

Energy Company Obligation (ECO4) Supplier Data Dictionary V1.0

Introduction

This document provides a data dictionary and general information to help suppliers complete the Notification Templates for ECO4 projects and measures installed from 1st April 2022.

Background

In ECO4, notifications are separated into projects and measures, aligning with the lodgement process in TrustMark's Data Warehouse. A SAP or RdSAP assessment of the relevant property should take place before any measure installation commences and will form the basis of the project. For the purposes of notification to the ECO4 Register, a project consists of one or more ECO measures installed at a single property. Every measure must be attached to a project. Projects and measures each have their own notification template, with different fields.

The full project score for a completed project will be attached to the project. Partial project scores for completed measures will be attached to individual measures. It is intended for the project to be notified before any of the measures. A measure can be notified and successfully uploaded before the attached project but will not be processed until that project has been notified and passed project validation checks. Once a project is complete (ie all measures to be installed have been completed and notified) suppliers should re-notify the project as a completed project re-notification containing end of project data such as the post-retrofit SAP rating. This is explained in further detail below.

This data dictionary sets out each of the fields to be completed on the supplier notification templates, the questions suppliers should be answering when completing the field, as well as an explanation of the information suppliers should provide. It then sets out the data field type required, the accepted format and validations involved for each field.

The supplier data dictionary also distinguishes between types of data that are provided in the Notification Template.

Core Data: must be provided in order for a notification to be made. If core data is omitted or provided in a format other than the accepted format, the attempt to notify the measure will fail and it will not be accepted onto the register.

Required Data: must be provided before we can process the notification. If this information is omitted or not provided in the correct format, the notification may still be made and be accepted onto the register, but we will be unable to process the notification.

Optional Data: we request suppliers provide this in order to assist our validation and audit processes, and to assist suppliers should they later wish to transfer a measure to another supplier.

Suppliers should be aware that Ofgem's system cannot accept data unless notified in accordance with the accepted format as specified below. The accepted format is case sensitive and includes headings. As noted above, where core data is provided in a format other than the accepted format, the attempt to notify the measure will fail.

Ofgem will perform additional validations to check dependencies of mandatory fields and measure eligibility.

Note some fields are only required to be filled in for projects that do not have a lodged RdSAP assessment with TrustMark. These are projects that consist solely of a District Heating Connection (DHC) measure and/or data light measures (DLM) and are therefore outside the scope of PAS2035. For projects with a lodged RdSAP assessment these fields can be entered as N/A and they will be updated by the ECO Register.

Some fields on the project notification template can be 'N/A' during an initial or edited notification, but require data to be entered when 'Purpose_of_Project_Notification' is set to 'Completed Project Notification'. These fields contain data that is only required after the project is complete in order to calculate a full project score. These fields are marked with 'completed project notification' in the overview column.

Submitting the notification template

- Format "A" - Alphabetic.
- Format "N" - Numeric.
- There is no required formatting for the file name.
- File should be submitted in .csv format.
- File should include the heading for each field.
- The contents of each field should follow the required formatting as described in this data dictionary.
- Projects and measures cannot be notified in the same file as the notification templates have different fields.
- The file can contain details of multiple measures or projects.
- There is a limit of 5000 notifications per file. This applies to both measure and project notifications.
- When a field is not applicable, or not required for your notification (as indicated by the 'required when' statement in the 'Mandatory' column), it should be populated with 'N/A'.

We are transitioning many of our automated processing from monthly to nightly. Whilst legislative deadlines are on a monthly basis we would encourage measures and projects to be submitted as they are completed rather than in single monthly batches. Whilst some manual processes remain, this should ultimately reduce timescales for approval.

For more information on the notification process and the requirements notifications must meet to be eligible, see the draft delivery guidance¹ and draft supplier admin guidance².

¹ See <https://www.ofgem.gov.uk/publications/draft-energy-company-obligation-eco4-guidance-delivery-v01>

² See <https://www.ofgem.gov.uk/publications/draft-energy-company-obligation-eco4-guidance-supplier-administration-v01>

Project notification template

Table 1: Project template data dictionary

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
ECO_Supplier_Reference	What is the ECO supplier reference number of the supplier that owns the project?	<p>This refers to the unique ECO supplier reference number allocated to every obligated supplier by Ofgem. The letters at the beginning are an assigned acronym identifier for the company name. The numeric characters following that are the licence-holder's company registration number and the final letter denotes the licence type, E = Electricity, G = Gas.</p> <p>This entry identifies the supplier whose obligations the project and associated measures will be credited towards. The ECO supplier reference number that is provided must be for the supplier that owns the project. In relation to transferred projects, this will be the supplier that is the 'buyer'.</p>	Alpha-numeric	AAANNNNNN NNA AAAAANNNNN NA	<p>The reference number must be a valid supplier reference.</p> <p>Only entries in the accepted format are valid.</p>	CORE	Supplier

