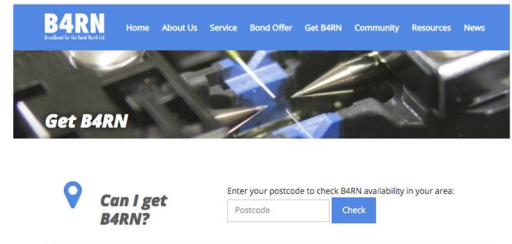


Gigabit Voucher Request Form Guide

B4RN has now been granted approval to apply for Government grants for properties in our parish and require all properties who would like to receive the service in the future to complete the on-line **Service Request Form**. This is in addition to any previous registration of Expression of Interest.

It is **VERY** important that everyone who would like to subscribe to B4RN's Hyperfast Broadband service completes the on-line **Service Request Form** to ensure that our community broadband project receives maximum government funding towards the costs of the project and to ensure all eligible properties do receive a government grant!



Step 1 – To submit The Gigabit Voucher Request Form please click on

Click on the 'GET B4RN' page of the B4RN website.

<https://b4rn.org.uk/postcode-checker/>

Step - 2

For properties in post codes which are eligible for a grant

- You will be notified that the property has been registered under the Government Grant Scheme and residential properties will receive a £150 grant from B4RN towards the installation costs.
- Business will receive £300 and have the installation cost of £150 waived.
- Residents who invest £1,500 or more will also be eligible to free connection worth £150 in addition to the £150 grant.

For properties in post codes NOT eligible for a grant

- You will be notified that the property is in an area where the B4RN service is available but it will **NOT** say that it has been registered for a grant.
- Consequently the property will **NOT** receive a grant towards the installation costs However, businesses in post codes identified as not eligible can request that B4RN apply for a grant on their behalf.

In both cases the property owner will need to complete the **Service Request Form** where they can choose between

1) Immediate Commitment (Once B4RN service is available)

2) Delayed Commitment (for people currently in contract with another provider) and a Delayed service request date.

- All other conditions and timings for installation are the same for all properties regardless of whether they are eligible for a grant or not.
- **ALL** properties must still sign a 12 month service agreement. However, there are NO fees or penalty clauses for early termination which enables the contract to be cancelled free of charge after the first 30 days.

What happens next?

1. You will receive an email from B4RN confirming receipt of your form.
2. You will receive three emails
 1. from gigabit.vouchers@notifications.service.gov.uk to acknowledge receipt of your request and asking you to **click on link** in the email to confirm your details and agree to the Ts & Cs.
 2. After you have clicked on the link you will then receive a confirmation email from 'gvsadmin@culture.gov.uk' with your voucher ID and approval date.
 3. you will receive a final email once you have a live service requesting that you confirm your connection and the speed.

You MUST click on the link provided to respond in emails 1 & 3 or you will not receive the grant from B4RN towards the installation costs of equipment in the property and service duct throughout your curtilage to your boundary.

If you have any questions or queries regarding this process, please contact the office on 01524 555887 or email gbvs@b4rn.org.uk

Step 3 - Installation & Connection

1. Customers who would like **immediate connection** will be contacted by the community B4RNPR team to notify them when "B4RN" will install conduit from the nearest chamber to their property curtilage.
 - The property owner is responsible for installing the conduit across their property.
 - Once this is done the B4RNPR team will install the baseplate in the desired location.
 - B4RN will contact the property when the service is available to arrange details for a B4RN engineer to visit the property and complete the installation (blowing fibre) and installing the Router to make the **Connection Live**. After which, the engineer will ask the owner to sign a 12 month service agreement form. The connection charge (if appropriate) is paid when the service starts.
2. Customers who requested a "**Delayed commitment**" as they have a contract with their current service provider which expires in x months' time.
 - will be contacted by the community B4RNPR team to notify them when "B4RN" will install conduit from the nearest chamber to their property curtilage.
 - The property owner is responsible to install the conduit across their curtilage to their property.
 - Once this is done the B4RNPR team install the baseplate in the desired location.
 - There is **NO** charge for this **Connection Only**
 - B4RN will contact the property owner a few weeks before the "Delayed service request date" provided by the property owner, when the existing contract expires to arrange details for a B4RN engineer to visit the property and complete the installation (blowing fibre) and installing the Router to make the **Connection Live**. After which, the engineer will ask the owner to sign a 12 month service agreement form. The connection charge (if appropriate) is paid when the service starts.
 - Once the service is live, the owner will receive emails from DCMS to confirm the connection. After which they will receive a cheque for £150 towards installation costs.

- If you do not receive the email from DCMS, the Department for Digital, Culture, Media & Sport check your Spam folder in case it has been diverted there.

Single Business Vouchers

We were first able to apply for single business vouchers, which are quite simply a single voucher to support the cost of installation for that business alone. Our first completed voucher came though in March of 2018, since then we have processed and completed over a hundred of these vouchers, these take time to organise as each voucher is unique with it's own dedicated survey, costing, and proposal for submission.

The maximum value of these vouchers is **£2,500**, and the funds go directly towards the installation costs that B4RN commit to when supplying a connection. You will also receive **£300** from us for the installation of required termination boxes in the property and service duct throughout your curtilage to boundary, payable on completion of the voucher process. We will also **waive our standard connection fee of £150!** A total of £450 towards a future proof Gigabit Full-Fibre Internet connection.

- We require the following details to register a voucher:
- Your name
- Business name
- Address to be connected to B4RN
- Company number, or Sole Trader / Partnership name
- Telephone number
- Current connection speed
- Copy of a recent utility bill, lease agreement or bank statement in the name of the business at that address.
- Or, if you are a Sole Trader / Partnership, please let us know your HMRC UTR number.

To find out more please click on [information leaflet](#).

If you are Self employed you may also be able to claim the Single Business Grant Voucher by providing one of the following

- Unique Tax Reference number,
- Invoice to a customer with the address on it,
- Invoice from a supplier with the address on it.

B4RN continue to submit these, so if you wish to apply for a single business voucher please visit [Get B4RN](#) page and enter your postcode, you will then be presented with available options. For help please call 01524 555887 or email gbvs@b4rn.org.uk.