Introduction

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

Version 1.2 reflects legislative amendments made to ECO4 on 14 August 2023[1].

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)

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[1]The coming into force date of [Part 10 of The Electricity and Gas (Energy Company Obligation) Order 2023 (legislation.gov.uk)](#) OFG1162

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.

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 (except those connected to a shared ground loop)
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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 ECO4 Delivery Guidance[2] and ECO4 Supplier Administration guidance[3].

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?	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. This entry identifies the supplier whose obligations the project and associated measures will be credited towards. The	Alpha-numeric	AAANNNNNNNNA AAAAANNNNNNNA	The reference number must be a valid supplier reference. Only entries in the accepted	CORE	Supplier

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		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'.			format are valid.		
Project_Reference_Number	What is the unique project reference number (PRN) that the supplier has generated for this particular project?	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. 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.	Alpha-numeric	P-AAANNNNNNN	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?	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. 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	Alpha-numeric	ANNNN ANNNNN ANNNNNN ANNNNNNN N/A	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

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		TrustMark Project reference number (TM PRN) has been entered for the project.					
Purpose_of_Project_Notification	What is the purpose of this submission?	This indicates the reason for notifying the project. 'New Notification' should be entered when notifying a project for the first time. '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. '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.	Alphabetic	New Project Notification Edited Project Notification Completed Project Notification	Only entries corresponding to the list are valid.	Required	Project
Building_Number	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

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
Building_Name	Where relevant, what is the name of the building in which the project took place?	Provide the name of the building (if applicable).	Alpha-numeric	Max character length of 100 characters	Only entries in the accepted format are valid.	CORE when: 'Building_Number' is unavailable	Property / Person
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	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	CORE	Property / Person

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
	premises is located?				format are valid.		
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. Where the UPRN is fewer than 12 digits, the UPRN should be preceded by enough '0's to total 12 digits. For example, an 8	Alpha-numeric	NNNNNNNNNNNN N/A	Numeric entries must be 12 digits. Only entries in the accepted format are valid.	Optional	Property / Person

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		digit UPRN should be notified as '0000NNNNNNNN'. 'N/A' may be entered where the UPRN is unknown.					
Pre_Assessment_Methodology	What method was used to obtain the pre-retrofit SAP rating?	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 – RdSAP') or as an EPC ('EPC – RdSAP'). Full SAP assessments may only be lodged as an EPC. 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.	Alphabetic	EPC - SAP EPC - RdSAP TM - RdSAP	Only entries corresponding to the list are valid.	Required	Property / Person

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		In all other cases, an RdSAP assessment should be carried out and lodged with Trustmark. 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. Please see the ECO4 Delivery Guidance for more details on when a SAP or RdSAP assessment is required.					
Pre_Retrofi t_Assessm ent_Refere nce	What is the reference number of the pre-retrofit assessment?	Please include the reference number of the pre-retrofit assessment where the assessment has been lodged as an EPC. A reference number is not required where the pre-retrofit assessment is lodged with Trustmark.	Numeric	NNNN-NNNN-NNNN-NNNN-NNNN N/A	Only entries correspondi ng to the list are valid. The format must be correct for the notified pre-retrofit assessment methodolog y.	Required when: 'Trustmark_Project _Reference_Numb er' = 'N/A'	Property / Person

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
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	N N.N NN NN.N	Numeric entries must be between 1 and 100. Up to 1 decimal place is allowed.	Required	Property / Person
Floor_Area	What is the internal floor area of the property in m^2?	To calculate scores the internal floor area of the property must be notified. This should be taken from 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 Delivery Guidance.	Alpha-numeric	ANNNNNNNN N/A	Only entries in the accepted format are valid.	Optional	Property / Person

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
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 1st 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 ECO4 Delivery 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 ECO4 Delivery 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 |