Project_Reference_Number	What is the unique project reference number (PRN) that the supplier has generated for this particular project?	<p>This is the unique reference number generated by the supplier and ascribed to the project being notified. This allows the project to be identified by both suppliers and Ofgem.</p> <p>The P indicates a project. The three letters are an assigned acronym identifier for the company name. The following seven numbers should be generated by the supplier.</p>	Alpha-numeric	P-AAANNNNNN	Only entries in the accepted format are valid.	CORE	Project
Trustmark_Project_Reference_Number	If the project is registered with TrustMark, what is the TrustMark unique project reference?	<p>When a project is lodged with TrustMark a unique TrustMark project reference will be generated. Supplier must have this number before notifying the project to Ofgem.</p> <p>This should only be N/A where no measures in the project will be lodged with TrustMark. Measures will not pass validation checks if they are a measure type covered by PAS2035 but no TrustMark Project reference number (TM PRN) has been entered for the project.</p>	Alpha-numeric	<p>ANNNN</p> <p>ANNNNN</p> <p>ANNNNNNN</p> <p>ANNNNNNNN</p> <p>N/A</p>	Only entries that match with TrustMark's Data warehouse are valid.	Optional, but should only be 'N/A' when no measures to be installed are covered by PAS2035.	Project

Purpose_of _Project_N otification	What is the purpose of this submission?	<p>This indicates the reason for notifying the project.</p> <p>'New Notification' should be entered when notifying a project for the first time.</p> <p>'Edited Notification' should be entered when an existing project is being amended and the project is re-notified, except in cases where the project is being notified as complete.</p> <p>'Completed Project' should be entered when an existing project is being re-notified to signify a project is complete and provide the required end of project details.</p>	Alphabetic	<p>New Project Notification</p> <p>Edited Project Notification</p> <p>Completed Project Notification</p>	Only entries corresponding to the list are valid.	Required	Project
Building_N umber	Where relevant, what is the number of the building in which the project took place?	Provide the number of the building (if applicable).	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	CORE when: 'Building_Name' is unavailable	Property / Person
Building_N ame	Where relevant, what is the name of the building in	Provide the name of the building (if applicable).	Alpha-numeric	Max character length of 100 characters	Only entries in the accepted	CORE when: 'Building_Number' is unavailable	Property / Person

	which the project took place?				format are valid.		
Flat_Name /Number	Where relevant, what is the name or number of the flat in which the project took place?	Provide the name or number of the flat (if applicable). The word 'Flat' should be entered where appropriate (e.g. 'Flat 1').	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	Required when 'Property' = 'Flat'	Property / Person
Street_Name	What is the name of the street on which the premises is located?	Provide the name of the street on which the premises is located (if applicable). In-fill houses must be located on the same (named) street as the projects containing the primary premises, therefore, this field is required for the notification of an in-fill house. Similarly, in-fill flats must be in the same building as the primary measure, so street name is required to verify this.	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	Required when: 'Eligibility_type' = 'In_fill' and 'Property' = 'House' or 'Flat'	Property / Person
Town	What is the name of the town or city in which the premises is located?	Please provide the name of the town in which the property is located.	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	CORE	Property / Person

Post_Code	What is the postcode for the premises?	Please provide the full Royal Mail postcode corresponding to the address provided.	Alpha-numeric with / without 'Space'	AN NAA ANN NAA AAN NAA AANN NAA ANA NAA AANA NAA	Postcodes with and without spaces will be accepted. Only entries in the accepted format are valid.	CORE	Property / Person
Unique_Property_Reference_Number_(UPRN)	What is the UPRN for the premises?	Provide the unique property reference number that is the unique twelve digit number assigned to every unit of land and property by the National Land and Property Gazetteer and recorded by local Government. Suppliers are encouraged to submit this data where it is available as standard. 'N/A' may be entered where the UPRN is unknown.	Alpha-numeric	NNNNNNNNN NNN N/A	Numeric entries must be 12 digits. Only entries in the accepted format are valid.	Optional	Property / Person
Pre_Assessment_Methodology	What method was used to obtain the	All ECO4 projects must have a pre-retrofit SAP or RdSAP assessment carried out. Where the assessment is RdSAP, it can either be lodged with TrustMark (TM –	Alphabetic	EPC - SAP EPC - RdSAP	Only entries correspondi	Required	Property / Person

	<p>pre-retrofit SAP rating?</p>	<p>RdSAP') or as an EPC ('EPC – RdSAP'). Full SAP assessments may only be lodged as an EPC.</p> <p>Which assessment is required depends on the measures to be installed in that project. Where a project is to consist of a district heating connection alone or a district heating connection and novel data light measures, then a full SAP assessment lodged as an EPC is required. Where the project will consist only of one or more novel data light measures, an RdSAP assessment lodged as an EPC is required.</p> <p>In all other cases, an RdSAP assessment should be carried out and lodged with Trustmark.</p> <p>Measures that are installed in this project may generate errors if the measure type does not meet the above criteria, e.g. if a supplier notified a loft insulation measure in a project with 'EPC – SAP' in this field.</p>		<p>TM - RdSAP</p>	<p>ng to the list are valid.</p>		
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		Please see draft ECO4 delivery guidance for more details on when a SAP or RdSAP assessment is required.					
Pre_Retrofit_Assessment_Reference	What is the reference number of the pre-retrofit assessment?	<p>Please include the reference number of the pre-retrofit assessment where the assessment has been lodged as an EPC.</p> <p>A reference number is not required where the pre-retrofit assessment is lodged with Trustmark.</p>	Numeric	<p>NNNN-NNNN-NNNN-NNNN</p> <p>N/A</p>	<p>Only entries corresponding to the list are valid.</p> <p>The format must be correct for the notified pre-retrofit assessment methodology.</p>	Required when: 'Trustmark_Project_Reference_Number' = 'N/A'	Property / Person
Starting_SAP_Rating	What was the SAP rating in the property before the project started?	The starting SAP rating should be taken from the pre-retrofit assessment and is required for determining both the eligibility of the property and measures installed within it, as well as calculating partial and full project scores.	Alpha-numeric	<p>N</p> <p>N.N</p> <p>NN</p> <p>NN.N</p>	<p>Numeric entries must be between 1 and 100.</p> <p>Up to 1 decimal place is allowed.</p>	Required	Property / Person

