This declaration supports applications for individual or multiple connections for residents of all tenures from approved partners. If you are unsure if you are an approved partner, please contact us and we will confirm. Please ensure you are using the correct version of this form which can be downloaded from <https://www.sgn.co.uk/help-and-advice/extra-help/help-heat/becoming-sgn-approved-partner>.

**About you:**

**Type of organisation:** ………………………………………………………………………………………

**Organisation name:** ………………………………………………………………………………………

**Name of signatory:** ………………………………………………………………………………………

**Position in organisation:** ………………………………………………………………………………………

**Address:** ………………………………………………………………………………………

**Telephone number:** ………………………………………………………………………………………

**Email address:** ………………………………………………………………………………………

**About the project:**

**Help to Heat project:** …………………………………………………………………

(Enter the project name/reference)

**Total number of properties:** …………………………………………………………………

**Number of Help to Heat connections claimed:** …………………………………………………………………

(See Section A)

**Number receiving in-house measures:** ……………………………………………….………………..

(See Section C - 2)

**Address(es) of propert(y/ies) receiving Help to Heat Connection(s):**

*This can be continued on a separate sheet if necessary*

**Property name/number:** …………………………………………………………………

**Street name:** …………………………………………………………………

**Town/City:** …………………………………………………………………

**County:** …………………………………………………………………

**Post Code:** …………………………………………………………………

To the best of the applicant’s knowledge and available evidence, all recipients of connections counted towards the Help to Heat scheme fall within at least one of the following categories: **Criterion 1**

1. Be eligible for measures under the Home Heating Cost Reduction Obligation (HHCRO) aspect of the Energy Company Obligation (ECO)\* or the Home Energy Efficiency Programmes (HEEPs)
2. Living in fuel poverty (based on the current government definition)

**Or** meet the requirements of **Criterion 2 or Criterion 3** of the Ofgem Fuel Poor Network Extension Scheme (FPNES) Governance Document (See Section B (3).

\*Including as declared through Local Authority Flexible Eligibility. Please note that a full, signed Statement of Intent must be published on the relevant LA’s website to qualify properties through this method.

The signatory confirms that in the case of multiple enquiries, supporting data sets have been cross checked to ensure that not more than one voucher is claimed per household.

The signatory confirms that they will retain such records as will be necessary to verify the claims made under the Help to Heat scheme for six years, or longer where ECO or other funding or regulations require. We reserve the right to periodically conduct audits on submitted information. Please ensure all records are up to date and you respond in a timely manner to any requests.

The signatory confirms that a Fuel Poor Network Extension Connection and a funded first-time gas central heating system will be the best solution for any household benefitting. This must include using the home improvements checker tool on the Simple Energy Advice website (https://www.simpleenergyadvice.org.uk/) with its results explained to and understood by the customer, along with any potential costs and charges associated with the FPNES Connection, to enable the customer to make an informed choice.

* 1. The signatory confirms that there is an intention on the part of the householder/landlord to install gas fuelled appliances, including first time central heating, within 1 year of the gas connection being agreed, if it is a one-off connection to a single household; or 2 years of the gas connection being agreed, if it is a community connection, where more than one household is receiving a gas connection.

For all qualifying connections, we will provide the signatory with our Help to Heat voucher. The voucher should accompany any order and may be used to offset infrastructure costs.

The signatory confirms that following consultation with the household, funds are available and allocated to this project to undertake the in-house work specified in Section C and Appendix 1.

The signatory confirms that the customer has been provided with additional useful information, including any additional services that they may find beneficial (See Section C)

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please ensure signatory is same person as detailed above)

**Data Protection**

Under the General Data Protection Regulation and the Data Protection Act 2018, SGN have a legal duty to protect any personal information we collect from you.

The information you supply will be used by SGN for administrative purposes within the terms of GDPR and the Data Protection Act 2018. We will only use personal information you supply to us for the purpose that you provided it for. All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.

*Continue onto Sections A, B, C & Appendix 1 overleaf*

**Section A**

1. Total number of properties receiving connections: ………
2. Number of **a)** that qualify under HHCRO / are in the Help to Heat Group: ………
3. Number of **a)** that qualify through HEEPs: .........
4. Number of **a)** that are in fuel poverty according to the government definition: ………
5. Number of **a)** that are eligible through LA Flex: ………
6. Number of **a)** that are eligible through Criterion 2: ………
7. Number of **a)** that are eligible through Criterion 3: ………
8. Number of **a)** that are eligible through GDN Community Flex ………

*Please see Section B (1) for eligibility for HHCRO/Help to Heat Group, B (2) for HEEPs and B (3) for Criterion 2 and Criterion 3.*

*Please note that to use Local Authority Flexible Eligibility (LA Flex) you must be a Local Authority with a signed and published Statement of Intent or be acting on behalf of such a Local Authority.*

**Section B (1)**

**A person living in a domestic property may be deemed eligible under HHCRO or Flex if they meet the criteria laid out in Ofgem’s ECO Guidance.**

**Please see the webpage below for access to the latest Delivery Guidance for ECO:**

https://www.ofgem.gov.uk/publications/energy-company-obligation-eco4-guidance-delivery

If a customer qualifies under ECO4, please proceed and check eligibility for FPNES, using the criteria provided (Please note, first time central heating is not funded under ECO4 therefore an alternative means of funding would need to be sourced before proceeding with the application).

