

## Energy Company Obligation ECO4 Flex Declaration Notification Data Dictionary V1.1

This document provides a data dictionary and general information to help Local Authorities (LAs) and Devolved Administrations (DAs) complete the CSV Declaration Notification Template<sup>1</sup> for ECO4 Flex household eligibility declarations from 27 July 2022 to 31 March 2026.

### Background

An ECO4 Flex CSV Declaration Notification Template must be submitted to Ofgem by LAs who wish to refer eligible households under the ECO4 Flex mechanism. Measures within a household retrofit project that are using the ECO4 Flex eligibility route and that have been submitted by a supplier to Ofgem will not be able to be approved until they pass validation checks against data submitted to Ofgem by LAs within the CSV file template.

Once the measures have been installed and completed, and the retrofit project details submitted to Ofgem from suppliers, the LA ECO4 Flex CSV Declaration Notification template will be matched by Ofgem against the supplier's project notification<sup>2</sup> for the household. If the household details do not match, the supplier and the LA will need to remediate the error and the supplier will need to renotify the retrofit project and measure details to Ofgem.

This Data Dictionary should be read in conjunction with the ECO4 Guidance: Local Authority Administration<sup>3</sup>.

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<sup>1</sup> [www.ofgem.gov.uk/sites/default/files/2022-09/ECO4%20Flex%20notification%20template.xlsx](http://www.ofgem.gov.uk/sites/default/files/2022-09/ECO4%20Flex%20notification%20template.xlsx)

<sup>2</sup> [www.ofgem.gov.uk/sites/default/files/2022-08/Project%20notification%20template%20V1.0.csv](http://www.ofgem.gov.uk/sites/default/files/2022-08/Project%20notification%20template%20V1.0.csv)

<sup>3</sup> [www.ofgem.gov.uk/publications/final-eco4-guidance-local-authority-administration](http://www.ofgem.gov.uk/publications/final-eco4-guidance-local-authority-administration)

## **Introduction**

This data dictionary sets out each of the fields to be completed on the ECO4 Flex CSV Declaration Notification template, the questions LAs should be answering when completing the field, as well as an explanation of the information LAs should provide. It then sets out the data field type required, the accepted format and validations involved for each field.

Core Data: must be provided in order for a declaration notification to be made. If core data is omitted or provided in a format other than the accepted format, the declaration notification won't be accepted.

Where Applicable Data: LAs / DAs must provide this where it is applicable, in order to assist our validation and audit processes.

LAs and DAs 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 declaration notification won't be accepted.

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

### **Submitting the Declaration Notification Template:**

- Format "A" - Alphabetic.
- Format "N" - Numeric.
- File should be submitted in .csv format.
- File should include the heading for each field.
- The declaration notification template<sup>4</sup> should be used.

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<sup>4</sup> <https://www.ofgem.gov.uk/sites/default/files/2022-09/ECO4%20Flex%20notification%20template.xlsx>

| Data                                   | Question  | Information   | Data Field Type | Accepted Format               | Validations   | Mandatory | Review Tab |
|--|---|---|-----------------|-------------------------------|---|-----------|------------|
| LA_Declaration_Unique_Reference_Number | What is the LA's unique reference number (URN)?             | The 'ANNNNNNNN' should identify the LA making the declaration. Each LA has a 9 digit ONS code. For example, the ONS code for Liverpool is E08000012. The second section of the URN, 'NNNNN', should represent the number of the declaration in the order it has been made. For example, the first declaration can be 00001. | Alpha-numeric   | ANNNNNNNNN-NNNNN              | The reference number must be a valid LA URN.<br><br>Only entries in the accepted format are valid.    | CORE      | ECO4 Flex  |
| Referral_Made_Outside_Of_LA's_Remit    | Was the ECO4 Flex referral made on behalf of another LA/DA? | The LA/ DA can state whether or not the ECO4 Flex referral was made on behalf of another LA.  | Alpha-betic     | Yes<br>No                     | The LA/ DA must choose either 'Yes' or 'No'.<br><br>Only entries corresponding to the list are valid. | CORE      | ECO4 Flex  |
| ECO4_Flex_Referral_Route               | What was the route that the LA/ DA referred the             | For properties that are eligible under ECO4 Flex, please state which eligibility route is being claimed.  | Alpha-numeric   | Route 1<br>Route 2<br>Route 3 | Only entries corresponding to the list are valid.   | CORE      | ECO4 Flex  |