Floor_Area	What is the floor area of the property in m ² ?	To calculate scores the floor area of the property must be notified. This should be assessed as part of the pre-retrofit assessment.	Numeric	N NN NNN NNNN	Only entries in the accepted format are valid. Max 4 characters	Required	Property / Person
Rural_Output_Area	If the property is in a rural area, what is the OA code in which the premises is located?	For properties in rural areas, please provide the code for the Output Area (OA) in which the premises is located. For non-rural properties enter 'N/A'. For more information on OAs please see the ECO4 draft Guidance.	Alpha-numeric	ANNNNNNNN N/A	Only entries in the accepted format are valid.	Optional	Property / Person
On_Gas	Is the property connected to the gas grid AND was it connected to the gas grid prior to 1 April 2022?	Please state if the premises was connected to the mains supply of a relevant gas transporter before 1 st April 2022 and is connected at the time of the ECO4 project. If the property is connected to the grid at the time of the ECO4 project, but was not connected prior to 1 April 2022, select 'Off Grid'.	Alphabetic	On Grid Off Grid N/A	Only entries in the accepted format are valid.	Required	Property / Person

Private_Domestic_Premises	Did the project take place at a private domestic premises?	Indicates whether the premises is generally not owned and/or let by a social landlord. For further information on the definition of private domestic premises, please refer to the draft ECO4 Guidance.	Alphabetic	Yes No	Only entries corresponding to the list are valid.	Required	Property / Person
Tenure_Type	What is the tenure of the premises?	Provide a description of the tenure of the premises. Please see draft ECO4 Guidance for details on how tenure impacts eligibility. Note PRS = 'private rented sector'	Alphabetic	Owner Occupied PRS Social Housing (RSL)	Only entries corresponding to the list are valid.	Required	Property / Person
Property	What type of property is the premises?	Please provide the type of premises the measure was installed to.	Alphabetic	House Flat Park Home	Only entries corresponding to the list are valid.	Required	Property / Person
Eligibility_Type	What is the ECO eligibility route?	Indicates how the customer or premises has been targeted and deemed eligible for ECO. For further information on the various routes to eligibility, please refer to the draft ECO4 Guidance.	Alphabetic	Help to Heat Group Social Housing	Only entries corresponding to the list are valid.	CORE	Eligibility

				LA Declaration Supplier Evidence In-fill			
Verification_Method	How has the chosen eligibility type been determined?	<p>For further information on how to identify whether a person is eligible for the scheme, please refer to the draft ECO4 Guidance.</p> <p>Where the property is eligible through the help to heat group (HTHG), the below options apply: ‘WHD Core Group’ may be entered where the supplier can produce a WHD Core Group notice at audit for the HTHG member.</p> <p>A data link exists with the Department of Work and Pensions (DWP) so that help to heat group eligibility can be verified through a data matching exercise. Suppliers should enter ‘DWP Match’ for measures where HTHG eligibility has been verified using this method.</p>	Alphabetic	<p>WHD Core Group</p> <p>DWP Match</p> <p>ECO Eligible Referral</p> <p>HTHG Benefit Letter</p> <p>Self Declaration</p> <p>PPM</p> <p>Non-PPM</p> <p>Flex Route 4</p> <p>Other</p>	Only entries corresponding to the list are valid.	Required when: ‘Eligibility_Type’ = ‘Help to Heat Group’ OR ‘Supplier Evidence’.	Eligibility

		<p>Only suppliers that have signed up to the ECO Eligible Referrals (EER) route with DWP should select 'ECO Eligible Referral'.</p> <p>'Self Declaration' may be entered where a supplier can produce a Child Benefit Self-Declaration at audit.</p> <p>Where eligibility type is 'Supplier Evidence', please state whether the household meets the pre-payment meter (PPM), non-pre-payment meter (non-PPM) requirements, or where ECO flex route 4 has been used. These options should only be entered where eligibility is 'Supplier Evidence'</p> <p>'Other' should only be entered in exceptional circumstances when agreed with Ofgem before the measures are installed.</p>		N/A			
DWP_Reference_Number	If the project is using the 'DWP Match' verification method, what is the reference	Where a customer was verified as a member of the HTHG using the DWP data matching service, enter the reference	Alpha-numeric	NNNNNNNNN N	Only entries in the accepted	Required when: 'Verification_Method' = 'DWP Match'	Eligibility

