

## Appendix 1 - Management Information Letter dated 2nd May 2016

### Biggin Hill Airport Residential Sound Insulation Scheme (RSIS)

Residential properties affected by airport related noise will qualify for inclusion in the RSIS where the airborne noise level created by aircraft using LBHA is in excess of 90 dB SEL at an annualised daily average frequency of once or greater during the night-time period (2300 to 0700 local time).

Data collected from the NMTKS noise monitor positions will be compiled and processed annually in order to identify qualifying properties, if any. The scheme will be advertised on the LBHA website.

The Owner of a residential property that is found to qualify for a grant pursuant to the RSIS will be advised in writing by LBHA that it qualifies for a grant and may apply to LBHA for payment of a grant.

Owners of property may qualify for a grant on the following basis:

1. A grant of up to £1,800 (one thousand eight hundred pounds) per residence may be made available to the owner of a property qualifying under this RSIS (subject to the annual limits set out in 4 below). The grant is provided to contribute to the cost of the installation of improvements designed to reduce internal noise as set out in paragraph 5 below.
2. Any grant will not apply to newly constructed properties in respect of which planning permission was first granted after the 1<sup>st</sup> June 2016, nor will it apply to any new extensions to existing properties in respect of which planning permission was first granted after 1<sup>st</sup> June 2016.
3. A grant can only be used to assist in the installation of High Specification Double Glazed replacement windows and acoustic ventilation. The primary method of improving sound insulation is the installation of secondary glazing to bedroom windows. Works may also include the installation of loft sound insulation or sound insulation to external doors. LBHA will, from time to time, publish a list of approved sound insulation suppliers. Property owners wishing to apply for grant will need to obtain a scope of works and a quotation from one of the approved suppliers and submit this with their initial application.
4. Properties that have received a grant will not be eligible for future grants.
5. Grants will be entirely funded by LBHA.

6. LBHA will make available a maximum of £18,000 (eighteen thousand pounds) per calendar year which will be distributed to qualifying parties on a “first come first served” basis with valid applications being processed in the order in which they are received.
7. In the event that the demand exceeds the funds made available in any calendar year, LBHA shall submit all requests for a grant to the LBB Environmental Officer who will decide the order of priority of applicants. Those applicants who have qualified for a grant but are awaiting a grant that cannot be funded in the year of qualification due to annual funding limits will be considered before new applicants in any subsequent year.
8. The above sums will be index linked to RPI from 1<sup>st</sup> January 2017 and will be increased annually on the 1<sup>st</sup> of January each calendar year in line with RPI.