

## **Boiler Upgrade Scheme: insulation exemption evidence templates (v2)**

A property with an EPC with recommendations for loft or cavity wall insulation can still be eligible for a Boiler Upgrade Scheme (BUS) grant if one of the following applies:

- the insulation recommendations are addressed and this is reflected in a new EPC before the installer claims the BUS grant at the end of the project
- the property is exempt from the BUS insulation requirements

Use the letter templates in this document to provide evidence to Ofgem that the property is exempt from the BUS insulation requirements. This evidence needs to be submitted by the installer at voucher application stage.

### **What applicants need to do**

1. Find the appropriate evidence template for the property.
2. The property owner and the installer should cooperate in order to give the template to one of the relevant bodies listed on the relevant form.
3. Have the expert complete and sign the template, giving as much detail as possible.
4. The installer should then save the form (keeping 'insulation exemption evidence' in the file name) and submit it to Ofgem at [BUS.application@ofgem.gov.uk](mailto:BUS.application@ofgem.gov.uk) along with the BUS voucher application.
5. Ofgem will then assess the BUS voucher application, which will include verifying the authenticity of the insulation exemption letter. If we need any further information, we will contact the installer to request this.
6. If we are satisfied that the insulation exemption has been evidenced, and all other eligibility requirements have been met, we will issue the BUS voucher.

## **Insulation exemption evidence for a listed property**

### **Date**

Dear Boiler Upgrade Scheme (BUS) team,

I am writing to confirm that the following property is a listed property:

### **Property address**

### **Property postcode**

### **Grade of building**

I declare that, due to its listed status, it is not possible to install

loft insulation

cavity wall insulation

in the property, as recommended in the property's EPC.

### **Further information**

Provide any extra detail, if necessary.

## **Signed**

This can be a digital or wet signature.

## **Full name**

## **Email address**

## **Contact telephone number**

## **Organisation**

## **Job title**

## **(If chartered surveyor) RICS member number**

**Note:** In order for this letter to be acceptable evidence, you must be one of the following:

- a representative from the planning department of the property's local authority
- a representative from English Heritage
- a representative from Cadw
- a chartered surveyor (must be a full RICS member, not an associate)

## **Insulation exemption evidence for a property in a conservation area**

### **Date**

Dear Boiler Upgrade Scheme (BUS) team,

I am writing to confirm that the following property is in a conservation area:

### **Property address**

### **Property postcode**

### **Name of conservation area**

I declare that, due to the fact it is located in a conservation area, it is not possible to install

loft insulation

cavity wall insulation

in the property, as recommended in the property's EPC.

### **Further information**

Provide any extra detail, if necessary.

## **Signed**

This can be a digital or wet signature.

## **Full name**

## **Email address**

## **Contact telephone number**

## **Organisation**

## **Job title**

**Note:** In order for this letter to be acceptable evidence, you must be a representative of one of the following:

- the planning department of the property's local authority
- English Heritage
- Cadw

## **Insulation exemption evidence for a property where installing loft or cavity wall insulation would harm protected wildlife**

### **Date**

Dear Boiler Upgrade Scheme (BUS) team,

I am writing to confirm that a protected species is present at the following property:

### **Property address**

### **Property postcode**

### **Protected species**

I declare that, in my opinion, the installation in the property (as recommended in the property's EPC) of

loft insulation

cavity wall insulation

would have a material impact on the above species.

### **Further information**

Please provide details (or attach a report).

## **Signed**

This can be a digital or wet signature.

## **Full name**

## **Email address**

## **Contact telephone number**

## **Organisation**

## **Job title**

**Note:** In order for this letter to be acceptable evidence, you must be one of the following:

- a representative from Natural England
- a representative from Natural Resources Wales
- a chartered ecologist who is a member of the Chartered Institute of Ecology and Environmental Management

## **Insulation exemption evidence for a property where it would be unfeasible to install loft or cavity wall insulation due to atypical local environmental conditions**

### **Date**

Dear Boiler Upgrade Scheme (BUS) team,

I am writing to confirm that it would be unfeasible to install loft or cavity wall insulation at the following property:

### **Property address**

### **Property postcode**

I declare that, due to the local environmental conditions of the property, it would be unfeasible to install

loft insulation

cavity wall insulation

as recommended in the property's EPC.

### **Further information**

Please provide details.



## **Signed**

This can be a digital or wet signature.

## **Full name**

## **Organisation**

## **Job title**

## **RICS member number**

**Note:** In order for this letter to be acceptable evidence, you must be a chartered surveyor with full RICS membership (not an associate).

## **Insulation exemption evidence for a property where it would be unfeasible to install loft or cavity wall insulation due to the structure of the property**

### **Date**

Dear Boiler Upgrade Scheme (BUS) team,

I am writing to confirm that it would be unfeasible to install loft or cavity wall insulation at the following property:

### **Property address**

### **Property postcode**

I declare that, due to the structure of the property, it would be unfeasible to install

loft insulation

cavity wall insulation

as recommended in the property's EPC.

### **Further information**

Please provide details.

**Signed**

This can be a digital or wet signature.

**Full name****Organisation****Job title****RICS member number**

**Note:** In order for this letter to be acceptable evidence, you must be a chartered surveyor with full RICS membership (not an associate).

## **Insulation exemption evidence for a property where it would be unlawful to install loft or cavity wall insulation**

### **Date**

Dear Boiler Upgrade Scheme (BUS) team,

I am writing about the legality of installing loft or cavity wall insulation at the following property:

### **Property address**

### **Property postcode**

In my opinion, it would be unlawful to install

loft insulation

cavity wall insulation

in the property, as recommended in the property's EPC.

### **Further information**

Provide details as to the law that would be contravened and the way in which it would be contravened.

## **Signed**

This can be a digital or wet signature.

## **Full name**

## **Email address**

## **Contact telephone number**

## **Organisation**

## **Job title**

## **(If chartered surveyor) RICS member number**

**Note:** In order for this letter to be acceptable evidence, you must be a representative from one of the following:

- the planning department of the local authority in which the property is located
- English Heritage
- Cadw
- Natural England
- the Natural Resources Body for Wales
- a chartered surveyor (must be a full RICS member, not an associate)
- a chartered ecologist