	<p>number provided by the data matching provider confirming DWP have verified the customer is a HTHG member?</p> <p>If the project is using the 'ECO Eligible Referral' verification method, what is the unique reference number provided by DWP?</p>	<p>number provided by the data matching provider.</p> <p>Where a customer was verified as a member of the HTHG using the EER route, enter the unique reference number used in the verification process. This should start with 'EER' and a prefix to indicate the supplier.</p>		<p>AAA_ANNNNN N</p> <p>AAA_AANNNN NN</p> <p>N/A</p>	<p>format are valid.</p> <p>EER URNs must be a maximum of 50 characters. Only numeric characters can follow the prefix "EER_A" or "EER_AA"</p>	<p>or 'ECO Eligible Referral'</p>	
Associated_In-fill_Project_1	<p>If the project is an in-fill, what are the projects containing the primary measures that support the in-fill?</p>	<p>In ECO4, properties may be eligible through in-fill provided they are supported by eligible primary measures. A flat requires one primary measure, whereas in-fill at houses require three primary measures all at separate properties. The projects containing primary measures must be notified.</p> <p>Please provide the first associated supporting PRN for the In-fill project. The primary measure for a flat should be</p>	Alpha-numeric	<p>P-AAANNNNNN NN</p> <p>N/A</p>	<p>Only entries in the accepted format are valid.</p>	<p>Required when: 'Eligibility Type' = 'In-fill'</p>	Eligibility

		notified in this field, and not the two below.					
Associated_In-fill_Project_2	If the project is an in-fill, what are the projects containing the primary measures that support the in-fill?	For an in-fill project in a house, please provide the PRN of the project containing the second primary measure. For an in-fill project in a flat, this should be left as 'N/A'.	Alpha-numeric	P-AAANNNNNN NN N/A	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'In-fill' AND 'Property' = 'House'	Eligibility
Associated_In-fill_Project_3	If the project is an in-fill, what are the projects containing the primary measures that support the in-fill?	For an in-fill project in a house, please provide the PRN of the project containing the third primary measure. For an in-fill project in a flat, this should be left as 'N/A'.	Alpha-numeric	P-AAANNNNNN NN N/A	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'In-fill' AND 'Property' = 'House'	Eligibility
ECO_Flex_Referral_Route	Through which route was the property identified under ECO4 flex?	For properties that are eligible under ECO4 flex via a declaration from a supplier, please state which eligibility route is being claimed. There are four eligible proxy options for route 2. If 'verification method' is either PPM or non-PPM, only certain route 2 options are	Alpha-numeric	Route 2 Area Validation Route 2 Council Tax Reduction	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'Supplier Evidence'	ECO4 Flex

		<p>allowed, these being Area validation, council tax reduction, NICE guidance, and free school meals.</p> <p>If 'verification method' is flex route 4, 'Route 4 Bespoke Targeting' must also be entered here.</p>		<p>Route 2 NICE Guidance</p> <p>Route 2 Free School Meals</p> <p>Route 4 Bespoke Targeting</p> <p>N/A</p>			
Route_4_Application_Number	What is the route 4 application number?	Please provide the unique application number for the ECO4 flex route 4 application.	Alpha-numeric	<p>NNNNN</p> <p>N/A</p>	Only entries in the accepted format are valid.	<p>Required when:</p> <p>'Eligibility Type' = 'Supplier Evidence' AND</p> <p>'Verification method = 'Flex Route 4'</p>	ECO4 Flex
LA_Declaration_Reference_Number	What is the reference number of the LA or devolved administration declaration?	For ECO4 flex projects where there is a declaration from a Local Authority or the Scottish or Welsh government, please provide the reference number of that declaration.	Alpha-numeric	<p>ANNNNNNNN-NNNNN</p> <p>N/A</p>	Only entries in the accepted format are valid.	<p>Required When:</p> <p>'Eligibility Type' = 'LA Declaration'</p>	ECO4 Flex

Date_Of_Householder_Eligibility	When did the LA find the household eligible for ECO4 Flex?	What date was the household first identified as eligible for ECO4 Flex?	Numeric	DD/MM/YY N/A	Only entries in the accepted format are valid.	Required When: 'Eligibility Type' = 'LA Declaration' OR 'Supplier Evidence'	ECO4 Flex
Post_Assessment_Methodology	If one exists, what method was used to obtain the post-retrofit SAP rating?	To be awarded a full project score, an ECO4 project must have a post-retrofit SAP or RdSAP assessment carried out to obtain a post-retrofit SAP rating. The assessment method must match the one used for the pre-retrofit assessment. Where a project consists solely of novel data light measures, and therefore 'EPC - RdSAP' was submitted for the pre-assessment, a post-retrofit assessment is not required. Please see draft ECO4 Guidance for more details on when a SAP or RdSAP assessment is required.	Alphabetic	EPC - SAP TM - RdSAP N/A	Only entries corresponding to the list are valid. Entry must match entry of 'Pre_Assessment_Methodology' unless that field contained 'EPC - RdSAP'	Required when: 'Purpose_of_Project_Notification' = 'Completed Project Notification'	Completed project re-notification
Post_Retrofit_Assessment_Reference	What is the reference number of the post-retrofit assessment?	Please include the reference number of the post-retrofit assessment where the post-retrofit assessment is lodged as an EPC.	Numeric	NNNN-NNNN-NNNN-NNNN	Only entries in the accepted	Required when: 'Purpose_of_Project_Notification' = 'Completed Project Notification' AND	Completed project re-notification

