economic Appraisal
Valuation Report	√	√	√	√	Report prepared by an independent valuer, and accompanying plan endorsed by the valuer (i.e. signed & dated). The site/property valued must be clearly identified on the plan. Any site constraints or relevant issues should be documented in the report as having been considered in the valuation process. Further advice on the suggested contents can be found in the HA Guide – <a href="#">Acquisition Issues and Valuations</a>
Condition Report	√				A list of itemised repairs for each dwelling with associated costs per item should form part of the report. The total should match the works costs amount on the NT1/TA1. Further advice on the suggested contents can be found in the HA Guide – <a href="#">Annex D - Specific ESP &amp; OTS Design Issues</a>
Site Layout Plan	√	√	√	√	<b>Must be on a scale of 1:200</b> - provides information on the location of the site/property and the arrangement of the proposed dwelling(s). The plan should be fully annotated and include: <ul style="list-style-type: none"> <li>Boundaries and points of access;</li> <li>Roads and footpaths on or adjacent to the site, proposed levels;</li> <li>Layout of buildings, gardens and fences, roads and parking areas, landscaped areas, retaining walls etc.</li> </ul>
Dwelling Plans	√	√	√		<b>Must be on a scale of 1:50</b> , including sections, elevations etc. The scale must be adequate to enable assessment, if required. Plans must be fully dimensioned and show the minimum required furniture layout. For rehabilitation schemes, existing AND proposed plans, including sections, are required
Outline Specification		√	√		Report to cover internal and external fabric of the building; M&E services; and external works.
Site Location Plan		√	√	√	<b>Must be on a scale of 1:1250 or 1:2500.</b> The plan must contain either the HA's licence no. or ordinance survey acknowledgement
Block Plans (if applicable)		√	√		<b>Must be on a scale of 1:100.</b>
Submission for Properties not Publicly Advertised		√			If a contractor/developer or their agent directly approaches an Association offering an Off the Shelf property for purchase that has not been publicly advertised for sale, a submission at application for project approval will be required from the Association. This submission will confirm how the Association was

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					approached including a timeline, if there are any potential conflicts of interest and the rationale for the direct approach. Further guidance is provided in the OTS section of the Housing Association Guide.
<b>Property Assessment Report</b>		√			Associations are required to submit a copy of the Property Assessment Report (PAR) for the OTS scheme to DPG when procuring apartments or flats with common areas, 6 or more traditional housing units in a development or properties that are more complex in nature e.g. older persons housing, wheelchair housing or supported housing. Further guidance is provided in the OTS section of the Housing Association Guide.

*Further documents may be required - Check 'Scheme Documentation' for the scheme band type*

#### **Claiming Payment (new)**

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<b>Authorised itemised cost breakdown of completed works</b>	√				The authorised statement should take the form of a table/list on Association headed paper showing each address, an itemised complete list of repairs for each individual property with associated costs beside each individual item. The full works costs for each property must be individually totalled to equal full amount paid to contractor in respect of that dwelling and finally, signed by an authorised signatory for the association.