Energy Company Obligation (ECO)

www.ofgem.gov.uk/eco

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ECO2t Guidance Note

Address Formatting for the Energy Company Obligation (ECO) notification template

Ofgem uses an online system(the ECO Register), this includes validations to reduce the amount of manual processing of data required to assess the eligibility of carbon and cost saving measures installed under ECO.

As such it is vital that the information submitted by obligated energy companies is in the correct format. One area which can be open to interpretation is the address of a property where a measure has been installed, this document provides updated guidance for formatting address data for the purpose of notifying measures for the ECO scheme. It replaces all previous guidance published on address formatting. The instructions set out in this document should be followed to minimise any potential errors encountered during the address validation process.

There are a number of rules that apply when formatting address level data in the ECO notification template. This document provides guidance based on these rules. It also explains how to interpret addresses based on different address structures and how addresses should be formatted for the notification of completed actions to Ofgem for ECO.

This document should be used in conjunction with the Energy Company Obligation (ECO2t) Guidance: Delivery[1] and Energy Company Obligation (ECO2t) Data Dictionary[2].

Additional Notes:

- These rules apply to the majority of address structures but are not guaranteed to resolve all queries.
- Rules may need to be applied in combinations depending on the exact address format required.
- These requirements may require updating in line with any future changes to the ECO scheme.
- Suppliers should refer to the Royal Mail Postcode Address File (PAF) when using this guidance document.

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[1] https://www.ofgem.gov.uk/environmental-programmes/eco/contacts-guidance-and-resources/eco-guidance
https://www.ofgem.gov.uk/ofgem-publications/75775/energycompaniesobligationecoguidanceforsuppliers-version11.pdf
[2] https://www.ofgem.gov.uk/publications-and-updates/eco2t-data-dictionary

For assistance on address related queries please contact the ECO Operations Team: eco@ofgem.gov.uk.

Contents

1. ECO Address Data Requirements

Chapter Summary

Address data requirements have been set out for the purpose of ECO. This section further details how the ECO address formats relate to different PAF address structures.

Data Dictionary address fields

1.1.   When notifying Ofgem of qualifying actions for ECO, suppliers must provide Ofgem with the address at which the measure has been installed.

1.2.   To identify an address, Ofgem require suppliers to provide:

   1.   Building_Number
   2.   Building_Name
   3.   Flat_Name/Number
   4.   Street_Name
   5.   Town
   6.   Post_Code

1.3.   Suppliers are instructed to refer to the ECO2t Data Dictionary for requirements on providing this information.

Data Mapping (PAF to ECO Data Dictionary)

1.4.   The key PAF data fields (see Chapter 3 for further detail on PAF data fields) utilised for ECO, and how they relate to the ECO requirements are:

PAF Field		Notification Data Dictionary
[PAF_BuildingNumber]	⟹	Building_Number
[PAF_DependantThoroughfareDescriptor]	⟹	Building_Name *
[PAF_BuildingName]	⟹	Building_Name *
[PAF_SubBuilding]	⟹	Flat_Name/Number
[PAF_ThoroughfareDescriptor]	⟹	Street
[PAF_Posttown]	⟹	Town
[PAF_Postcode]	⟹	Post_Code

* For some addresses the Building Name requires a combination of address data.

2. ECO Address Formatting Instructions

Chapter Summary

There are a number of rules that identify how the relationship between PAF and ECO address requirements work. This section outlines the rules for populating the ECO notification template with addresses of different structures. It explains how the different PAF fields should be utilised to ensure addresses are uniquely identified in the ECO Register.

Generic Rules

2.1. **Rule 1 – Post Code**
A Postcode is <u>always</u> required for an address. This should be the Postcode corresponding to the Postcode in PAF - [PAF_Postcode].

2.2. **Rule 2 – Post Town**
A Town is <u>always</u> required for an address. This should be the Post Town corresponding to Post Town in PAF - [PAF_Posttown].

2.3. **Rule 3 – Street**
i.   When there are Thoroughfare details in PAF, Suppliers should notify these as the 'Street' attribute for ECO.
ii.   In PAF, a Thoroughfare may be made up of Thoroughfare Name and Thoroughfare Descriptor elements. When both are present these should be concatenated and notified as the Street for ECO.