		A reference number is not required where the post-retrofit assessment is lodged with TrustMark.		N/A	format are valid. The format must be correct for the notified pre-retrofit assessment methodology.	'Trustmark_Project_Reference_Number' = 'N/A'	
Finishing_SAP_Rating	What was the SAP rating in the property after the project ended?	The finishing SAP rating is taken from the post-retrofit assessment and is required for determining if the minimum requirement has been met and, if it has, calculating the final project score	Alpha-numeric	N N.N NN NN.N N/A	Numeric entries must be between 1 and 100. Up to 1 decimal place is allowed but not required	Required when: 'Purpose_of_Project_Notification' = 'Completed Project Notification'	Completed project re-notification
Completed_Project_Trustmark_Cert_ID	What is ID number of the completed project certificate?	TrustMark will award a completed project certificate to a project lodged with them once it is complete. The reference number of the certificate must be notified with a completed project	Alpha-numeric	ANNNN-A ANNNNN-A ANNNNNN-A	Only entries in the accepted format are valid.	Required when: 'Purpose_of_Project_Notification' = 'Completed Project Notification'	Completed project re-notification

		re-notification to prove the project is complete.		ANNNNNNN-A N/A		AND `Trustmark_Project_Reference_Number' ≠ `N/A'	
Measures_in_Project	How many measures were completed in this project?	<p>Please provide the number of measures that have been completed and notified in this project. We use this to verify that all measures that should be notified have been.</p> <p>Note this count should not include any exempt notifications.</p> <p>This is a count only of measures that were completed. If there were measures planned for the project but not completed and notified to Ofgem they should not be included in this count.</p>	Alpha-numeric	N NN N/A	<p>Only entries in the accepted format are valid.</p> <p>Number must be between 1-99.</p>	<p>Required when: `Purpose_of_Project_Notification' = `Completed Project Notification'</p>	Completed project re-notification
Exemption_from_MR	Is the supplier requesting an exemption from the minimum requirement?	<p>Starting SAP band E, F, or G projects may be able to achieve a full project score even if the minimum requirement (MR) is not met, where either:</p> <ol style="list-style-type: none"> One or more measures required to meet the MR attracted an 	Alphabetic	Exempted measure No eligible combination N/A	Only entries corresponding to the list are valid.	<p>Optional</p> <p>Entries other than N/A should only be notified where `Purpose_of_Project_Notification' =</p>	Completed project re-notification

		<p>exemption and could not be installed</p> <p>2. There is no possible combination of eligible ECO4 measures that would meet the MR</p> <p>Suppliers should use this field to indicate they request an exemption from the MR for either of the above scenarios. These projects will count towards the exemptions cap.</p> <p>Important Note: By requesting an exemption from the MR through this field, suppliers declare that no other combination of eligible ECO4 measures would have resulted in a higher finishing SAP rating for property. Where we find this to be false, the exemption may be revoked.</p> <p>Suppliers should notify exempt measures using the measure notification template. See the relevant fields in that section for more details on exemption categories and evidencing.</p>				'Completed Project Notification'	
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Consumer _Circumst ances	Was the project ended early by the consumer?	<p>Starting SAP band E, F, or G projects may be able to achieve a full project score even if the minimum requirement is not met if the consumer chose to end the project early.</p> <p>Please use this field to indicate where this occurs and to request an exemption from the MR.</p> <p>If the project was ended due to a death in the household or a change in occupancy, this should be entered. Suppliers should be able to provide a death certificate or tenancy agreement to evidence this, respectively.</p> <p>In all other scenarios, suppliers should contact Ofgem in advance of notifying the completed project to discuss the consumer circumstances and suitable evidence that may be provided. If approved, suppliers should notify this as "Other"</p>	Alphabetic	<p>Change of occupancy</p> <p>Death in household</p> <p>Other</p> <p>N/A</p>	Only entries correspondi ng to the list are valid.	Optional Entries other than N/A should only be notified where 'Purpose_of_Projec t_Notification' = 'Completed Project Notification'	Completed project re- notification
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Measure notification template

Table 2 contains information on the fields in the measure notification template suppliers should use to notify completed measures in ECO4.

Exempt measures

There are cases where a potential measure has been evaluated but deemed ineligible for installation as the measure attracts one of a set list of exemptions eg. The property is a listed building. Where a measure could not be installed due to an exemption, it can impact the off-gas hierarchy, insulation requirements for heating measures, and may result in a project being exempt from the minimum requirement for SAP improvements. The Register needs a way of determining when a measure hasn't been installed due to exemption, so suppliers should also use the measure template to notify exempt measures. The notification of exemptions is optional.

