

Boiler Upgrade Scheme : Letter of Authorisation for consumer property owner consent

Letter of Authorisation

What is it?

It's a letter we need from organisations not listed on companies house on whose behalf an installer is making an application for a BUS grant. It tells us the name of the person who is authorised to provide property owner consent on behalf of the organisation which owns the property ("the Authorised Representative") This is necessary where the property related to the application is not owned by an individual. Details are below and a template you can use for the Letter of Authorisation is overleaf.

Why is it required?

We require confirmation that the person (property owner) on whose behalf an installer is applying for a BUS grant has provided consent to an application being made on their behalf. Ofgem will verify the identity of the individual confirming consent. For properties that are owned by an organisation, we will verify the authority of the individual via companies house. For organisations not listed on companies house, the completed letter of authorisation is required to demonstrate the authority of the individual to provide consent to an application being made on behalf of the organisation.

Who completes it?

To be completed by someone who has the legal authority to act on behalf of the organisation - such as a member of the board, trustee, chief executive or a director.

Who submits it?

This document is to be submitted by the Property Owner either prior to, or following the provision of the confirmation of Property Owner Consent to an application being made

Additional information Further information on property owner consent and the process of providing confirmation of consent can be found from chapter 5 in the [Guidance for Property Owners](#)

		Date:
<p>Dear BUS team,</p> <p>This letter confirms that the Authorised Representative referred to below has the legal authority to provide Property Owner Consent on behalf of <i>[insert name of organisation]</i> in relation to this application being made on our behalf for a grant under the Boiler Upgrade Scheme.</p>		
Organisation Name:		
Address of the property to which the application relates:		
	Postcode:	

Authorised Representative details (this is the person who will provide Property Owner consent on behalf of the *[insert name of organisation]*):

Full Name:		Address:	
Job title:			
Email address:			
Contact telephone number:		Postcode:	

I declare that I am the individual named above and have the authority to provide Property Owner Consent on behalf of *[insert name of organisation]* for the purpose of an application being made under the Boiler Upgrade Scheme. I understand that ofgem will verify my identity as part of this process.

Signature:	
Date:	