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
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 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 ECO4 Delivery Guidance.	Alphabetic	Help to Heat Group Social Housing LA Declaration Supplier Evidence In-fill	Only corresponding to the list are valid.	CORE	Eligibility
Verification_Method	How has the chosen eligibility type been determined?	For further information on how to identify whether a person is eligible for the scheme, please refer to the ECO4 Delivery Guidance. 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	Alphabetic	WHD Core Group DWP Match ECO Eligible Referral	Only corresponding to the list are valid.	Required when: 'Eligibility_Type' = 'Help to Heat Group' OR 'Supplier Evidence'.	Eligibility

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		Group notice at audit for the HTHG 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. Suppliers should enter 'DWP Match' for measures where HTHG eligibility has been verified using this method. Only suppliers that have signed up to the ECO Eligible Referrals (EER) route with DWP should select 'ECO Eligible Referral', and only where the eligibility of the project has been determined through this route. 'Self Declaration' may be entered where a supplier can produce a Child Benefit Self-Declaration at audit. 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		HTHG Benefit Letter Self Declaration PPM Non-PPM Flex Route 4 Other N/A			

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		should only be entered where eligibility is 'Supplier Evidence' 'Other' should only be entered in exceptional circumstances when agreed with Ofgem before the measures are installed.					
DWP_Reference_Number	If the project is using the 'DWP Match' verification method, what is the reference number provided by the data matching provider confirming DWP have verified the customer is a HTHG member? If the project is using the 'ECO Eligible Referral' verification method, what is the unique	Where a customer was verified as a member of the HTHG using the DWP data matching service, enter the reference number provided by the data matching provider. 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.	Alpha-numeric	NNNNNNNNNN AAA_ANNNNNN AAA_AANNNNNN N/A	Only entries in the accepted format are valid. EER URNs must be a maximum of 50 characters. Only numeric characters can follow the prefix "EER_A" or "EER_AA"	Required when: 'Verification_Method' = 'DWP Match' or 'ECO Eligible Referral'	Eligibility

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
	reference number provided by DWP?						
Associated _In-fill_Project _1	If the project is an in-fill, what are the projects containing the primary measures that support the in-fill?	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. Please provide the first associated supporting PRN for the In-fill project. The primary measure for a flat should be notified in this field, and not the two below.	Alpha-numeric	P-AAANNNNNN NN N/A	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'In-fill'	Eligibility
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

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
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-AAANNNNNNNN 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, 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 allowed, these being Area validation, council tax reduction, NICE guidance, and free school meals. If 'verification method' is flex route 4, 'Route 4 Bespoke Targeting' must also be entered here. See the ECO4 Guidance: Delivery for more details on these eligibility routes.	Alpha-numeric	Route 2 Area Validation Route 2 Council Tax Reduction Route 2 NICE Guidance Route 2 Free School Meals Route 4 Bespoke Targeting N/A	Only entries corresponding to the list are valid.	Required when: 'Eligibility Type' = 'Supplier Evidence'	ECO4 Flex

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
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 N/A	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'Supplier Evidence' AND 'Verification method = 'Flex Route 4'	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	ANNNNNNNN-NNNNN N/A	Only entries in the accepted format are valid.	Required When: 'Eligibility Type' = 'LA Declaration'	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-	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	Alphabetic	EPC - SAP TM – RdSAP N/A	Only entries corresponding to the list are valid.	Required when: 'Purpose_of_Project_Notification' =	Completed project re-notification

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
	retrofit SAP rating?	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 ECO4 Delivery Guidance for more details on when a SAP or RdSAP assessment is required.			Entry must match entry of 'Pre_Assessment_Methodology' unless that field contained 'EPC – RdSAP'	'Completed Project 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. A reference number is not required where the post-retrofit assessment is lodged with TrustMark.	Numeric	NNNN-NNNN-NNNN-NNNN-NNNN N/A	Only entries in the accepted format are valid. The format must be correct for the notified pre-retrofit assessment methodology.	Required when: 'Purpose_of_Project_Notification' = 'Completed Project Notification' AND 'Trustmark_Project_Reference_Number' = 'N/A'	Completed project re-notification