As exempt measures have not been installed, the majority of the fields on the measure template are not relevant and may be entered as N/A. Only five fields are required: 'Measure_Reference_Number', 'Project_Reference_Number', 'Measure_Type', 'Purpose_of_Notification' and 'Exemption_Category'. They have no installation date and therefore no notification deadline. Exempted measures are distinguished through the 'purpose of notification' field. See chapter 4 of the draft ECO4 Delivery Guidance for more detail on exemptions.³

³ <https://www.ofgem.gov.uk/publications/draft-energy-company-obligation-eco4-guidance-delivery-v01>

Table 2: Measure template data dictionary

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
Measure_Reference_Number	What is the unique measure reference number that the supplier has generated for this particular measure?	<p>This is the unique reference number generated by the supplier and ascribed to the measure being notified. This allows the measure to be identified by both suppliers and Ofgem.</p> <p>The first three characters are an assigned acronym identifier for the company name. The following eight numbers should be generated by the supplier.</p> <p>This reference number must be unique across ECO1, ECO2, ECO2t, ECO3 and ECO4.</p>	Alpha-numeric	AAANNNNNNN AAANNNNNNN	Only entries in the accepted format are valid.	CORE	All
Project_Reference_Number	What is the reference number of the project of which this measure is a part?	<p>Every measure in ECO4 must be associated with a project. For notification purposes in-fill measures should also be notified as part of their own project.</p> <p>This field is how measures are attached to projects. The notified PRN should belong to an already existing PRN on the ECO4 register.</p>	Alpha-numeric	P-AAANNNNNNN	<p>Only entries in the accepted format are valid.</p> <p>Listed project</p>	Required	All

		The P indicates a project. The three letters are an assigned acronym identifier for the company name. The following seven numbers should be generated by the supplier.			must already have been notified to Ofgem.		
Measure_Type	Which measure was installed at the premises?	<p>This describes the measure type installed at the premises (each measure installed is to be reported in a separate row).</p> <p>For exempt notifications, this describes the measure type that could not be installed as it attracts an exemption</p> <p>When completing this field, refer to the ECO4 Measures Table published on our website. This sets out the 'Measure Name: format for notification to Ofgem'.</p> <p>Measures need to be notified in the exact naming convention specified in the ECO4 Measures Table under 'Measure Name: format for notification to Ofgem'.</p>	Alpha-numeric	As per the advised list of measures in the ECO4 Measures Table	Only entries corresponding to those in the ECO4 Measures Table are valid.	CORE	Measure

Purpose_of _Notificati on	What is the purpose of this submission?	<p>This indicates the reason for notifying the measure.</p> <p>'New Notification' should be entered when notifying a measure for the first time, provided it is not subject to an extension request or to be included as part of the supplier's auto late quota.</p> <p>'Edited Notification' should be entered when an existing notification is being amended and the measure is re-notified.</p> <p>'Extended Notification' should be entered when the measure has an approved extension request associated with it.</p> <p>'Automatic Late Extension' should be entered when the measure is being notified after its Notification Period and falls within a supplier's 5% automatic late extension quota.</p> <p>Either 'New Exemption or 'Edited Exemption' should be entered when the notification is for an exempt measure rather than a completed measure.</p>	Alphabe tic	<p>New Notification</p> <p>Edited Notification</p> <p>Extended Notification</p> <p>Automatic Late Extension</p> <p>New Exemption</p> <p>Edited Exemption</p>	Only entries corresponding to the list are valid.	Required	Overview
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Date_of_C ompleted_ Installation	On what date was the installation of the measure completed?	The date of completed installation (DOCI) indicates the date on which the installation of the measure was 'complete'. Please refer to the draft delivery ECO4 Guidance for information on how this date is determined. N/A should be entered only for exemptions. All completed measures should have a DOCI.	Date Field	DD/MM/YYYY N/A	Only DOCI between 01/04/2022 and 31/03/2026 (inclusive) are valid. Only entries in the accepted format are valid.	CORE unless 'Purpose_of_No tification' = 'New Exemption' or 'Edited Exemption'	Overview
PPS_Type	What type of scoring method is used for the Partial project score?	Indicates whether the measure is a regular ECO4 measure type (PPS), a data light measure (DLM) or a standard alternate methodology (SAM). N/A should be entered only for exemptions. All completed measures should have a scoring type.	Alphabe tic	PPS DLM SAM N/A	Only entries corresponding to the list are valid.	Required unless 'Purpose_of_No tification' = 'New Exemption' or 'Edited Exemption'	Measure

