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)\*
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 B2).

\*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 are in fuel poverty according to the government definition: ………
4. Number of **a)** that are eligible through LA Flex: ………
5. Number of **a)** that are eligible through Criterion 2: ………
6. Number of **a)** that are eligible through Criterion 3: ………
7. Number of **a)** that are eligible through GDN Community Flex ………

*Please see Section B1 for eligibility for HHCRO/Help to Heat Group.*

*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.*

*Please see Section B2 for eligibility for Criterion 2 and Criterion 3.*

**Section B1**

**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 B2**

**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\* |  |
| 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).*

*Please inform us prior to making the request as we may be able to find an alternative solution.*

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) |  |  |  |

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)

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

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

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