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
Finishing_ SAP_Ratin g	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. Note that suppliers should not include any deemed SAP improvements for relevant measures in this value. The notified value should be the rating taken from the SAP assessment and the register will add any deemed SAP improvements. This field should not change to account for any measures rejected for an admin reason. Instead the ' Rejection_Adjusted _Finishing_SAP_Rating' field should be filled in seperately with the adjusted value.	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_Projec t_Notification' = 'Completed Project Notification'	Completed project re-notification
Completed _Project_T rustmark_ Cert_ID	What is the 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 re-notification to prove the project is complete.	Alpha-numeric	ANNNN-A ANNNNN-A ANNNNNN-A ANNNNNNN-A N/A	Only entries in the accepted format are valid.	Required when: 'Purpose_of_Projec t_Notification' = 'Completed Project Notification' AND	Completed project re-notification

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
						'Trustmark_Project _Reference_Numb er' ≠ 'N/A'	
Measures_ in_Project	How many measures were completed in this project?	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. Note this count should not include any exempt notifications. 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.	Alpha-numeric	N NN N/A	Only entries in the accepted format are valid. Number must be between 1-99.	Required when: 'Purpose_of_Projec t_Notification' = 'Completed Project Notification'	Completed project re-notification
Exemption _from_MR	Is the supplier requesting an exemption from the minimum requirement?	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: 1. One or more measures required to meet the MR attracted an exemption and could not be installed	Alphabetic	Exempted measure No eligible combination N/A	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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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		2. There is no possible combination of eligible ECO4 measures that would meet the MR 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. **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. 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.					
Consumer _Circumst ances	Was the project ended early by the consumer?	Starting SAP band E, F, or G projects may be able to achieve a full project score even if the minimum requirement is not	Alphabetic	Change of occupancy	Only entries correspondi	Optional Entries other than N/A should only be	Completed project re-notification

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		met if the consumer chose to end the project early. Please use this field to indicate where this occurs and to request an exemption from the MR. 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. 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"		Death in household Other N/A	ng to the list are valid.	notified where 'Purpose_of_Projec t_Notification' = 'Completed Project Notification'	
Rejection_ Adjusted_ Finishing_ SAP_Ratin g	What was the SAP rating in the property after the project ended, excluding any measures that have been	Rejected measures should not be counted towards a properties finishing SAP rating. Where a measure is functioning in the property but has been rejected from the ECO scheme for an administrative reason it may still have been included in the	Alpha-numeric	N N.N NN NN.N	Numeric entries must be between 1 and 100. Up to 1 decimal	Required when: 'Purpose_of_Projec t_Notification' = 'Completed Project Notification' AND the project contains at least	Completed project re-notification

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
	rejected for an admin reason?	finishing SAP rating recorded in the post-retrofit assessment, therefore suppliers should use this field to notify the finishing SAP rating adjusted for any administrative rejections (such as a late notification without an extension). In such cases the 'Finishing_SAP_rating' field should still be populated: • 'Finishing_SAP_Rating' should contain the rating taken from the post-retrofit assessment • 'Rejection_Adjusted_Finishing_SAP_Rating' should contain the rating that has been lowered to exclude any measures rejected for an admintrative reason. Where there are no such rejections this field should be entered as 'N/A' Note that this adjusted SAP rating should never be greater than the 'Finishing_SAP_Rating'		N/A	place is allowed but not required	one measure that has rejection category of 'admin rejection'	

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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 ineligibile 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 heirarchy, 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 ECO4 Delivery Guidance for more detail on exemptions.[4]