Percentage _Of_Property_Treated	What percentage of the property was treated with the measure?	<p>Indicates what percentage of the property has been treated by the measure.</p> <p>If 67% or more of the measure has been treated, '67+' can be notified here. Otherwise, the exact percentage of property treated (POPT) must be notified.</p> <p>The only exception is Solar PV, where the POPT parameter is interpreted differently. Here, the exact POPT must always be notified for this measure type, as it is possible to notify up to 400%.</p> <p>Rounding should be carried out to the nearest whole number.</p> <p>Suppliers should not include the '%' symbol when completing this field.</p>	Alpha-numeric	N NN NNN 67+ N/A	Only entries in the accepted format are valid.	Required unless 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption'	Measure
Consumer_Protection	Where relevant, has the measure been registered with an appropriate consumer	Where a District Heating Connection (DHC) is installed, it must have appropriate consumer protection in place. This can mean registration with the heat networks consumer protection body Heat Trust or an equivalent organisation or standard.	Alphabetic	Heat Trust HT Equivalent TM Equivalent N/A	Only entries corresponding to the list are valid.	Required when: 'Measure Type' belongs to the DHC or DLM measure categories unless	Measure

	protection organisation?	<p>In such cases, suppliers should notify either 'Heat Trust' or 'HT Equivalent'.</p> <p>Registration with Heat Trust or an equivalent is not required when the DHC is a shared ground loop, with individual heat pumps in each property. In such cases suppliers should notify N/A.</p> <p>Where a Data Light Measure (DLM) is installed it must have consumer protection equivalent to TrustMark. 'TM Equivalent' should be entered.</p>				'Purpose_of_No tification' = 'New Exemption' or 'Edited Exemption'	
Insulation_ Requirements_Met	If the measure is a heating measure, how did it meet the minimum insulation requirements?	<p>For a heating measure to be eligible it must meet certain minimum requirements for the insulation present in the property. The requirements may vary depending on the measure type and starting SAP band of the property. Suppliers should state here through which route the insulation requirements have been met.</p> <p>Please see chapter 5 of the draft ECO4 delivery guidance for details of these minimum insulation requirements.</p>	Alphabetic	<p>All Present Pre-Project</p> <p>New Insulation Installed</p> <p>Due To Exemptions</p> <p>New Insulation and Exemptions</p> <p>N/A</p>	Only entries corresponding to the list are valid.	Required when: 'Measure_Type' is a heating measure (boiler, DHC, ESH and or heating controls) unless 'Purpose_of_No tification' = 'New Exemption'	Measure

		<p>'All Present Pre-Project' should be entered where every relevant insulation type was present in the property before the project started, so no insulation measure or exempt measure is required.</p> <p>'New Insulation Installed' should be entered where at least one ECO insulation measure has been installed in the same project and these measures result in the minimum requirements being met. These insulation measures should have DOCIs earlier than the heating measure they support.</p> <p>'Due To Exemptions' should be entered where one or more insulation types required to meet the requirements could not be installed due to attracting an exemption, and that if these measures had been installed the requirements would have been met before the project started. The exempt measures in question should be notified to Ofgem as part of the same project as the heating measure.</p> <p>'New Insulation and Exemptions' should be entered where a combination of both one or</p>				<p>or 'Edited Exemption'</p>	
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		<p>more exempt measures and one or more completed insulation measures has resulted in the insulation requirements being met. All exempt and insulation measures in question should be notified as part of the same project as the heating measure.</p> <p>N/A should be entered where the measure is not a measure type to which the minimum insulation requirements apply.</p>					
Pre_Main_Heating_Source_for_the_Property	What was the fuel type of the main space heating system(s) for the premises before the measure was installed?	<p>Indicates the main space heating source of the premises prior to installation of the measure or, for heating measures, the heating source being replaced or repaired.</p> <p>Table 18 in chapter 6 of the draft delivery guidance includes the list of eligible pre-main heating sources. Also eligible in Table 19 are rare pre-main heat sources that are not listed in the scoring matrix. When one of these is notified it will be converted by the ECO4 Register to the associated proxy heating source listed in Table 19.</p>	Alphabetic	Valid entry taken from Table 18 or 19 of the draft delivery guidance N/A	Only entries corresponding to the list are valid.	Required when: 'Measure_Type' is a heating measure (boiler, DHC, ESH and or heating controls) unless 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption'	Property / Person

		For further guidance on determining the pre-main heating source, when it is required and how it impacts eligibility of measures please refer to chapters 5 and 6 of the draft ECO4 delivery guidance.					
Post_Main_Heating_Source_for_the_Property	What is the fuel type of the main space heating system(s) for the premises after the measure was installed?	<p>For certain heating measures it is necessary to notify the heating source that has been installed at the property.</p> <p>The list of valid post-main heating sources can be found in Table 20 in chapter 6 of the ECO4 draft delivery guidance</p> <p>For measures where this is not relevant please enter N/A.</p> <p>For more information on the post-main heat source see chapters 5 and 6 of the draft ECO4 delivery guidance .</p>	Alphabetic	Valid entry taken from Table 20 of the draft delivery guidance N/A	Only entries corresponding to the list are valid.	Required when: 'Measure_Type' is a boiler, DHC or ESH unless 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption'	Property / Person
BFR_Repair_Cost	For solid wall measures, does the property meet the requirements	<p>Uninsulated Solid Wall Premises</p> <p>Note: the name and input options of this field are temporary, and will be updated in future</p>	Alphabetic	NNNNN N/A	Only entries corresponding to the	Optional	Measure

