



**ELIGIBILITY APPLICATION FOR FLEXIBLE ELIGIBILITY
Energy Company Obligation (ECO) Order
2022 (ECO4)**

This form allows households in Gwynedd to apply to Cyngor Gwynedd for the ECO4 Flex scheme, as outlined by the Department of Business, Energy and Industrial Strategy (BEIS). Households can indicate on this form which of the three available routes they may qualify under and share their personal details with Cyngor Gwynedd via a Council approved ECO4 Flex installer/provider. This application form does **not** guarantee eligibility for ECO4 Flex, and all applications are subject to an assessment carried out by the Local Authority in accordance with Ofgem guidance.

- **Please read the Privacy Notice in Part 6 of this application form**
- **This form is to be completed and submitted to one of your chosen suppliers from the list of approved contractors by Cyngor Gwynedd.**
- **The information and personal details that you provide in this form will be shared with and used by Cyngor Gwynedd to assess your eligibility for ECO4 Flex and the chosen approved contractor.**

**RHAN 1 / PART 1
Manylion Person / Person Details**

1. *Name* : *Title*: Mr/Mrs/Miss/Other.....
Address
Tel No.:..... *Email*:.....
2. *Applicant's Date of Birth*
3. *Number of Household Occupants: Adults (18-64)* *Children (<18)*
65 and over.....
4. *Please give the following details of the property to which the application relates:*
Address:
Postcode

Property type (Please circle what best describes your property)				
House	Mid Terrace	End Terrace	Semi detached	Detached
Bungalow	Mid Terrace	End Terrace	Semi detached	Detached
Maisonette	1 or 2 external walls	3 external walls		
Flat	1 or 2 external walls	3 external walls		

Property age?.....

Heating fuel (mains gas, oil, LPG, electric, solid fuel):

Central heating age (less than 10 years old, over 10 years old, broken system, no system):

5. Do you live in the property as your only or main residence? Yes No
6. Do you have an owner's interest in the property? Yes No
- Are you a tenant? Yes No

7. If you are a tenant at the property, please give details of your landlord

Landlord's Name

Title: Mr/Mrs/Miss/Other.....

Address

Tel. (Home) (Mobile).....

Email

8. Are you or your partner entitled to and receiving a **means tested benefit?** (e.g., Income Support, Income based Jobseeker's Allowance, Income based Employment and Support Allowance, Guaranteed Pension Credit, Housing and/or Council Tax Benefit or Working/Child Tax Credit, Universal Credit)?

Yes (if yes then please contact your energy supplier to explore ECO4 funding under the Home Heating Cost Reduction Obligation as ECO4 Flex is not intended for those households in receipt of means tested benefits).

No Please go to section 9 below.

9. Please indicate in the table below the Energy Performance Certificate (EPC)/Standard Assessment Procedure (SAP) rating for the property (please refer to the accompanying letter should you not have a current valid EPC).

EPC/SAP Band	Tick Box	Action
D/E/F/G		Go to Part 2
NO EPC		Go to Part 2
A/B/C		Unfortunately, you do not qualify.

PART 2

Qualifying Criteria

Households declared eligible for ECO 4 Flexibility Funding must meet at least one of the three routes outlined below. Properties **must** be a private domestic premises, either owner-occupied homes or private rented sector households.

Examples of supporting evidence that we can accept are shown in part 5 of this application form. All routes require a copy of the EPC/SAP, proof of identification and proof of residency.

Please note that you are required to provide supporting evidence/documentation substantiating the information that you provide in this section otherwise your application will be rejected. (If there is no EPC on the property contact the contractor that is listed on Cyngor Gwynedd website ECO 4)

Route 1

EPC/SAP bands D-G owner occupied households and private rented sector E-G households with a gross income less than £31,000. This cap applies irrespective of the property size, composition, or region.

(This must include ALL income received by ALL household occupants, including non-means tested benefits, interest from savings, etc.).

Yes

No

Please confirm gross annual household income.

£.....

