

Energy Company Obligation (ECO4) Eligibility Requirements Form

Introduction

This document is to be used to confirm the eligibility of properties receiving measures under the ECO4 Scheme. The form may be completed onsite or offsite before the start of the project.

Any evidence of electronically duplicated or forged signatures will be investigated.

Any measures where suspected fraudulent activity is detected will be rejected.

Ofgem also recommends that any additional evidence collected as part of these forms be handled as the final step in the process to adhere to Data Protection Act 2018 requirements.

Guidance	
Section A	<p>Customer and Premises Details</p> <p>This section is intended to collect information regarding the premise including address data, tenure type and eligibility route. The accompanying templates that may be used to evidence private domestic premises and social housing can be found in the ECO4 Templates to evidence private domestic premises and social housing. Questions 1-9 are mandatory fields for all eligibility types. This declaration must be completed and signed by the customer and the relevant owner, private landlord or the social landlord.</p>
Section B	<p>FTCH (First-Time Central Heating) Declaration</p> <p>This section contains a declaration to be completed by the landlord or owner, to declare that where a heating system is installed, at no point prior was there a central heating system OR an electric storage heater that is not broken down or has a responsiveness of greater than 0.2 when assessed against SAP present in the premises. This declaration must be signed by the owner or landlord (including social landlord).</p>

<p>Section C</p>	<p>Declarations and sign off</p> <p>This section contains the following declarations:</p> <p>i. Blended Funding and Landlord Permission Declaration To be completed and signed by the private landlord.</p> <p>This declaration is intended for landlords to declare that they give permission for the delivery of a measure(s) in a PRS property, and that the funding for measures delivered under ECO4 has not been blended with funding from other government schemes or grants.</p> <p>ii. Social Housing Declaration To be completed and signed by the social landlord officer.</p> <p>The Social Housing Declaration allows the social landlord to confirm the following:</p> <ul style="list-style-type: none"> ➤ the pre-installation SAP or RdSAP assessment or EPC rating reflects the current characteristics of the premises. ➤ the premises are generally being let at below market rate. <p>In addition, the social landlord officer should ensure any necessary permission for an ECO measure has been obtained. The signatory must review the available evidence and records relating to the premises prior to signing this declaration.</p> <p>iii. Data Use Declaration To be completed and signed by the:</p> <ol style="list-style-type: none"> 1) Owner, if owner occupier tenure, or 2) Landlord, if privately rented, or 3) Social landlord officer, if social housing. <p>The General Data Protection Regulation (UK GDPR) requires anyone collecting personal data to give the data subject (i.e. in the case of ECO the occupant or the landlord) a Privacy Notice. This declaration should be signed by the owner, landlord or social landlord officer (depending on tenure type) to confirm that they have received and read a privacy notice to explain how their data will be used.</p>
<p>Section D</p>	<p>Child Benefit Self-Declaration</p> <p>Under the Home Heating Cost Reduction Obligation (HHCRO), suppliers can deliver measures to consumers in receipt of Child Benefit where the occupier of the premises is under the specified income threshold for their household composition. The Child Benefit Self-Declaration must be used to evidence Help to Heat Group (HTHG) eligibility for Child Benefit recipients and contains a declaration that the household income does not exceed the relevant income threshold for the corresponding number of children. The declaration should be signed by the occupier. The relevant third party should also sign their section of the declaration to provide assurance that the person living at the premises is in receipt of Child Benefit and is not in receipt of any of the other HTHG qualifying benefits.</p>

A. Customer and Premises Details

Question	Response
1. Name of customer	
2. Address of installation including postcode	
3. Eligibility route	<input type="checkbox"/> Help to Heat Group <input type="checkbox"/> Social Housing <input type="checkbox"/> LA Flex <input type="checkbox"/> Supplier Flex <input type="checkbox"/> In-fill
4. Tenure	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Private Rented <input type="checkbox"/> Social Housing
5. Verification method ¹	<input type="checkbox"/> WHD Core Group ² <input type="checkbox"/> DWP Match ³ <input type="checkbox"/> Supplier Declaration ⁴ <input type="checkbox"/> Child Benefit ⁵ (Go to Section D) <input type="checkbox"/> ECO Eligible Referral ⁶ <input type="checkbox"/> LA Declaration ⁷ <input type="checkbox"/> HTHG Benefit Letter ⁸ <input type="checkbox"/> Other ⁹ _____ <input type="checkbox"/> N/A (e.g Social Housing)

¹ See Chapter 3 of the ECO4 Delivery Guidance for more information regarding the eligibility types.

² **'WHD Core Group'** applies to England and Wales (but not Scotland) and may be selected where the supplier can produce a WHD Core Group notice at audit for the help to heat group member. 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.

