

ECO4 and the Great British Insulation Scheme Eligibility Requirements Form

Introduction

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

Ofgem expects that any additional evidence collected is handled in adherence with the Data Protection Act 2018¹.

For a better understanding of how the data in this form will be used under the Great British Insulation Scheme or ECO4, please visit our website².

Any evidence of electronically duplicated or forged signatures will be investigated. Any measures where suspected fraudulent activity or scheme abuse is detected will be rejected³.

Some sections of this form are scheme specific and have been labelled accordingly. If a section or question is not relevant, please leave it blank.

¹ <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

² <https://www.ofgem.gov.uk/environmental-and-social-schemes/great-british-insulation-scheme>,
<https://www.ofgem.gov.uk/publications/eco-privacy-notice>

³ Please see chapter 8 in the ECO4 Delivery Guidance for further information.

Guidance	
Section A	<p>Occupier / Landlord and Premises Details</p> <p>The ECO4 and The Great British Insulation Scheme- Templates to evidence private domestic premises and social housing may be used if some evidence is not available. The declaration must be completed and signed by the occupier 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 previous date was there a central heating system OR an electric storage heater that has now 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>
Section C	<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 or the GB Insulation Scheme 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. <p>In addition, the social landlord officer should ensure any necessary permission for a retrofit 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</p> <p>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 or the GB Insulation Scheme, 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, which explains how their data will be used.</p>
Section D	<p>Child Benefit Self-Declaration</p> <p>The Child Benefit Self-Declaration contains a declaration that the household income⁴ does not exceed the relevant income threshold for the corresponding number of children. 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 qualifying benefits for either scheme, which can be found in either the ECO4 or GB insulation scheme. The declaration should be signed by the occupier.</p>

⁴ Income means annual gross income from all sources, including housing-related benefits, before tax. This should be determined based on the preceding annual tax year which runs from 6th April to 5th April of the following year.

A. Premises Details

Field 1 is optional if the property is social housing.

Scheme Route	Field	Response
	1. Name of Occupier or Landlord	
	2. Address of installation (including postcode)	
ECO4 only	3. Household eligibility ⁵	<input type="checkbox"/> Help to Heat Group <input type="checkbox"/> Social Housing <input type="checkbox"/> LA Flex <input type="checkbox"/> In-Fill <input type="checkbox"/> Supplier Flex
GB Insulation Scheme Only		<input type="checkbox"/> General Eligibility <input type="checkbox"/> Low-income and Social Housing <input type="checkbox"/> In-fill <input type="checkbox"/> LA Flex
GB Insulation Scheme only	4. Council Tax Band	<input type="checkbox"/> Band A <input type="checkbox"/> Band B <input type="checkbox"/> Band C <input type="checkbox"/> Band D <input type="checkbox"/> Band E <input type="checkbox"/> Band F <input type="checkbox"/> Band G <input type="checkbox"/> Band H
	5. Tenure type	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Private Rented <input type="checkbox"/> Social Housing

⁵ See Chapter 3 of the ECO4 Delivery Guidance for more information regarding the eligibility types.

	6. Verification method ⁶	<input type="checkbox"/> WHD Core Group ⁷ <input type="checkbox"/> DWP Match ⁸ <input type="checkbox"/> Supplier Declaration ⁹ <input type="checkbox"/> Child Benefit ¹⁰ <input type="checkbox"/> ECO Eligible Referral ¹¹ <input type="checkbox"/> LA Declaration ¹² <input type="checkbox"/> HTHG Benefit Letter ¹³ <input type="checkbox"/> N/A (eg Social Housing) <input type="checkbox"/> Other ¹⁴ _____
	7. URN (If applicable) ¹⁵	
	8. Occupancy evidence ¹⁶	<input type="checkbox"/> Utility Bill <input type="checkbox"/> Mortgage Statement <input type="checkbox"/> NHS Letter <input type="checkbox"/> Other ¹⁷ _____
	9. Has the retrofit received funding from a government scheme? ¹⁸	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list scheme: _____

⁶ See Chapter 3 of The Great British Insulation Scheme Delivery Guidance or ECO4 Delivery Guidance

⁷ **'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.

⁸ **'DWP Match'** should be selected for measures where help to heat group eligibility has been verified using this method.

⁹ **'Supplier declaration'** should be selected where 'eligibility type' also has 'supplier declaration'.