2.4. **Rule 4 – Premises**
A Building Name or Building Number is <u>always</u> required. Residential addresses should always contain one or both of these.

2.5. **Rule 5 – Formatting**
i.   Address information should not be abbreviated from how it appears in PAF (e.g. "Street" should not be shortened to "St", "Road" to "Rd", "Terrace" to "Tr", etc.).
ii.   Address data needs to be exact and recorded as per the corresponding PAF data. A misspelt or misreported address will not be accepted, in that the measure will enter the 'Notified Incomplete' status on the ECO Register. In this status a measure will not be assessed for approval until any address issue is rectified by the supplier . Examples:
   a. Different references to flats (e.g. Flat 1/Flat A/Ground Floor Flat, etc.)
   b. Correct use of special characters such as apostrophes, ampersands, hyphens, brackets and punctuation (e.g. St. Ives).

> *Note*: Care should be taken when entering addresses into the ECO Notification Template that contain alternative formatting (e.g. a Flat_Name/Number as 1-2 or 1/2). Microsoft Excel has a tendency to automatically convert such entries to dates (in the form of a number) and this may result in an address error upon notification to the ECO Register.

Typical Residential Addresses

2.6. **Rule 6 – Building Numbers**
When a building number appears as the Building Number element in PAF, suppliers should notify the number as the Building Number for ECO.

2.7. **Rule 7 – Building Names**
   i.   When a building name appears as the Building Name element in PAF, suppliers should notify the name as Building Name for ECO.
   ii. For addresses with numerical ranges (e.g. 100-110) in the Building Name element in PAF, suppliers should notify the full number range as the 'Building Name' for ECO (including any special characters such as hyphens).
   iii. If an address has a building name or number that includes non-numerical characters (e.g. 64A) in the Building Name element in PAF, suppliers should notify this as the Building Name for ECO.
   iv. When addresses contain both building numbers and building names in the Building Name element in PAF, suppliers should notify this as the Building Name for ECO.

2.8. **Rule 8 – Sub Building Names**
   i.   For addresses with Sub Building Name elements in PAF, suppliers should notify the Sub Building Name as the 'Flat Name/Number' for ECO.
   ii. Sub Building Name (e.g. Flat Name/Number) cannot be present on its own and will always require a Building Name or Building Number data to be present (see **Rule 4 - Premises**).
   iii. Tenement details (e.g. 1-2 or 1/2) should be entered as the Building Name for ECO except when the tenement is within a building that has a name appearing in the Building Name element in PAF (see rule 6 and 7 (i)).

Dependant Thoroughfares

2.9. **Rule 9 – Address with Dependant Thoroughfares**
   i.   For addresses with Building Names and Dependant Thoroughfares, suppliers should concatenate and notify the Building Name and Dependant Thoroughfare as the Building Name for ECO.
   ii. For addresses with Dependant Thoroughfares but no Building Names, suppliers should notify the Dependant Thoroughfare as the Building Name for ECO.

Dependant Localities

2.10. **Rule 10 – Address with Dependant Localities**
Post Town is the only Locality information required for ECO. Suppliers should **not** notify any Dependant Localities for addresses. If there is no Thoroughfare data corresponding to the street, suppliers should notify just the Building Name or Number, Town and Postcode for ECO.

Summary of ECO Notification Template Fields

2.11. The table below provides a breakdown of ECO2t notification template address fields. For further information on address notification requirements, please refer to the ECO2t Data Dictionary[3].

PAF Structure	Data field type	Mandatory?
Building_Number	Numeric	YES when Building_Name is unavailable
Building_Name	Alphanumeric	YES when Building_Number is unavailable
Flat_Name/Number	Alphanumeric	NO
Street_Name	Alphanumeric	NO
Town	Alphanumeric	YES
Post_Code	Alphanumeric	YES

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[3] https://www.ofgem.gov.uk/publications-and-updates/eco2t-data-dictionary

3. PAF Address Structures

Chapter Summary

To validate addresses, Ofgem compares the data provided by suppliers to the Royal Mail's Postcode Address File (PAF) records. This requires data to be mapped to the most appropriate element of the different PAF structures. The following information provides the background to address validation and references are further explained in the examples contained in this document.

