

Great British Insulation Scheme (GBIS) and ECO4 Flex Declaration Notification Data Dictionary

Version 1.2

Introduction

This document provides information to help to Local Authorities (LAs) and Devolved Administrations (DAs) complete the [Great British Insulation Scheme \(GBIS\) and ECO4 Flex Declaration Notification Template](#) for Flex Declaration Notifications.

A Declaration Notification must be submitted to Ofgem by LAs who wish to refer eligible consumers under ECO4 and GBIS Flex. For more information on Declaration Notifications, see the [ECO4 and GBIS Flex Local Authority Guidance](#).

The Declaration Notification template has been combined for GBIS and ECO4 Flex. LAs do not need to indicate on the template which of the two schemes they are referring households for.

Data Types

The table below sets out each of the fields to be completed in the GBIS and ECO4 Flex Declaration Notification template, and the type of information they require. This includes:

- **Core Data** that must be provided for a Declaration Notification to be notified correctly. If core data is omitted, the declaration notification will be returned for remediation.

- **Where Applicable Data** that must be provided this where it is applicable (for example, where a particular referral route is being used).

Formatting

Our system cannot accept data unless it is notified in the accepted format. Where core data is not provided in the accepted format, the declaration notification will be returned for remediation.

When submitting a declaration notification, please ensure that:

- only the preset [Declaration Notification Template](#) is used (alternative templates and formats will not be accepted)
- all field headings featured in the template (i.e. cells A1 – O1) are present
- all text is in the correct case (e.g. CAPITALISED)
- the file is submitted in a .csv file

Data	Question	Information	Accepted Format	Validations	Data Type
LA_Declaration_Unique_Reference_Number	What is the LA's Unique Reference Number (URN)?	<p>The first section of a URN ('ANNNNNNNN') should be the 9-digit Office for National Statistics (ONS) code assigned to the LA. For example, the ONS code for Liverpool is E08000012. All Local Authority codes and Combined Authority codes can be found on the ONS website.</p> <p>The second section of a URN ('NNNNN') should represent the number of the declaration notification in the order it has been made. For example, the first declaration notification can be 00001.</p>	ANNNNNNNN-NNNNN	The reference number must be a valid URN.	CORE

Referral_Made_Outside _Of_LAs_Remmit	Is the Flex referral being made on behalf of another LA?	State whether or not the referral is being made on behalf of another LA, who have delegated their authority.	Yes No	The LA/ DA must choose either 'Yes' or 'No'.	CORE
ECO4_or_Great_British_ Insulation_Scheme_Flex _Referral_Route	Which route is the household being declared under?	State which eligibility route is being used.	Route 1 Route 2 Route 3 Route 4 (ECO4 Flex only)		CORE
Route_2_Proxies	If the household is being declared under Route 2, what is the first proxy declared?	If using Route 2, state the first applicable proxy.	Route 2 Proxy 1 Route 2 Proxy 2 Route 2 Proxy 3 Route 2 Proxy 4 Route 2 Proxy 5	Required when 'Flex_Referral_Route' = 'Route 2'	WHERE APPLICABLE

			Route 2 Proxy 6 Route 2 Proxy 7 PPM Route 2 Proxy 7 Non-PPM		
Additional_Route_2_Proxies	If the household is being declared under Route 2, what is the second proxy declared?	If using Route 2, state the second applicable proxy.	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	Required when 'Flex_Referral_Route' = 'Route 2'	WHERE APPLICABLE

Route_4_Application_Number	If the household is being declared under Route 4, what is the Route 4 application number?	If using Route 4, provide the unique 5-digit application number (NNNNN) for the ECO4 Flex Route 4 application.	NNNNN N/A	Required when 'Flex_Referral_Route' = 'Route 4 (ECO4 Flex only)'	WHERE APPLICABLE
Address_Line_1	What is the first line of the property's address?	Provide the first line of the property's address.	Free text		CORE
Address_Line_2	What is the second line of the property's address?	Provide the second line of the property's address.	Free text		CORE
Post_Code	What is the postcode for the premises?	Provide the Royal Mail postcode corresponding to the property's address.	AN NAA ANN NAA AAN NAA	Postcodes with and without	CORE

			AANN NAA ANA NAA AANA NAA	spaces will be accepted.	
LA_Area_Code	Which LA area is the premises located in?	Provide the LA area code ¹ that the property is located in.	ANNNNNNNN		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 before the day on which the project is completed?	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 project is completed.	Yes No	The LA must choose either 'Yes' or 'No'.	CORE
Date_Of_Householder_Eligibility	What date was the declaration to supplier issued?	Provide the date the Declaration was issued.	DD/MM/YYYY		CORE

Date_Of_Statement_Of_Intent_Publication	When was the relevant Statement of Intent version published?	Provide the date on which the Statement of Intent was published.	DD/MM/YYYY		CORE
Statement_Of_Intent_Link	What is the weblink for the relevant Statement of Intent version?	Provide the internet link to the Statement of Intent.	N/A		CORE
Statement_Of_Intent_Published_For	Which scheme(s) have you published a Statement of Intent for?	Indicate whether you have published a Statement of Intent for ECO4 Flex only, or a combined Statement of Intent for both ECO4 and GBIS Flex.	ECO4 Flex ECO4 and Great British Insulation Scheme Flex		CORE

¹ See Tab 3.4 of the 'Headline HEE release tables' for LA area codes www.gov.uk/government/collections/household-energy-efficiency-national-statistics