¹⁰ **'Child Benefit'** may be entered where a supplier can produce a Child Benefit Self-Declaration at audit.

¹¹ Only suppliers that have signed up to the **ECO Eligible Referrals (EER)** route with DWP should select this option.

¹² Suppliers should select **'LA Declaration'** for measures where help to heat group eligibility has been verified using this method.

¹³ **'HTHG Benefit Letter'** should be selected where DWP match is not available.

¹⁴ **'Other'** should only be selected in exceptional circumstances when agreed with obligated supplier and Ofgem in advance of commencing the project.

¹⁵ Please see chapter 3 of either the [ECO4 Guidance: Delivery](#) or [Great British Insulation Scheme Delivery Guidance \(ofgem.gov.uk\)](#).

¹⁶ Only required if property is private rented sector. 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.

¹⁷ See the [ECO4 Guidance: Delivery](#) or the [Great British Insulation Scheme Delivery Guidance \(ofgem.gov.uk\)](#) for other documents that may be used as evidence.

¹⁸ Please see chapter 4 of the [Energy Company Obligation \(ECO4\) Guidance: Delivery](#) or Chapter 4 of [Great British Insulation Scheme Delivery Guidance \(ofgem.gov.uk\)](#) for other government schemes.

10. Details about Private / Social Landlord	
Type of landlord	Private landlord / managing agent <input type="checkbox"/> Social landlord ¹⁹ <input type="checkbox"/>
Name of private landlord / managing agent / social landlord:	
Social landlord officer name ²⁰ (if applicable):	
Social landlord officer job title (if applicable):	
Email:	
Contact Number:	
Full address including postcode:	
11. Has the PRS Exemption Register Evidence (if applicable) been provided? ²¹	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹⁹ "Social landlord" is defined in Schedule 1 of the ECO4A Order 2023 may refer to a local council, housing association, housing authority or charity.

²⁰ "Social landlord officer" refers to the person completing this form on behalf of the social landlord.

²¹ Evidence will be in the form of a screenshot of the PRS exemption register for pre-installation SAP band is band F or G

B. FTCH (First-Time Central Heating) Declaration

This section is for ECO4 Only.

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(s) would be ineligible under this First-Time Central Heating provision.

"I 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 and the GB Insulation Scheme cannot be blended with funding from other government schemes or grants. Any measures outside of either schemes delivered to the same property would have to be installed either before or after measures are installed ²².

I can confirm I am the Owner Landlord Management company of the property/properties listed above 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 either the Energy Company Obligation (ECO4) scheme or the Great British Insulation Scheme, and I have not and will not seek any funding for such measures through other government schemes or grants. I hereby declare that all the information given above is true and accurate to the best of my knowledge.

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 rate²³. I hereby declare that all the information given above is true and accurate to the best of my knowledge.

²² See part 5 of the Electricity and Gas (Energy Company Obligation) Order 2023.

²³ Where 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 or Great British Insulation Scheme Delivery Guidance V0.1 \(ofgem.gov.uk\)](#) 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 notice²⁴** 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.

I hereby declare that all the information provided in this form is true and accurate to the best of my knowledge, I confirm this by signing below.

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

²⁴<https://www.ofgem.gov.uk/publications/great-british-insulation-scheme-forms-and-tables>

D. Child Benefit Self-Declaration

Please see Child Benefit definitions below.

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 threshold for single or combined annual gross income (from all sources) detailed in the table overleaf is not breached.

I confirm that the information provided in this declaration is true and accurate.²⁵

Name (<i>please print</i>)		Child Benefit Number ²⁶	
Signature		Date	
If no CHB, please provide National Insurance number:			

I, the relevant third party²⁷, 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	

²⁵ It is a criminal offence to knowingly make a false declaration and that the offence is punishable by a fine, imprisonment or both.

²⁶ 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 to get your number.

²⁷ 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 benefit²⁸
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.

Type of claimant ²⁹	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 occupier 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.³⁰

²⁸ <https://www.gov.uk/child-benefit/eligibility>

²⁹ Note that you do not need to circle / mark the combination that matches your circumstances, the only confirmation required is to sign the declaration.

³⁰ For more information see paragraphs 3.139 – 3.143 of the [ECO4 Delivery Guidance](#) or [The Great British Insulation Scheme Delivery Guidance](#).