3.1.   PAF Addresses have a number of different address elements. No one single address has all elements populated for it. The <u>two compulsory elements</u> are the <u>Post Town</u> and the <u>Postcode</u>.

3.2.   An address is composed of four basic elements:

1.   **Postcode** – All addresses in a postcode have the same locality.

2.   **Locality** – This is a geographical area. The post town will always be present but so may additional elements such as Dependant Locality or Double Dependant Locality which further define the geographic area when required.

3.   **Thoroughfare** – This is a main road or passageway. When the locality information does not identify the location of an address there will be Thoroughfare information available. When a Thoroughfare is present there is always street level data available for the address.

4.   **Premises –** This refers to a building and the accompanying land. These elements ensure a single, unique, delivery point can be defined for a property.

3.3.   For the purpose of the ECO scheme the following PAF address elements are to be considered:

Element	Sub-set Address Element
Premises	Sub Building
	Building Name
	Building Number
Thoroughfare	Dependant Thoroughfare
	Thoroughfare
Locality	Double Dependant Locality
	Dependant Locality
	Post Town
Postcode	Postcode

Premises Elements

3.4.   The key **residential** premises elements are:

1.   Building Number
2.   Building Name
3.   Flat Name/Number

3.5.   Combinations of these elements may be present in an address, but <u>a Flat Name/Number will not be present on its own</u>. When a Flat Name/Number is present there will always be a Building Name or Building Number data present.

Thoroughfare Elements

3.6.   Thoroughfare elements can contain both Thoroughfares and Dependant Thoroughfares.

3.7.   A Dependant Thoroughfare can be comprised of both a Dependant Thoroughfare Name and a Dependant Thoroughfare Descriptor.

3.8.   Likewise, Thoroughfares can be comprised of Thoroughfare Names and Thoroughfare Descriptors.

3.9.   For each Postcode there should only be one Thoroughfare.

3.10.   A Dependant Thoroughfare cannot be present on its own and when present there will always be Thoroughfare information available.

3.11.   A Thoroughfare isn't always required and sometimes the premises and/or Locality (e.g. post town) information is sufficient to identify the location of an address.

Locality Elements

3.12.   A geographical area (locality) is comprised of:

1.   Double Dependant Locality (this element isn't required for the purposes of ECO)
2.   Dependant Locality (this element isn't required for the purposes of ECO)
3.   Post Town
4.   County (this element isn't required for the purposes of ECO)

3.13.   There is only one Locality per Postcode (i.e. all addresses in a Postcode have the same Locality).

3.14.   A Double Dependant Locality can only be present when a Dependant Locality is present.

3.15.   A Post Town is mandatory for the delivery point of an address. A Post Town will always be present in every address (sometimes as the only locality element in the PAF structure).

4. Appendix 1 – Address Examples

Introduction

This appendix contains examples of how addresses[4] of the different structure types should be notified using the ECO2t notification template. **Rules 1, 2, 3, 4 and 5 (as described in Chapter 2) are generic and apply across all examples.**

Thoroughfare

1. **Rule 1 – Post Code**

   PAF_Postcode details should be notified as the 'Post_Code' attribute for ECO.

PAF Structure	Example
BUILDING NAME	LONG REEF HOUSE
THOROUGHFARE	RILEY STREET
POST TOWN	LONDON
POSTCODE	SW17 7NH

   ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	LONG REEF HOUSE		RILEY STREET	LONDON	SW17 7NH

2. **Rule 2 – Post Town**

   PAF_Posttown details should be notified as the 'Town' attribute for ECO.

PAF Structure	Example
BUILDING NUMBER	41
THOROUGHFARE	REDMAN ROAD
POST TOWN	LIVERPOOL
POSTCODE	L4 0TH

   ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
41			REDMAN ROAD	LIVERPOOL	L4 0TH

3. **Rule 3 (ii) – Thoroughfare**

   Thoroughfare details in PAF should be notified as the 'Street_Name' attribute for ECO.

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[4] Note that the addresses used in this Appendix are all fictional. They have been used for example purposes only.