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[4] www.ofgem.gov.uk/publications/energy-company-obligation-eco4-guidance-delivery
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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?	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. The first three characters are an assigned acronym identifier for the company name. The following numbers should be generated by the supplier. This reference number must be unique across ECO1, ECO2, ECO2t, ECO3 and ECO4.	Alpha-numeric	AAANNNNNNN AAANNNNNNNN	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?	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. This field is how measures are attached to projects. The notified PRN should belong to an already existing PRN on the ECO4 register. The P indicates a project. The three letters are an assigned acronym identifier for the company	Alpha-numeric	P-AAANNNNNNN	Only entries in the accepted format are valid. Listed project must already	Required	All

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		name. The following seven numbers should be generated by the supplier.			have been notified to Ofgem.		
Measure_Type	Which measure was installed at the premises?	This describes the measure type installed at the premises (each measure installed is to be reported in a separate row). For exempt notifications, this describes the measure type that could not be installed as it attracts an exemption 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'. Measures need to be notified in the exact naming convention specified in the ECO4 Measures Table under 'Measure Name: format for notification to Ofgem'.	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_Notification	What is the purpose of this submission?	This indicates the reason for notifying the measure.	Alphabetic	New Notification	Only entries corresponding to the	Required	Overview

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		'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. 'Edited Notification' should be entered when an existing notification is being amended and the measure is re-notified. 'Extended Notification' should be entered when the measure has an approved extension request associated with it. '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. Either 'New Exemption or 'Edited Exemption' should be entered when the notification is for an exempt measure rather than a completed measure.		Edited Notification Extended Notification Automatic Late Extension New Exemption Edited Exemption	list are valid.		

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
Date_of_Completed_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 ECO4 Delivery 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_Notification' = '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.	Alphabetic	PPS DLM SAM N/A	Only entries corresponding to the list are valid.	Required unless 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption'	Measure

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
Percentage _Of_Prope rty_Treate d	What percentage of the property was treated with the measure?	Indicates what percentage of the property has been treated by the measure. 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. 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%. Rounding should be carried out to the nearest whole number. Suppliers should not include the '%' symbol when completing this field.	Alpha-numeric	N NN NNN 67+ N/A	Only entries in the accepted format are valid.	Required unless 'Purpose_of_No tification' = 'New Exemption' or 'Edited Exemption'	Measure
Consumer _Protectio n	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	Alphabe tic	Heat Trust HT Equivalent TM Equivalent	Only entries correspond ing to the	Required when: 'Measure Type' belongs to the DHC or DLM measure categories	Measure

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
	protection organisation?	body Heat Trust or an equivalent organisation or standard. In such cases, suppliers should notify either 'Heat Trust' or 'HT Equivalent'. 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. Where a Data Light Measure (DLM) is installed it must have consumer protection equivalent to TrustMark. 'TM Equivalent' should be entered.		N/A	list are valid.	unless 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption' OR 'Post_Main_Heating_Source_for_the_Property' = 'Shared Ground Loop GSHP'	
Insulation_Requirements_Met	If the measure is a heating measure, how did it meet the minimum insulation requirements?	For a heating measure to be eligibile 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.	Alphabetic	All Present Pre-Project New Insulation Installed Due To Exemptions	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	Measure

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		Please see chapter 5 of the ECO4 Delivery Guidance for details of these minimum insulation requirements. '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. 'New Insultation 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. '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		New Insulation and Exemptions N/A		tification' = 'New Exemption' or 'Edited Exemption'	

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		notified to Ofgem as part of the same project as the heating measure. 'New Insulation and Exemptions' should be netered where a combination of both one or 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. N/A should be entered where the measure is not a measure type to which the minimum insulation requirements apply.					
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?	For heating measures, this field indicates the heating source being replaced or repaired. For heating controls, the field indicates the heating source they will control. For Solar PV measures installed on or after 14 August 2023, the main space heating source of the premises prior to the installation of the measure should be entered. For Solar PV	Alphabetic	Valid entry taken from Table 21 or 22 of the ECO4 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 and Solar_PV)	Property / Person