Route 2: :EPC/SAP bands E-G for owner occupied households and private rented sector households that meets a combination of two of the following proxies:

Proxy 1) Homes in Welsh provision LSOA 1-3 on the Welsh Index of Multiple Deprivation 2019 ¹	
Property is located in one of the following LSOA areas: Peblig (Caernarfon), Cadnant(Gwynedd), Bowydd a Rhiw, Marchog 2, Marchog 1, Talysarn.	
Please refer to LSOA maps which can be accessed via Cyngor Gwynedd Website	
Yes <input type="checkbox"/>	LSOA Name..... No <input type="checkbox"/>
Proxy 2) Householders receiving a Council Tax reduction (reduction based on low income only)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proxy 3) Householders vulnerable to living in a cold home as identified in the National Institute for Health and Care Excellence (NICE) Guidance. Only one from the list can be used, excludes the proxy 'low income'.	
Member(s) of the household is/are:	
Aged 65 and over: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Children under 5 and pregnant mothers: Yes <input type="checkbox"/> No <input type="checkbox"/>	

And/Or:		
Health Condition - The following require a signed declaration by a doctor or health practitioner to confirm any health-related issues (or refer to the NHS referral letter template on our webpage).	YES	NO
i. Household suffering from respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)		
ii. Household suffering from cardiovascular conditions		
iii. Household suffering from mental health conditions		
iv. Household suffering from disabilities		
<p>Proxy 4) A householder receiving free school meals due to low-income.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>Proxy 5) *A householder supported by a LA-run scheme, that has been named and described by the LA as supporting low-income and vulnerable households for the purposes of the NICE Guideline.</p> <p>*Cyngor Gwynedd does not run a scheme that meets these criteria.</p>		
<p>Proxy 6) A household referred to the LA for support by their energy supplier or Citizen's Advice because they have been identified as struggling to pay their electricity and gas bills.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

*** Note proxies 1 and 3 cannot be used together.**

*** Note Proxy 5 is unavailable. Cyngor Gwynedd does not run a scheme that meets these criteria.**

Route 3

EPC/SAP bands D-G owner occupied households and private rented sector E-G households that have been identified by their doctor or GP as low-income and vulnerable, with an occupant whose health conditions may be cardiovascular, respiratory, immunosuppressed, or limited mobility related.

This is because the Council has identified a positive correlation between households who suffer from long-term health conditions and living off a low-income, with living in a poorly insulated homes.

(please refer to the NHS referral letter template on our webpage).

Yes No

Route 4

BEIS will issue a new guidance for this targeting method. Further guidance on this route will be published by BEIS later in the year.

PART 3 – DETAILS OF THE COUNCIL APPROVED ECO4 FLEX INSTALLER AND/OR THE REPRESENTATIVE OF THE APPROVED INSTALLER

The Council approved ECO4 Flex installer or a representative of the approved installer **must** complete this section. Failure to do so will result in the application being rejected by the Council.

Name of approved ECO4 Flex installer/provider submitting application to the Council	
Name of representative submitting completed application form to the approved ECO4 Flex installer/provider	
Address of representative	
Email Address of representative	
Telephone Number of representative	
I confirm that to the best of my knowledge, the information provided by the applicant is true and correct and that the household meets the eligibility criteria for ECO4 Flex	
Date:	Signature:

Energy efficiency and/or renewable energy measure(s) proposed (to be completed by the ECO4 installer):

- _____
- _____
- _____
- _____
- _____

PART 4 - APPLICANT AGREEMENT AND DECLARATION

WARNING: if you knowingly make a false statement, you may be liable to prosecution.

How does the Local Authority decide whether I am eligible for ECO4 Flex?

Your details will be processed by staff in the Housing & Property Dept of Cyngor Gwynedd, who will assess your application against the criteria set out using the Council's ECO4 Flexible Eligibility Statement of Intent (available via Cyngor Gwynedd website ECO)

- I give consent for the information provided on this form to be used by Cyngor Gwynedd to assess my eligibility for an ECO4 Flex Declaration. I understand that this document is not a declaration and that it will not guarantee my eligibility for ECO4 Flex measures.
- I understand that qualification and the declaration by Cyngor Gwynedd does not guarantee the installation of any measures, as the final decision of whether funding is available will be made by the installer and energy suppliers.
- I certify that I have been living at the property presenting the Eco 4 Flex application for at least 3 months. I can verify that I have all the necessary documents for this address.
- I can confirm this is my sole residence.
- I understand that the availability of ECO4 funding and measures will be subject to a retrofit coordinator and that Cyngor Gwynedd does not endorse any specific ECO provider or contractor.
- I certify that the information I provide about my financial and personal circumstances is true and correct. I understand that Cyngor Gwynedd will require evidence to substantiate this claim.
- I give Cyngor Gwynedd permission to share my contact and personal details with third parties in conjunction with my application for Local Authority ECO4 Flexible Eligibility Scheme.
- I have read the Privacy Notice in Part 6 of this application form. I understand how Cyngor Gwynedd will use my information as outlined in the Privacy Notice and my rights under current data protection legislation including the Data Protect Act 2018 and the General Data Protection Regulations