PAF Structure	Example
BUILDING NAME	VICTORIA HOUSE
THOROUGHFARE	HIGH STREET
POST TOWN	PORTSMOUTH
POSTCODE	PO1 1AF

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	VICTORIA HOUSE		HIGH STREET	PORTSMOUTH	PO1 1AF

4.   Rule 3 (ii) – Address with Thoroughfare Name and Descriptor

Thoroughfares are made up of Thoroughfare Names and Thoroughfare Descriptors. The Thoroughfare Name refers to the first part of the text (e.g. 'High') and the Thoroughfare Descriptor refers to the last part of the text (e.g. 'Street'). A Thoroughfare Descriptor should never be present on its own. These fields should be concatenated to form a Thoroughfare and notified as the 'Street' for ECO.

PAF Structure	Example
BUILDING NUMBER	16
THOROUGHFARE NAME	ANGELICA
THOROUGHFARE DESCRIPTOR	WAY
POST TOWN	EMSWORTH
POSTCODE	NR25 7HG

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
16			ANGELICA WAY	EMSWORTH	NR25 7HG

Typical Residential Addresses

5.   Rule 6 – Typical Residential Address with Building Number

A typical residential address structure consists of Building Numbers and/or Building Names together with Thoroughfare details. Numbers appearing in the PAF Building Number element should be provided in the Building_Number column for ECO.

PAF Structure	Fictional Example
BUILDING NUMBER	16
THOROUGHFARE	VIXEN ROAD
POST TOWN	BRADOCK
POSTCODE	KT6 5BT

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
16			VIXEN ROAD	BRADOCK	KT6 5BT

6. Rule 7 – Typical Residential Address with Building Name

A typical residential address structure consists of Building Numbers and/or Building Names together with Thoroughfare details. Details appearing in the PAF Building_Name element should be provided in the Building Name column for ECO.

7. Rule 7 (i) – Building Name

PAF Structure	Fictional Example 1	Fictional Example 2
BUILDING NAME	DUNROMMIN	(HYNES)
THOROUGHFARE	VIXEN ROAD	CROMPTON ROAD
POST TOWN	BRADOCK	BRADLEY HEATH
POSTCODE	KT6 5BT	S64 5BB

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	DUNROMMIN		VIXEN ROAD	BRADOCK	KT6 5BT
	(HYNES)		CROMPTON ROAD	BRADLEY HEATH	S64 5BB

8. Rule 7 (ii) – Address with a Range in the Building Name Field

Sometimes addresses contain a range in the Building Name. When a range is present these should be notified for ECO as the Building_Name.

PAF Structure	Fictional Example
BUILDING NAME	110-114
SUB BUILDING NAME	CARETAKERS FLAT
THOROUGHFARE	HIGH STREET WEST
POST TOWN	BRISTOL
POSTCODE	BS1 2AW

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	110-114	CARETAKERS FLAT	HIGH STREET WEST	BRISTOL	BS1 2AW

9. Rule 7 (iii) – Building Numbers with non-numeric entries

For some addresses the premises information consists of non-numerical characters and are recorded in PAF as Building Names. For ECO these should be notified as the Building Name.

PAF Structure	Fictional Example
BUILDING NAME	64A
THOROUGHFARE	RUBY STREET
POST TOWN	NEWCASTLE UPON TYNE
POSTCODE	NE5 2FE

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	64A		RUBY STREET	NEWCASTLE UPON TYNE	NE5 2FE

10. Rule 7 (iv) – Building Names with numbers and names

For some addresses in PAF the Building Name contains both a building number and the name of a building. For ECO these should be notified as the Building_Name.

PAF Structure	Fictional Example
BUILDING NAME	61 ROBINSONS COURT
THOROUGHFARE	HONING ROAD
POST TOWN	FAREHAM
POSTCODE	PO14 1UX

ECO Format:

Building Number	Building Name	Flat Name/Number	Street Name	Town	Postcode
	61 ROBINSONS COURT		HONING ROAD	FAREHAM	PO14 1UX

Addresses with Sub Buildings

11. Rule 8 (i) – Sub Building Names

When an address contains a Sub Building Name, it should be notified as the Flat_Name/Number for ECO.