³ **'DWP Match'** should be selected for measures where help to heat group eligibility has been verified using this method.

⁴ **'Supplier declaration'** should be selected where 'eligibility type' also has 'supplier declaration'.

⁵ **'Child Benefit'** may be entered where a supplier can produce a Child Benefit Self-Declaration at audit.

⁶ Only suppliers that have signed up to the **ECO Eligible Referrals (EER)** route with DWP should select this option.

⁷ Suppliers should select **'LA Declaration'** for measures where help to heat group eligibility has been verified using this method.

⁸ **'HTHG Benefit Letter'** should be selected where DWP match is not available.

⁹ **'Other'** should only be selected in exceptional circumstances when agreed with obligated supplier and Ofgem in advance of commencing the project.

Question	Response
6. URN (for verification method selected above)	
7. Occupancy evidence ¹⁰ URN (for verification method selected above)	<input type="checkbox"/> Utility Bill <input type="checkbox"/> Mortgage Statement <input type="checkbox"/> NHS Letter <input type="checkbox"/> Other ¹¹ (enter details) _____
8. Do occupants also carry out commercial activities from rooms used as domestic premises? ¹² Occupancy evidence ¹³ URN (for verification method selected above)	<input type="checkbox"/> Yes (enter room and activity below) <hr/> <hr/>

¹⁰ Confirmation that domestic premises meet 'dwelling' definition from in The Energy Performance of Buildings (England and Wales) Regulations 2012 and The Energy Performance of Buildings (Scotland) Regulations 2008.

¹¹ See the [ECO4 Guidance: Delivery V1.1](#) for other documents that may be used as evidence.

¹² Occupants may carry out some commercial activities at the premises from a room also used for domestic purposes, provided that the primary use of the premises is as a home. Examples of commercial activities include working or running a business from home.

¹³ Confirmation that domestic premises meet 'dwelling' definition from in The Energy Performance of Buildings (England and Wales) Regulations 2012 and The Energy Performance of Buildings (Scotland) Regulations 2008.

15. Details about Private / Social Landlord			
Type of landlord	Private landlord / managing agent <input type="checkbox"/> Social landlord <input type="checkbox"/>		
Name of private landlord / managing agent / social landlord ²⁸ :			
Social landlord officer name (if applicable):			
Social landlord officer job title ²⁹ (if applicable):			
Email:			
Contact Number:			
Full address including postcode:			
I hereby declare that all the information given above is true and accurate to the best of my knowledge.			
Signature		Date	
16. Customer details declaration (tenant, owner occupier)			
I hereby declare that all the information given above is true and accurate to the best of my knowledge.			
Signature		Date	

B. FTCH (First-Time Central Heating) Declaration

FTCH Declaration (to be completed by the owner or landlord)

The signatory must review the available evidence and records relating to the premises prior to signing this declaration. The presence of a central heating system (including district and renewable heating) or an electric storage heater can be identified with reference to any available evidence within or records relating to the premises. Examples could include an old boiler, pipework, heating controls, radiators, storage heaters or documents such as an EPC. Where such evidence exists, the measure would be ineligible under this provision.

"I, the owner of the premises, declare that to the best of my knowledge, at no point prior to the installation of first-time central heating, did the premises have a wet central heating system nor, at no point since 1 April 2022, did the premises have a working, efficient electric storage heater(s)."

Landlord / owner full name		
Landlord / owner signature		Date:

C. Declarations and sign off

i. Landlord Permission and Blended Funding Declaration (to be completed by the private landlord, social landlord officer, or owner-occupier)

Funding for measures delivered under ECO4 cannot be blended with funding from other government schemes or grants. Any measures outside of ECO4 delivered to the same property would have to be installed either before or after the ECO4 measures are installed.¹⁴

I can confirm I am the Owner Landlord Management company of the property/ies above in question **A.2.** and hereby give my consent for the works to be completed. I understand I may be contacted by any organisation carrying out the installation works or providing the funding, Ofgem or an energy supplier to verify this declaration as confirmation of permission. By signing this declaration, I acknowledge that funding is being claimed through the Energy Company Obligation (ECO4) scheme and I have not and will not seek any funding for such measures through other government schemes or grants.

Full Name			
Signature		Date	

ii. Social Housing Declaration (to be completed by the social landlord officer)

Social landlord is defined in paragraph 4 of Schedule 1 of the Electricity and Gas (Energy Company Obligation) Order 2022.

By signing, I, **the social landlord**, declare to the best of my knowledge and belief that:

I can confirm that the SAP or RdSAP assessment is a true reflection of the property prior to the installation of the measure(s).