IMPORTANT: The eligibility information will be stored securely in line with the Council's data protection policy, the contractor data protection policy - Information Commissioner's

Office Data Sharing Code, and BEIS guidance. Furthermore, by signing this application form, you consent for your data to be shared with Ofgem, the regulator of the Local Authority ECO4 Flexible Eligibility scheme.

Qualification and the Declaration by Cyngor Gwynedd do not guarantee the installation of any measures, as the final decision will be made by the installer.

I declare that to the best of my knowledge the details I have provided are correct.

Date: Signed:

Please present this application to your chosen contractor that is listed on the Cyngor Gwynedd Website Eco 4, and contact the contractor **NOT CYNGOR GWYNEDD**.

PART 5 – EVIDENCE REQUIRED

The following are examples of the evidence that will be accepted for each of the ECO4 Flex referral routes (limited evidence or other types of evidence will be considered on a case-by-case basis):

<u>Route</u>	<u>Evidence</u>	<u>Please tick the box if providing</u>
All routes – EPC, proof of identification and residency	<ul style="list-style-type: none"> • Most recent EPC. (Contact Contractor if the property does not have an EPC) • Proof of identification, e.g., copy of the driving licence, passport, national ID card, or other. • Proof of residence, e.g., recent utility bill, LA Tax bill. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
All routes – evidence of private tenure	<ul style="list-style-type: none"> • Land Registry entry; or • Deeds or mortgage statement dates within the last 12 months (if Land Registry entry unavailable); or • Relevant OFGEM template (if none of the above are available). • If private rented, one of the above PLUS landlord’s permission form/letter. • Rent Smart Wales registration form. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Route 1: Low income	<ul style="list-style-type: none"> • Tax returns ; (self employed) 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Payslips from the last three months; • Welfare benefit letter showing monthly or annual income. (if available) • Bank statements within the last three months proving income payments, including non means tested benefits (must include all bank accounts held by all adult household occupants). • P45 or P60 documentation, so long as the household's annual income is visible. • All required documents/evidence have the address to where the application is submitted. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Route 2: Proxy targeting	<ul style="list-style-type: none"> • Screenshot confirming the household is within Welsh provision LSOA 1-3 on the Welsh Index of Multiple Deprivation 2019, supported by Office for National Statistics (ONS) data: Welsh Index of Multiple Deprivation 2019 by rank, decile and quintile, Lower-layer Super Output Area (LSOA) (gov.wales) • Copy of council tax reduction e.g., a photo, an email, a PDF with name and address; evidence of direct debt rebate payments or letter confirming payment from LA. • Following NICE guidance, a signed letter from a Doctor / GP (or completed NHS referral letter) identifying that someone has a medical condition, such as heart disease, a disability that, for instance, stops people moving around to keep warm, or makes them more likely to develop chest infections, or proof of age such as passport, driving licence or birth certificate, or Maternity Certificate. (NHS template letter on the website) • Signed letter from local coordinator/local authority that proves the household was eligible for a LA-run scheme. • Eligibility Checking Service (ECS), documentation showing eligibility for free 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

PART 6 - ECO4 FLEXIBLE ELIGIBILITY PRIVACY NOTICE

Cyngor Gwynedd has a duty to improve the health of the population it serves. This includes a responsibility to reduce fuel poverty across Gwynedd. One of the ways the Council does this is through working with delivery partners under the ECO4 Flexible Eligibility Scheme to help improve the least energy efficient housing stock occupied by low income, vulnerable and fuel poor households.

The purposes for which we use your personal data

The information we collect about you will be used for the purpose(s) of:

- **Assistance to access funding available for energy efficiency measures to improve the energy performance of your home via ECO4 funding (for example, heating upgrades and insulation).**
- **Referral of eligible households for support under the above-mentioned scheme.**
- **Assessment of household occupant(s) eligibility for the ECO4 Flexible Eligibility scheme.**

The lawful basis for the processing of your information is:

Processing is necessary under UKGDPR Article 6 e) Processing is necessary to perform a task in the public interest.