|  |  |   |               |  |   |  |           |
|--|--|---|---------------|--|---|--|-----------|
|  | household under?   | See the ECO4 Guidance: Local Authority Administration for more details on these eligibility routes.   |               | Route 4  |   |  |           |
| ECO4_Flex_Route_2_Proxies_or_Route_3_Umbrella_Conditions | What were the proxies that the household was referred under? | For properties that are eligible under ECO4 Flex, please state which proxy is being claimed.<br><br>See 'Table 2: ECO4 Flex Referral Routes' in the ECO4 Guidance: Local Authority Administration for more details on these eligibility proxies and umbrella health conditions. | Alpha-numeric | Route 2 Proxy 1<br>Route 2 Proxy 2<br>Route 2 Proxy 3<br>Route 2 Proxy 4<br>Route 2 Proxy 5<br>Route 2 Proxy 6<br>Route 2 Proxy 7 PPM<br>Route 2 Proxy 7 Non-PPM<br>Route 3 Cardiovascular Condition<br>Route 3 Respiratory Disease<br>Route 3 Limited Mobility<br>Route 3 Immunosuppression | Only entries corresponding to the list are valid. | WHERE APPLICABLE<br><br>Required when:<br>'ECO4_Flex_Referral_Route' = 'Route 2'<br>OR 'Route 3' | ECO4 Flex |
| ECO4_Flex_Additional_Route_2_Proxies                     | What were the proxies (if any) that the household            | For properties that are eligible under ECO4 Flex, please state which additional proxies are being claimed.  | Alpha-numeric | Route 2 Proxy 1<br>Route 2 Proxy 2<br>Route 2 Proxy 3<br>Route 2 Proxy 4   | Only entries corresponding to the list are valid. | WHERE APPLICABLE<br><br>Required when:<br>'ECO4_Flex_  | ECO4 Flex |

|                            |  |  |                       |  |  |  |                 |
|----------------------------|--|--|-----------------------|--|--|--|-----------------|
|                            | was referred under?                                | See 'Table 2: ECO4 Flex Referral Routes' in the ECO4 Guidance: Local Authority Administration for more details on these eligibility proxies. |                       | Route 2 Proxy 5<br>Route 2 Proxy 6<br>Route 2 Proxy 7 PPM<br>Route 2 Proxy 7 Non-PPM |  | Referral_Route' = 'Route 2'  |                 |
| 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         | NNNNN<br>N/A   | Only entries in the accepted format are valid. | WHERE APPLICABLE<br>Required when:<br>'ECO4_Flex_Referral_Route' = 'Route 4' | ECO4 Flex       |
| Address_Line_1             | What is the first line of the property's address?  | Please provide the first line of the property's address  | Alpha-numeric         | Free text  | Only entries in the accepted format are valid. | CORE   | Property/person |
| Address_Line_2             | What is the second line of the property's address? | Please provide the second line of the property's address   | Alpha-numeric         | Free text  | 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 or | AN NAA<br>ANN NAA  | Postcodes with and without                     | CORE   | Property/person |

|  |  |   |                    |  |   |      |                     |
|--|--|---|--------------------|--|---|------|---------------------|
|  |  |   | without<br>'Space' | AAN NAA<br>AANN NAA<br>ANA NAA<br>AANA NAA | spaces will be<br>accepted<br><br>Only entries in<br>the accepted<br>format are<br>valid.                               |      |                     |
| LA_Area_Cod<br>e                               | Which LA area<br>is the<br>premises<br>located in?   | Please provide the LA area code <sup>5</sup><br>that the property is located in.  | Alpha-<br>numeric  | ANNNNNNNN                                  | Only entries in<br>the accepted<br>format are valid   | CORE | Property/<br>person |
| LA_Was_Cons<br>ulted_Prior_T<br>o_Installation | Was the LA<br>consulted by<br>the supplier<br>or installer<br>about the<br>carrying-out<br>of measures<br>in the<br>premises<br>before the<br>day on which<br>the ECO4<br>project is<br>completed? | Please confirm that the LA has been<br>consulted by the supplier or<br>installer about the carrying-out of<br>measures in the premises before<br>the day on which the ECO4 project<br>is completed. | Alpha-<br>betic    | Yes<br><br>No                              | The LA/ DA<br>must choose<br>either 'Yes' or<br>'No'.<br><br>Only entries<br>corresponding<br>to the list are<br>valid. | CORE | ECO4<br>Flex        |

<sup>5</sup> See Tab 3.4 of the 'Headline HEE release tables' for LA area codes [www.gov.uk/government/collections/household-energy-efficiency-national-statistics](http://www.gov.uk/government/collections/household-energy-efficiency-national-statistics)

|   |   |   |         |            |   |      |              |
|---|---|---|---------|------------|---|------|--------------|
| Date_Of_Hou<br>seholder_Eligi<br>bility             | What date did<br>the LA<br>declaration to<br>suppliers get<br>signed? | Please provide the date the LA<br>declaration to suppliers was signed.        | Numeric | DD/MM/YYYY | Only entries in<br>the accepted<br>format are valid | CORE | ECO4<br>Flex |
| Date_Of_Stat<br>ement_Of_Int<br>ent_Publicatio<br>n | When was the<br>Statement of<br>Intent<br>published?                  | Please provide the date on which<br>the Statement of Intent was<br>published. | Numeric | DD/MM/YYYY | Only entries in<br>the accepted<br>format are valid | CORE | ECO4<br>Flex |
| Statement_Of<br>_Intent_Link                        | N/A   | Please provide the internet link to<br>the Statement of Intent.               | N/A     | N/A        | N/A   | CORE | ECO4<br>Flex |