

Home Heating Cost Reduction Obligation (HHCRO): Templates to evidence private domestic premises

Overview

The Home Heating Cost Reduction Obligation (HHCRO) provides heating cost saving measures to low income and vulnerable people who are in receipt of specific benefits (the 'Affordable Warmth Group') who reside in private domestic premises.¹

The term 'private domestic premises' is defined in Schedule 2 to the ECO2 Order.² There is one definition for England and Wales and another for Scotland. Each definition is concerned with a person's ownership or their right to occupy the domestic premises the measure is being installed in. For more information about the definition of private domestic premises for the purposes of HHCRO, please see Chapter 6 of the ECO2 Guidance: Delivery. This document only applies to measures being installed in ECO2. A separate document published on our website provides templates for HHCRO measures installed in ECO1.³

Suppliers need to ensure that documents demonstrating private domestic premises are made available on request and to the timelines agreed. They do not need to keep copies of the documents.

The evidence required to demonstrate that premises are private domestic premises depends on whether or not a 'relevant interest' in the premises is registered, who the premises belong to, or are let by, and where applicable, the financial rate at which the premises are let (ie rent).

Further details of which documents will be required for audit or monitoring are detailed in Appendix 2 of ECO2 Guidance: Delivery.

Some of the documents detailed in that appendix are statements or declarations based on an Ofgem template. Those templates are provided below.

These templates include:

- **Example template 1:** Landlord & occupier statement for expired tenancy agreements
- **Example Template 2:** Landlord & occupier statement where no written tenancy agreement exists
- **Example Template 3:** Executor/administrator of the estate declaration of occupancy
- **Example Template 4:** Declaration where title deeds are held
- **Example Template 5:** Declaration where title deeds are lost or destroyed

¹ See Chapter 6 of the ECO2 Guidance: Delivery.

² <http://www.legislation.gov.uk/ukxi/2014/3219/contents/made>.

³ See Home Heating Cost Reduction Obligation (HHCRO): Templates to evidence Householder: <https://www.ofgem.gov.uk/publications-and-updates/home-heating-cost-reduction-obligation-hhcro-templates-evidence-householder>.

- **Example Template 6:** Declaration of change of name

Templates 4 and 5 must be signed by professional third parties (these are specified in the templates). Where possible, these templates should be printed on the headed paper of the company signing the statement/declaration.

Where statements or declarations are used, you should ensure that all relevant parties:

- Complete all sections laid out in the template
- Sign and date the statement/declaration

All templates must be completed accurately to provide evidence of private domestic premises.

Monitoring and auditing

Monitoring and auditing may be undertaken to ensure that any of the following templates used to provide evidence of a private domestic premises status are completed in line with our requirements.

All templates should be provided to the installer or obligated energy supplier that is promoting the energy efficiency measure.

Completed templates may contain personal information, therefore, sending these forms to other parties will amount to the processing of personal data as detailed in the Data Protection Act 1998 (DPA). These forms must not be sent to Ofgem directly unless requested for auditing purposes.

Format of these templates

The format of these templates may be adapted, provided that the content is not changed and Ofgem branding is not used.

Example template 1: **Landlord & occupier statement for expired tenancy agreements**

This statement confirms an occupancy agreement between the landlord [insert name] _____ and the occupier [insert name] _____ at the property [insert address] _____

_____.

The original written tenancy agreement between the landlord and occupier has now expired. The occupier listed above currently resides at the property listed above, pays rent to the landlord and has the right to occupy the property until a date notified by the landlord.

| | | | |
|-------------------------|-------|-----------|-------|
| Landlord ⁴ : | _____ | Occupier: | _____ |
| Address: | _____ | Address: | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| | _____ | | _____ |

| | | | |
|------------|-------|------------|-------|
| Name: | _____ | Name: | _____ |
| Signature: | _____ | Signature: | _____ |
| Date: | _____ | Date: | _____ |

⁴ If the landlord is a corporation or other association, please insert the name of the corporation or association.

Example template 2: **Landlord & occupier statement where no written tenancy agreement exists**

This statement confirms an occupancy agreement between the landlord [insert name] _____ and the occupier [insert name] _____ at the property [insert address] _____

_____.

There is no current or expired written tenancy agreement for this occupier. The occupier listed above currently resides at the property listed above, pays rent to the landlord and has the right to occupy the property until a date notified by the landlord.

Landlord⁵: _____ Occupier: _____

Address: _____ Address: _____

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

⁵ If the landlord is a corporation or other association, please insert the name of the corporation or association.

Example template 3: **Executor/administrator of the estate declaration of occupancy**

This statement confirms an occupancy agreement between the executor/administrator of the estate [*insert name*] _____ and the occupier [*insert name*] _____ at the property [*insert address*] _____

There is no current or expired written tenancy agreement for this occupancy. The occupant listed above currently resides at the property listed above and has the right to occupy the property until a date notified by the executor/administrator(s) of the estate.

Executor/
administrator⁶: _____ Occupier: _____

Address: _____ Address: _____

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

⁶ Where more than one executor/administrator of the estate exists, only one is required to sign this declaration.

Example template 4: **Declaration that title deeds are held**

Statement relating to the owner's *[insert name]* _____
ownership of the property at *[insert address]* _____

I am aware that this statement may be used by the Office of Gas and Electricity Markets (Ofgem) in its statutory determination (under The Electricity and Gas (Energy Company Obligation) Order 2014) as to whether a person is a freeholder (England/Wales) or the person holding the owner's interest or right (Scotland).

The property is not registered.

I confirm that [delete as applicable] I hold/my company holds the title deeds to the property and that the person named above is named on the title deed is as the freeholder or the person holding the owner's interest or right.

Date: _____

Signature: _____

Name: _____

Profession/title of signatory and business activity of company:

Company name: _____

Contact address:

Example template 5: **Declaration where title deeds are lost or destroyed**

Statement relating to the owner's [insert name] _____
ownership of the property at [insert address] _____

I am aware that this statement may be used by the Office of Gas and Electricity Markets (Ofgem) in its statutory determination (under The Electricity and Gas (Energy Company Obligation) Order 2014) as to whether a person is a freeholder or the person holding the owner's interest or right.

The property is not registered.

I am satisfied that the title deeds to the property have been lost or destroyed. I have investigated ownership of the property and I am satisfied that the person named above is likely to be the freeholder or the person holding the owner's interest or right of the property.

Date: _____

Signature: _____

Name: _____

Profession: Solicitor / Land conveyancer [delete as applicable]

Company name: _____

Contact address: _____

Example template 6: **Declaration of change of name**

I am aware that this declaration may be shown to, and relied on by, the Office of Gas and Electricity Markets (Ofgem) in its role as the Administrator of the Energy Company Obligation. I declare that my name has changed from *[insert the name appearing on the document that demonstrates the person's owner/tenant status]* _____
_____ to *[insert the new name appearing on AWG benefit documents or other official documents]* _____.

Name: _____

Signature: _____

Date: _____

Address: _____