Where Special Category data is processed, the lawful basis is Article 9 (2) g) reasons of substantial public interest (legislation as below). The substantial public interest processing conditions are 6) statutory and government purposes.

Electricity and Gas (Energy Company Obligation) Order 2022
Warm Homes and Energy Conservation Act 2000

What if you do not provide personal data?

If you do not give us the information we need when we ask for it, this may result in the Authority being unable to assess your application for support under the ECO4 Flex.

What type of information do we use?

We collect the following types of personal data about you to deliver this service (all or some of this information will be collected as part of your application depending on your circumstances and intended eligibility route):

For ECO4 Flexible Eligibility Ofgem requires 'Declaration' of eligibility for applicants to include name and address of householder along with relevant Category of compliance

for the ECO4 Flex Scheme. Information is required to determine eligibility based on the ranges of scheme criteria:

- **Contact information** – name, address, telephone number, email address.
- **Category of eligibility** (for example, date of birth/age, income, council tax, health information to highlight vulnerability to living in a cold home, free school meals, a household defined by Council as vulnerable in a published scheme, etc.).
- **Household composition** – number of adults, children and occupants 65 years of age and over residing in the household.
- **Priority status of household** (i.e., a resident with a terminal illness may need works done as a priority).
- **Financial details/evidence of income and eligibility for free school meals, council tax rebate, and means tested benefits.**
- **Health information for cold related illnesses** relevant to the eligibility of the scheme/s.
- **Evaluation and monitoring of overall total scheme outcomes**, which may include address level data for carbon savings, financial savings and any investment levels. This is for the Council's monitoring and auditing purposes and to prevent double counting.

Evidence/documents indicating/substantiating the above for scheme eligibility purposes will be shared between the Council, the ECO4 Flex provider/installer and Ofgem (the Office of Gas and Electricity Markets).

Do we use information received from other sources?

To provide this service, we collect information directly from you and from the **approved ECO4 Flex provider/installer** that you have used to apply for the scheme. The following types of personal data are obtained, depending on your circumstances:

- **Contact information** – name, address, telephone number, email address.
- **Category of eligibility** (for example, date of birth/age, income, council tax, health information to highlight vulnerability to living in a cold home, free school meals, a household defined by Council as vulnerable in a published scheme, etc.).
- **Household composition** – number of adults, children and occupants 65 years of age and over residing in the household.
- **Priority status of household** (i.e., a resident with a terminal illness may need works done as a priority).
- **Financial details/evidence of income and eligibility for free school meals, council tax rebate, and means tested benefits.**
- **Health information for cold related illnesses** relevant to the eligibility of the scheme/s.
- **Evaluation and monitoring of overall total scheme outcomes**, which may include address level data for carbon savings, financial savings and any investment levels. This is for the Council's monitoring and auditing purposes and to prevent double counting.

Transferring your information abroad

Your information will not be transferred outside the United Kingdom.

Who your information may be shared with (internally and externally)?

Information is required to determine eligibility based on the ranges of scheme criteria. Information is only shared that is relevant and required to each bespoke scheme/funding source. We may share your information with the following recipients:

Externally:

- **Ofgem:** For ECO 4 Flexible Eligibility Ofgem requires 'Declaration' of eligibility for applicants to include name and address of householder along with relevant Category of compliance for the ECO Flex Scheme. Ofgem will also audit the Council at periodic times and as part of their auditing process they will require evidence of household eligibility for the ECO4 Flex Scheme. On this basis, the information and evidence that you provide in your application form substantiating your eligibility may be shared with Ofgem.
- **The Council's approved ECO4 Flexible Eligibility providers/installers:** These are the companies that households must apply through to be assessed for eligibility for the ECO4 Flex scheme.

There are also other specific situations where we may be required to disclose information about you, such as:

- Where the Council is required to provide the information by law.
- Where disclosing the information is required to prevent or detect a crime.
- Where disclosure is in the vital interests of the person concerned.

Internally:

Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

Further Information

Details of safeguards

Your data will be held within Cyngor Gwynedd secure network and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

What are my data rights?

Your personal information belongs to you and, in line with the Council's general privacy notice, you have the right to:

- Be informed of how we will process it.
- Request a copy of what we hold about you and in a commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way).
- Have it amended if it's incorrect or incomplete.
- Have it deleted (where we do not have a legal requirement to retain it).
- Restrict how we process it.