

## Home Heating Cost Reduction Obligation (HHCRO): Templates to evidence private domestic premises under ECO2t

### Overview

The Home Heating Cost Reduction Obligation (HHCRO) provides heating cost saving measures to low income, fuel poor and vulnerable people. Under HHCRO measures can be delivered to:

- premises occupied by someone in receipt of specific benefits (the help to heat group)
- premises listed in a local authority declaration, and
- social housing with an EPC energy efficiency rating of E, F or G.

Where measures are delivered to premises either being occupied by a member of the help to heat group or listed in a local authority declaration, the measure must be delivered to private domestic premises.<sup>1</sup> Private domestic premises are domestic premises that are, in general, not owned or let by a social landlord.<sup>2</sup>

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).

These templates are to be used in scenarios where the documents to be provided on request, as outlined in Appendix 6 of our guidance, are not available. For example, land registry extracts<sup>3</sup>, or a tenancy/occupancy agreement.

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

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<sup>1</sup> As defined Article 16A(7), and Part 2 to Schedule 4 of The Electricity and Gas (Energy Company Obligation) Order 2014 , as amended by the Electricity and Gas (Energy Company Obligation) (Amendment) Order 2017.

<sup>2</sup> For more information about the definition of private domestic premises for the purposes of HHCRO, please see the HHCRO Chapter in the ECO2t Guidance: Delivery.

<sup>3</sup> Any references to the land registry are references to the Majesty's Land Registry in England and Wales, or the Land Register of Scotland and the Register of Sasines in Scotland.

This document applies to measures installed from 1 April 2017. A separate document published on our website provides templates for HHCRO measures installed prior to this date.<sup>4</sup>

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
- **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, and
- 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.

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<sup>4</sup> [https://www.ofgem.gov.uk/sites/default/files/docs/2015/03/private\\_domestic\\_premises\\_templates\\_final\\_0.pdf](https://www.ofgem.gov.uk/sites/default/files/docs/2015/03/private_domestic_premises_templates_final_0.pdf)

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<sup>5</sup>: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupier: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name:<sup>6</sup> \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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

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

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.

Landlord<sup>7</sup>: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupier: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name<sup>8</sup> \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

<sup>7</sup> If the landlord is a corporation or other association, please insert the name of the corporation or association.

<sup>8</sup> Where more than one executor/administrator of the estate exists, only one is required to sign this declaration.

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/ Administrator: <sup>9</sup>	_____	Occupier:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Name:	_____	Name:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

<sup>9</sup> 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 amended by the Electricity and Gas (Energy Company Obligation) (Amendment) Order 2017) 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.

Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

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] \_\_\_\_\_

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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 amended by the Electricity and Gas (Energy Company Obligation) (Amendment) Order 2017) 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.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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 help to heat group benefit documents or other official documents]*\_\_\_\_\_.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_