

Great British Insulation Scheme and 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 Template¹ for Great British Insulation Scheme and ECO4 Flex household eligibility declarations from 27 July 2022 to 31 March 2026.

Background

A Great British Insulation Scheme and ECO4 Flex CSV Declaration Notification Template must be submitted to Ofgem by LAs who wish to refer eligible households under the Great British Insulation Scheme and/or ECO4 Flex mechanism. The Declaration Notification template has been combined for Great British Insulation Scheme and ECO4 Flex, LAs will not need to indicate on the template which of the two schemes they are referring households for. It will be the responsibility of the supplier / installer to determine which scheme is most suitable for the household. However, LAs / DAs should indicate on the Declaration Notification whether they have published a Statement of Intent for ECO4 Flex only, or for both schemes, using the field provided. Measures installed within a household that are using the ECO4 Flex or Great British Insulation Scheme Flex eligibility routes, 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 measure or retrofit project details submitted to Ofgem from suppliers, the Declaration Notification template will be matched by Ofgem against the supplier's project or measure notification² 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 or measure details to Ofgem.

¹ <https://www.ofgem.gov.uk/environmental-and-social-schemes/great-british-insulation-scheme>

² www.ofgem.gov.uk/sites/default/files/2022-08/Project%20notification%20template%20V1.0.csv

This Data Dictionary should be read in conjunction with the Great British Insulation Scheme and ECO4 Guidance: Local Authority Administration³.

Introduction

This data dictionary sets out each of the fields to be completed on the Great British Insulation Scheme and ECO4 Flex CSV Declaration Notification template, the questions LAs should be answering when completing the fields, 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 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, 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 template⁴ should be used.

³ <https://www.ofgem.gov.uk/environmental-and-social-schemes/great-british-insulation-scheme>

⁴ <https://www.ofgem.gov.uk/environmental-and-social-schemes/great-british-insulation-scheme>

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
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. Only entries in the accepted format are valid.	CORE
Referral_Made_Outside_Of_LAs_Remit	Was the Flex referral made on behalf of another LA/ DA?	The LA/ DA can state whether or not the Flex referral was made on behalf of another LA.	Alpha-betic	Yes No	The LA/ DA must choose either 'Yes' or 'No'. Only entries corresponding to the list are valid.	CORE
ECO4_or_Great_British_Insulation_Scheme	What was the route that the LA/ DA referred the	For properties that are eligible under Great British Insulation Scheme and/or ECO4 Flex, please	Alpha-numeric	Route 1 Route 2 Route 3	Only entries corresponding to the list are valid.	CORE

me_Flex_Referral_Route	household under?	state which eligibility route is being claimed. See the Great British Insulation Scheme and ECO4 Guidance: Local Authority Administration for more details on these eligibility routes.		Route 4 (ECO4 Flex only)		
Route_2_Proxies_or_Route_3_Umbrella_Conditions	What were the proxies that the household was referred under?	For properties that are eligible under Great British Insulation Scheme and/or ECO4 Flex, please state which proxy is being claimed. See 'Table 2: Great British Insulation Scheme and ECO4 Flex Referral Routes' in the Great British Insulation Scheme and ECO4 Guidance: Local Authority Administration for more details on these eligibility proxies and umbrella health conditions.	Alpha-numeric	Route 2 Proxy 1 Route 2 Proxy 2 Route 2 Proxy 3 Route 2 Proxy 4 Route 2 Proxy 5 Route 2 Proxy 6 Route 2 Proxy 7 PPM Route 2 Proxy 7 Non-PPM Route 3 Cardiovascular Condition Route 3 Respiratory Disease Route 3 Limited Mobility Route 3 Immunosuppression	Only entries corresponding to the list are valid.	WHERE APPLICABLE Required when: 'Flex_Referral_Route' = 'Route 2' OR 'Route 3'

Additional_Route_2_Proxies	What were the proxies (if any) that the household was referred under?	For properties that are eligible under Great British Insulation Scheme and/or ECO4 Flex, please state which additional proxies are being claimed. See 'Table 2: Great British Insulation Scheme and ECO4 Flex Referral Routes' in the Great British Insulation Scheme and ECO4 Guidance: Local Authority Administration for more details on these eligibility proxies.	Alpha-numeric	Route 2 Proxy 1 Route 2 Proxy 2 Route 2 Proxy 3 Route 2 Proxy 4 Route 2 Proxy 5 Route 2 Proxy 6 Route 2 Proxy 7 PPM Route 2 Proxy 7 Non-PPM	Only entries corresponding to the list are valid.	WHERE APPLICABLE Required when: 'Flex_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 N/A	Only entries in the accepted format are valid.	WHERE APPLICABLE Required when: 'Flex_Referral_Route' = 'Route 4 (ECO4 Flex only)'
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

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
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 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
LA_Area_Code	Which LA area is the premises located in?	Please provide the LA area code ⁵ that the property is located in.	Alpha-numeric	ANNNNNNNN	Only entries in the accepted format are valid	CORE
LA_Was_Consulted_Prior_To_Installation	Was the LA consulted by the supplier or installer about the carrying-out of measure(s) in the premises	Please confirm that the LA has been consulted by the supplier or installer about the carrying-out of measures in the premises before the day on which the Great British Insulation Scheme measure(s) or ECO4 project is completed.	Alpha-betic	Yes No	The LA/ DA must choose either 'Yes' or 'No'. Only entries corresponding to the list are valid.	CORE

⁵ See Tab 3.4 of the 'Headline HEE release tables' for LA area codes www.gov.uk/government/collections/household-energy-efficiency-national-statistics

	before the day on which the Great British Insulation Scheme measure(s) or ECO4 project is completed?					
Date_Of_Hou seholder_Eligi bility	What date was the LA declaration to supplier issued?	Please provide the date the LA declaration to supplier was issued.	Numeric	DD/MM/YYYY	Only entries in the accepted format are valid	CORE
Date_Of_Stat ement_Of_Int ent_Publicatio n	When was the Statement of Intent published?	Please provide the date on which the Statement of Intent was published.	Numeric	DD/MM/YYYY	Only entries in the accepted format are valid	CORE
Statement_Of _Intent_Link	N/A	Please provide the internet link to the Statement of Intent.	N/A	N/A	N/A	CORE
Statement_Of _Intent_Publi shed_For	Which scheme(s) have you published a	Please indicate whether you have published a Statement of Intent for ECO4 Flex only, or a combined Statement of Intent for both ECO4	Alpha- betic	ECO4 Flex ECO4 and Great British Insulation Scheme Flex	Only entries corresponding to the list are valid.	CORE

	Statement of Intent for?	and Great British Insulation Scheme Flex				
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