*If you have any queries regarding ECO eligibility and how it relates to FPNES, please contact us and we will do our best to assist.*

**Section B (2)**

**A person living in a domestic property may be deemed eligible through HEEPs if:**

*They meet ALL the following criteria:*

* Are homeowners or the tenants of a private sector landlord
* Live in the home as their main residence
* Have lived there for at least 12 months (unless they have a DS1500 certificate)
* Live in a home with an energy rating of 64 or lower & which is not more than 230 square metres in floor size
* Live in a home that meets the tolerable living standard set out in the Housing (Scotland) Act 2006 or, where the home does not meet the tolerable living standards, this will not impact on the effectiveness of the measures recommended for installation under the scheme
* Householders must not have received support for energy efficiency measures through Warmer Homes Scotland or HEEPs ABS funding in the last five years

**AND**

*(please see next page for further criteria)*

*They meet one of the following conditions:*

* Be of pensionable age, have no working heating system and be in receipt of a passport benefit – *please see the list below for the passport benefits*
* Be aged over 75 and in receipt of a passport benefit
* Pregnant and/or have a child under 16 and in receipt of a passport benefit
* Have a disability and be in receipt of any level of Personal Independence Payment (PIP)
* Have a disability and be in receipt of high rate Disability Living Allowance (DLA) (care or mobility component)
* Have a disability and be in receipt of low/medium rate Disability Living Allowance (DLA) (care or mobility component) *and* be in receipt of an income related benefit
* Be a Carer in receipt of Carers Allowance
* Have been injured or disabled serving in the Armed Forces and be in receipt of Armed Forces Independence Payment/War Disablement Pension
* Have an injury or disability from an accident or disease caused by work and be in receipt of Industrial Injuries Disablement Benefit

**The Passport Benefits are:**

* Guarantee element of the Pension Credit
* Attendance Allowance
* Universal Credit (or any of the benefits due to be replaced by Universal Credit: Income Based JSA, Child Tax Credit, Working Tax Credit, Employment and Support Allowance (ESA), Income Support, Housing Benefit)
* Council Tax Reduction (excluding the 25% single occupancy discount)
* Carer’s Allowance
* Higher Rate Care or Mobility components of Disability Living Allowance (DLA) or Personal Independence Payment (PIP)
* Armed Forces Independence Payment
* War Disablement Pension
* Industrial Injuries Disablement Benefit

**Section B (3)**

**A person living in a domestic property may be deemed eligible under Criterion 2 or Criterion 3 if they meet the criteria laid out in Ofgem’s FPNES Guidance.**

**Please see the webpage below for access to the latest Ofgem FPNES Guidance**

<https://www.ofgem.gov.uk/publications-and-updates/fuel-poor-network-extension-scheme-fpnes-governance-document-0>

*If you have any queries regarding Criterion 2 or Criterion 3 eligibility, please contact us and we will do our best to assist.*

**Section C**

* 1. Each property that receives Help to Heat funding should have the intention of installing gas central heating after our connection.

Please confirm the number of properties that are having a central heating system installed with your assistance.

|  |  |  |
| --- | --- | --- |
| **In-house measure** | **Number of properties** | **How many properties are likely to be 100% funded?** |
| Gas central heating |  |  |

2. How are the central heating systems being funded? *Please tick all that apply*

|  |  |  |  |
| --- | --- | --- | --- |
| Warm Homes Fund |  | Homeowners’ contribution\* |  |
| Warmer Homes Scotland / HEEPs ABS |  | Disabled Facilities Grants |  |
|  |  | Other available funding |  |

*\*Homeowner includes owner-occupiers and landlords of both social and private tenure. We would strongly encourage partners to refrain from seeking contributions from the resident receiving the measure(s).*

3. The householder/tenant receiving the FPNES Connection must be informed about the following areas. Please tick all that apply

|  |  |
| --- | --- |
| a) the Priority Services Register (PSR), where the customer may be eligible; |  |
| b) the dangers of carbon monoxide (CO) and the need to have all gas appliances serviced and checked regularly by a Gas Safe Registered engineer; |  |
| c) sources from which the customer may obtain additional and impartial information or assistance about improving the energy efficiency of its property (including through government funding) and income maximisation where this could lead to FPNES eligibility; |  |
| d) any appropriate additional sources of help and information, including from independent and impartial sources, helplines, websites and other appropriate organisations able to offer assistance; and |  |
| e) other government schemes from which the customer may be eligible to receive support. |  |

**Appendix 1**

1. We are looking to collate information about other energy efficiency measures being undertaken in association with a new gas connection.

Please confirm how many properties are receiving additional in-house measures in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **In-house measure** | **Number of properties which will benefit** | **Sources of funding** | **How many will be 100% funded?** |
| Cavity wall insulation |  |  |  |
| Loft insulation |  |  |  |
| Double glazing |  |  |  |
| External wall insulation |  |  |  |
| Internal wall insulation |  |  |  |
| Draft proofing |  |  |  |
| Any other measures (please detail) |  |  |  |

*Section continues on next page*

2. In order to assist us in improving our provision of care to those in vulnerable circumstances, would you kindly indicate below any additional services that you have offered to households included in this declaration. (In line with GDPR, please only provide this information if it cannot be personally identifiable)

...………………………………………………………………………………………......................................................................

...………………………………………………………………………………………......................................................................

...………………………………………………………………………………………......................................................................