	for the measures to be counted as a solid wall action?	<p>versions of the template to better match its purpose</p> <p>For premises to count as solid wall premises, and therefore be eligible to count towards the SWMR, at least 50% of the premises exterior wall area must be constructed of solid wall, and at least 50% of the solid wall area must be uninsulated</p> <p>Where the supplier is notifying an appropriate insulation measure type and the property meets these requirements, please enter '11111'</p> <p>Where the property does not meet these requirements or they are irrelevant to the measure, please enter 'N/A'</p>			list are valid.		
Installer_Name	What is the name of the installer company responsible for installing the measure?	Provide the full name of the installer company that carried out the installation of the measure at the premises. This should not be the name of the managing agent unless they carried out the installation.	Alpha-numeric	Max character length of 150 characters N/A	Only entries in the accepted format are valid.	Required unless 'Purpose_of_No tification' = 'New Exemption' or 'Edited Exemption'	Measure

Innovation _Measure_ Number	If the measure is an innovation measure, what is the Innovation Measure Number?	<p>Every approved innovation measure application is given an innovation measure number. These numbers can be found in the ECO4 Approved Innovation Measures document on the Ofgem website.</p> <p>The presence of a number in this field indicates the measure is an innovation measure. If the measure is not an innovation measure please enter 'N/A'.</p> <p>This number will be used to assign the correct innovation uplift to the measure/project.</p>	Alpha- numeric	NNN N/A	Only entries corresponding to the list are valid.	Optional	Measure
Trustmark _Business _Licence_ Number	If the measure is registered with TrustMark, what is the TrustMark business licence number?	<p>All ECO measures that are captured in the scope of PAS2035 must be delivered by a TrustMark registered business and suppliers must notify the number on the ECO4 register.</p> <p>This field will be validated against TrustMark's Data Warehouse.</p>	Numeri c	NNNNNNNNNN N/A	Only entries that match with TrustMark's Data warehouse are valid.	Required for all completed measures captured in PAS2035	Measure
Trustmark _Unique_M	If the measure is registered with TrustMark, what is	When a measure is lodged with TrustMark a unique TrustMark measure reference will be	Alpha- numeric	Max 20 characters	Only entries that match	Required when: 'Trustmark_Business_Licence_	Measure

measure_Reference	the TrustMark unique measure reference?	generated. A supplier must have this number before notifying the measure to Ofgem. This should be the same as the TM project reference number plus an additional 4 characters to signify the unique measure.		N/A	with TrustMark's Data warehouse are valid.	Number' # 'N/A'	
Trustmark_Lodged_CertificateID	If the measure is registered with TrustMark, what is the TrustMark's lodged certificate ID?	Provide a TrustMark lodged certificate ID which will be issued by TrustMark for the measure. The measure will not be approved as a qualifying action until the certificate ID has been notified. This field will be validated against TrustMark's Data Warehouse. This should be the same as the TM project reference number plus a hyphen and a number to signify the lodgement ID.	Alpha-numeric	ANNNN-N ANNNNN-N ANNNNNN-N ANNNNNNN-N N/A	Only entries that match with TrustMark's Data warehouse are valid	Required when: 'Trustmark_Business_Licence_Number' # 'N/A'	Measure
Other_Certification	If the measure is a DHC or DLM installation, what certification does the installer hold to demonstrate	Please state the full name of the qualification or certification that is relevant to the measure. DHC measures under ECO involve the installation, or connection of a central heating system to a District Heating System. For this we would consider a Level 2 or 3 NVQ in gas,	Alpha-numeric	Max character length of 150 characters N/A	Only entries in the accepted format are valid.	Required when: 'Measure type' belongs to the DHC or DLM measure categories unless	Measure

	<p>appropriate skills and experience?</p> <p>If the measure has been certified through any other alternative mechanism, provide the details here.</p>	<p>plumbing and/or mechanical engineering, appropriate skill and experience to install or connect a central heating system. Appropriate skill and experience can also be evidenced through certification schemes which require the above qualification, such as Gas Safe.</p> <p>For further information on this requirement please refer to the draft ECO4 Guidance.</p> <p>For a Data Light Measure (DLM) the appropriate qualification or certification should be arranged with Ofgem as part of the data light application.</p> <p>For all other measures please enter N/A.</p>				<p>'Purpose_of_No tification' =</p> <p>'New Exemption' or</p> <p>'Edited Exemption'</p>	
Exemption _Category	<p>If the notification is for an exempt measure, please provide the reason for the exemption.</p>	<p>For the purposes of ECO4 rules, measures may only be exempt where they meet one of a set list of exemption categories.</p> <p>Provide the reason here. Where the project is lodged with TrustMark, the exemptions will be validated against TrustMark data. For non-TrustMark projects, suppliers must be able to provide the relevant evidence for the exemption. The required evidence for each</p>	Alphabetic	<p>Listed building</p> <p>Conservation area</p> <p>Protected species</p> <p>Unlawful</p> <p>Environmental conditions</p>	<p>Only entries corresponding to the list are valid</p>	<p>Required when: 'Purpose_of_No tification' =</p> <p>'New Exemption' or</p> <p>'Edited Exemption'</p>	Measure

		exemption category is listed in the draft ECO Delivery guidance.		Property suitability/access issues N/A			
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