PAF Structure	Fictional Example
BUILDING NUMBER	15
BUILDING NAME	VICTORIA HOUSE
SUB BUILDING NAME	FLAT 20
THOROUGHFARE	THE STREET
POST TOWN	CHRISTCHURCH
POSTCODE	BH23 6AA

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
15	VICTORIA HOUSE	FLAT 20	THE STREET	CHRISTCHURCH	BH23 6AA

12. Rule 8 (ii) – Sub Building Names and Premises

A Sub Building Name will never be present on its own and addresses with Sub Building Names will always have either a Building Name and/or Building Number also. When present in an address these should always be provided.

PAF Structure	Fictional Example 1	Fictional Example 2
BUILDING NUMBER		10
BUILDING NAME	ROSE COTTAGE	
SUB BUILDING NAME	(SMITH)	UPPER COACH HOUSE
THOROUGHFARE	PACKHOUSE LANE	OAK AVENUE
POST TOWN	BIRMINGHAM	ASHFORD
POSTCODE	B39 0DH	TN27 8BT

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	ROSE COTTAGE	(SMITH)	PACKHOUSE LANE	BIRMINGHAM	B39 0DH
10		UPPER COACH HOUSE	OAK AVENUE	ASHFORD	TN27 8BT

13. Rule 8 (iii) - Tenements

Some addresses have premises identified with tenement details (e.g. 1/1 or 1-2). Tenement details should be entered as the Building Name for ECO except when the tenement is within a Building (Name or Number), then it should be provided as the Flat_Name/Number for ECO.

PAF Structure	Fictional Example 1	Fictional Example 2
BUILDING NUMBER	2/3	1729
SUB BUILDING NAME		11/2
THOROUGHFARE	HOOD COURT	HOOD COURT
POST TOWN	GRANTOWN-ON-SPEY	GRANTOWN-ON-SPEY
POSTCODE	PH26 3NU	PH26 3NU

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	2/3		HOOD COURT	GRANTOWN-ON-SPEY	PH26 3NU
1729		11/2	HOOD COURT	GRANTOWN-ON-SPEY	PH26 3NU

Dependant Thoroughfare

14.   Rule 9 (i) – Addresses with Dependant Thoroughfare and Building Name

When a Dependant Thoroughfare is present there will always be thoroughfare information also present. The thoroughfare (name and/or descriptor) identifies the 'Street' whilst the Dependant Thoroughfare should be concatenated with the Building Name and notified as the 'Building_Name' for ECO.

PAF Structure	Fictional Example
BUILDING NAME	1A
DEPENDANT THOROUGHFARE	SEASTONE COURT
THOROUGHFARE	STATION ROAD
POST TOWN	HOLT
POST CODE	NR25 7HG

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	1A SEASTONE COURT		STATION ROAD	HOLT	NR25 7HG

15.   Rule 9 (ii) – Address with Dependant Thoroughfare

When a Dependant Thoroughfare is present there will always be thoroughfare information also present. The thoroughfare (name and/or descriptor) identifies the 'Street' whilst the Dependant Thoroughfare should be notified as the 'Building_Name' for ECO.

PAF Structure	Fictional Example
BUILDING NUMBER	176
DEPENDANT THOROUGHFARE	CHARLES SQUARE
THOROUGHFARE	BUTLER STREET
POST TOWN	HAWICK
POST CODE	TD9 8SB

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
176	CHARLES SQUARE		BUTLER STREET	HAWICK	TD9 8SB

Dependant Localities

16. Rule 10 – Address with Dependant Localities

Locality information is not required for ECO. In some addresses in PAF there will be no Thoroughfare information available and an address is identifiable by the Postcode, Town and Building Name/Number alone (particularly the case in rural areas). There may however be additional locality information available. In this scenario the Dependant Locality is **not** required for ECO notification, if provided it will cause the validation to fail.

PAF Structure	Fictional Example 1	Fictional Example 2
BUILDING NUMBER		10
BUILDING NAME	THE MANOR	
DEPENDANT LOCALITY	NORWOOD	NORWOOD
POST TOWN	HORLEY	HORLEY
POSTCODE	RH6 0HP	RH6 0HP

ECO Format:

Building_Number	Building_Name	Flat_Name/Number	Street_Name	Town	Post_Code
	THE MANOR			HORLEY	RH6 0HP
10				HORLEY	RH6 0HP