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		measures installed before 14 August 2023, 'N/A' should be entered. For measure types not mentioned above, 'N/A' should be entered. Table 21 in chapter 6 of the ECO4 delivery guidance includes the list of eligible pre-main heating sources. Also eligible in Table 22 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 22. 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 ECO4 delivery guidance.				unless 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption' Only required for Solar PV where DOCI is on or after 14/08/2023	
Post_Main _Heating_ Source_for	What is the fuel type of the main space heating system(s) for the	For certain heating measures it is necessary to notify the heating source that has been installed at the property.	Alphabetic	Valid entry taken from Table 23 of the ECO4	Only entries corresponding to the	Required when: 'Measure_Type' is a boiler, DHC or ESH unless	Property / Person

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
_the_Property	premises after the measure was installed?	The list of valid post-main heating sources can be found in Table 23 in chapter 6 of the ECO4 Delivery Guidance For measures where this is not relevant please enter N/A. For more information on the post-main heat source see chapters 5 and 6 of the ECO4 delivery guidance .		Delivery Guidance N/A	list are valid.	'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption'	
SWMR_Conditions_Met	For solid wall measures, does the property meet the requirements for the measures to be counted as a solid wall action?	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 prior to the insulation measure at least 50% of the solid wall area must be uninsulated. Where the supplier is notifying an appropriate insulation measure type and the property meets these requirements, please enter 'Yes'.	Alphabetic	Yes N/A	Only entries corresponding to the list are valid.	Optional	Measure

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		Where the property does not meet these requirements or they are irrelevant to the measure, please enter 'N/A'.					
Installer_Name	What is the name of the installer company responsible for installating 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_Notification' = 'New Exemption' or 'Edited Exemption'	Measure
Innovation _Measure_ Number	If the measure is an innovation measure, what is the Innovation Measure Number?	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. 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'. This number will be used to assign the correct innovation uplift to the measure/project.	Alpha-numeric	NNN N/A	Only entries corresponding to the list are valid.	Optional	Measure

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
Trustmark _Business _Licence_ Number	If the measure is registered with TrustMark, what is the TrustMark business licence number?	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. This field will be validated against TrustMark's Data Warehouse.	Numeric	NNNNNNNNNNNN N 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 easure_Re ference	If the measure is registered with TrustMark, what is the TrustMark unique measure reference?	When a measure is lodged with TrustMark a unique TrustMark measure reference will be 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.	Alpha-numeric	Max 20 characters N/A	Only entries that match with TrustMark's Data warehouse are valid.	Required when: 'Trustmark_Bus iness_Licence_ Number' ≠ 'N/A'	Measure
Trustmark _Lodged_C ertificateID	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.	Alpha-numeric	ANNNN-N ANNNNN-N ANNNNNN-N ANNNNNNN-N	Only entries that match with TrustMark's Data	Required when: 'Trustmark_Bus iness_Licence_ Number' ≠ 'N/A'	Measure

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		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. | | N/A | warehouse are valid | | |
| Other_Certification | If the measure is a DHC or DLM installation, what certification does the installer hold to demonstrate appropriate skills and experience?

If the measure has been certified through any other alternative mechanism, provide the details here. | 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, 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.

Other certification 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. | 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 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption' OR 'Post_Main_Heating_Source_for_the_Property' = 'Shared | Measure |

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Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
		For further information on this requirement please refer to the ECO4 Delivery Guidance. For a Data Light Measure (DLM) the appropriate qualification or certification should be arranged with Ofgem as part of the data light application. For all other measures please enter N/A.				Ground Loop GSHP'	
Exemption _Category	If the notification is for an exempt measure, please provide the reason for the exemption.	For the purposes of ECO4 rules, measures may only be exempt where they meet one of a set list of exemption categories. 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 exemption category is listed in the ECO4 Delivery Guidance.	Alphabetic	Listed building Conservation area Protected species Unlawful Environmental conditions Property suitability/access issues N/A	Only entries corresponding to the list are valid	Required when: 'Purpose_of_Notification' = 'New Exemption' or 'Edited Exemption'	Measure

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