The premises are let at below market rate, or where the premises are currently void, have previously and will be let at below market rate.¹⁵

Social landlord officer full name		
Social landlord officer signature		Date:

¹⁴ See part 5 of the of the Electricity and Gas (Energy Company Obligation) Order 2022.

¹⁵Where social housing is let at or above the market rate, the property can be treated as private domestic premises, where the occupant meets the eligibility requirements. See section on PRS from paragraph 3.72 of the [ECO4 Guidance: Delivery V1.1](#) for more information.

iii. Data Use Declaration (to be completed by all relevant document signatories)

I hereby declare that all the information given above is true and accurate to the best of my knowledge.

By signing this declaration, **I confirm that I have received and read a privacy notice** to explain how my data will be used, and that this has been shared with all members in the household who may be included or named in documents or information provided in the installation of this energy efficiency measure.

Customer full name		
Customer signature		Date:
Owner / landlord / social landlord officer full name		
Owner / landlord / social landlord officer signature		Date:

D. ECO4 Child Benefit Self-Declaration

i. Premises address

Address line 1	
Address line 2	
Address line 3	
Town	
Postcode	

ii. Occupier declaration

I, the occupier of the premises detailed above, declare that I am in receipt of Child Benefit and that for the corresponding number of qualifying children or young persons within this benefit the single or combined annual gross income (from all sources) threshold detailed in the table overleaf is not breached.

I confirm that the information provided in this declaration is true and accurate.¹⁶

Name (<i>please print</i>)		Child Benefit Number ¹⁷	
Signature		Date	
If no CHB, please provide National Insurance number:			

I, the relevant third party¹⁸, declare that, to the best of my knowledge, the person living at this premises detailed above is in receipt of Child Benefit; and is not in receipt of any of the other qualifying benefits listed in schedule 2 of the Electricity and Gas (Energy Company Obligation) Order 2022.

Name (<i>please print</i>)			
Organisation			
Signature		Date	

¹⁶ It is a criminal offence to knowingly make a false declaration and that the offence is punishable by a fine, imprisonment or both.

¹⁷ Your Child Benefit number starts with 'CHB' and is made up of 8 numbers and 2 letters. For example, CHB12345678 AB. This number can be found on your Child Benefit award notice or on any correspondence from the Child Benefit Office. You can also [contact the Child Benefit Office online](#) or by [phone or post](#) to get your number.

¹⁸ See part 5 of the **Definitions** listed overleaf for more information.

Definitions

1. "Single claimant" means a person who is not a member of a Couple.
2. "Couple" means:
 - two people who are married to, or civil partners of, each other and are members of the same household; or
 - two people who are not married to, or civil partners of, each other but are living together as a married couple.
3. "Child" and "qualifying young persons" means a person under the age of 16 (or under 20 if they are in approved education or training). A person shall be treated as responsible for a child or qualifying young person who is normally living with them or paying at least the same amount as Child Benefit (or the equivalent in kind) towards looking after them. More detail can be found on the government website for child benefit¹⁹
4. "Income" means annual gross income from all sources, including housing-related benefits, before tax. This should be determined based on the most recently completed annual tax year which runs from 6th April to 5th April of the following year.
5. "Relevant third party" means the person in the supply chain who has engaged with the consumer regarding the installation of the ECO measure. This could include, but is not limited to: the installer, operative, assessor or managing agent.
6. The other qualifying benefits, as listed in schedule 2 of the Electricity and Gas (Energy Company Obligation) Order 2022, are:
 - a. Income based Jobseekers Allowance (JSA),
 - b. Income related Employment and Support Allowance (ESA),
 - c. Income Support (IS),
 - d. Pension Credit Guarantee Credit (PCGC),
 - e. Working Tax Credit (WTC),
 - f. Child Tax Credit (CTC),
 - g. Universal Credit (UC),
 - h. Housing Benefit,
 - i. Pension Credit Savings Credit (PCSC),
 - j. Child Benefit.

Type of claimant ²⁰	Number of children or qualifying young persons			
	1	2	3	4+
Single claimant annual income	≤ £19,900	≤ £24,800	≤ £29,600	≤ £34,500
Member of a couple combined annual income	≤ £27,500	≤ £32,300	≤ £37,200	≤ £42,000

The use of customer self-declarations to prove receipt of Child Benefit is not sufficient by itself so alternative evidence, such as council tax letters to show the number of adults residing at the address, and the Child Benefit letter showing how many children within the household are supported by the payment, will also be required.²¹

¹⁹<https://www.gov.uk/child-benefit/eligibility>

²⁰ Note that you do not need to circle / mark the combination that matches your circumstances, the only confirmation required is to sign the declaration.

²¹ For more information see paragraphs 3.139 – 3.143 of the [ECO4 Guidance: Delivery V1.1](#).