



CONWY COUNTY BOROUGH COUNCIL

ECO4 Flex: Householder Application Form

Installer name and contact details

Name of Surveyor:		Visit Date:	
Company Name and Address:			
Postcode:		Contact Number:	

Mae'r ffurflen hon ar gael yn Gymraeg hefyd.

ECO4 Flexibility (ECO4 Flex), is a household referral mechanism within the wider Energy Company Obligation (ECO4) scheme which enables suppliers, local authorities (LAs), and Devolved Administrations (DAs), to target low-income households who are unlikely to be in receipt of the scheme's standard approach to fulfilling eligibility. Under ECO4 Flex, a participating LA can refer private tenure households that it considers to be living in fuel poverty or on a low income and vulnerable to the effects of living in a cold home.

This form allows households across Great Britain to apply to their local authority for the ECO4 Flex scheme, as outlined by the Department of Business, Energy and Industrial Strategy (BEIS).

Households are able to indicate on this form which of the four available routes they may qualify under and share their personal details with their local authority or eligibility assessor.

This application form does not guarantee eligibility for ECO4 Flex, and all applications are subject to an assessment carried out by the local authority, as outlined in the ECO4 Flex: Local Authority Administrative Guidance¹.

¹ <https://www.ofgem.gov.uk/publications/final-eco4-guidance-local-authority-administration>

PART 1 – Applicant Details**[For the householder to fill out]**

Applicant Details	
Applicant's Name	
Title (Mr/Mrs/Ms/Miss/Other)	
Address (including postcode)	
Telephone Numbers (Home and mobile)	
E-Mail Address	
Date of Birth	

Property Details				
Please provide the following details of the property to which the application relates.				
Property Address				
Age of Property				
No of Bedrooms				
Property Type (Please circle what best describes the 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	
Mobile Home				

Does the applicant live in the property as their only or main residence?

Yes

☐

No

☐

Does the applicant have an owner's interest in the property?

Yes

☐

No

☐

Are you a tenant?

Yes

☐

No

☐

If you are a tenant at the property, please provide the details of your landlord

Landlord's Name		
Title (Mr/Mrs/Ms/Miss/Other)		
Address (including postcode)		
Telephone Numbers (Home and mobile)		
E-Mail Address		
Landlord permission received and enclosed with application?	Yes	No

PART 2 – Qualifying Criteria**A. Eligibility Route**

Having read and understood the ECO4 Flex: Local Authority Administrative Guidance to the best of my abilities, I understand that I may be eligible for the scheme under:

ECO4 Flex Eligibility routes		
Route:	Summary of route:	Tick any that apply
Route 1	SAP bands D-G owner-occupied households and private rented E-G households with a gross income less than £31,000. This cap applies irrespective of the property size, composition or region and is from all sources of income, including both non means tested and means tested benefits and income from savings and investments.	
Route 2	SAP bands E-G owner-occupied households and private sector rented households that meet 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	
	Proxy 2) Householders receiving a Council Tax rebate (based on low income only)	
	Proxy 3) Householders vulnerable to living in a cold home as identified in the NICE Guidance ² . Only one proxy from the list can be used, excludes the proxy 'low income'.	
	Proxy 4) A householder receiving free school meals due to low-income	
	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 NICE Guideline.	
	Proxy 6) A household referred to the LA for support by their energy supplier or Citizen's Advice because they are struggling to pay their electricity and gas bills.	
Route 3	SAP bands D-G owner-occupied and private rented sector E-G households that have been identified by either a person registered in the General Practitioner Register, a Scottish Health Board, a Welsh Health Board, an NHS Foundation Trust or an NHS Trust as vulnerable, with an occupant whose health conditions may be impacted further by living in a cold home. These health conditions may be cardiovascular, respiratory, immunosuppressed or limited mobility related.	
Route 4	Owner-occupier SAP band D-G households or private rented sector E-G homes that are referred under Route 4: Bespoke Targeting for low income and vulnerable households, who are not eligible under existing routes.	

***NOTE: Route 2 Proxies: 1 & 3 cannot be used in combination with each other.**

****NOTE: Route 2 Proxy 5 is unavailable. Conwy County Borough Council do not run a scheme that meets these criteria.**

¹ <https://gov.wales/welsh-index-multiple-deprivation-full-index-update-ranks-2019>

² <https://www.nice.org.uk/guidance/ng6/chapter/1-Recommendations#recommendation-2-ensure-there-is-a-singlepointofcontact-health-and-housing-referral-service-for>

B. EPC Rating

EPC Band	(Tick Box)	
	Owner Occupied	Privately Rented
D		
E		
F		
G		

C. Household Income

Please ensure that all income is declared and documentation submitted to evidence this. Please submit an additional sheet if further space required.

Source of Income (Please include the income of all members of the household)	AMOUNT (gross, annually)	Evidence Provided
HOUSEHOLD TOTAL:	£	

Household Occupants

Please provide details of all those living in the property. (Please note, income eligibility is based on **total** household income and proof would be required for all occupants, excluding children).

Occupant Name & Age

OR I confirm that I am the sole occupant of the mentioned property

☐

NOTE: Please see below a non-exhaustive list of acceptable forms of income proof documentation.

Applications without this cannot be assessed for eligibility:

Payslips Dated for the past consecutive three months (from date of Declaration), whether issued weekly or monthly, with bank statements submitted alongside.
P60, P45 or tax returns P60s dated within the last 6 months (from date of Declaration) or P45s dated within the last 3 months. If not within this timeframe, bank statements must be submitted alongside.
Bank statements Dated for the past consecutive three months for all owned accounts, including savings, clearly showing transactions – to be submitted with additional evidence
Pension and benefits letters Confirming eligibility and enrolment in a pension or benefits scheme, with bank statements submitted alongside
Proof of occupancy Single occupancy proof can be easily shown by providing a Council Tax bill showing the relevant discount. Alternatively, electoral register letters and tenancy agreements may be used.

D. Measures

Please list measures being applied for:

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PART 3 - Declaration

- ☐ I give consent for the information provided on this form to be used by Conwy County Borough Council to assess my eligibility for an ECO4 Flex Declaration and have read CCBC's privacy statement. I understand that this document is not a declaration, and that it will not guarantee my eligibility for ECO4 Flex measures.
- ☐ I understand that the availability of ECO4 funding and measures will be subject to a retrofit coordinator and that Conwy County Borough Council 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 Conwy County Borough Council will require evidence to substantiate this claim.
- ☐ I give Conwy County Borough Council permission to share my contact and personal details with third parties to assess whether a contribution is available.
- ☐ I confirm that no measures have yet been installed and that works will only be undertaken once eligibility has been assessed/confirmed.

Warning: If you knowingly make a false statement you may be liable to prosecution.

Householder signature:

Date:

Privacy Notices

Installer - Please insert your company's privacy notice here and ensure that you inform the applicants that the information collected on this application form will be shared with Conwy County Borough Council. Please also provide the householder with a copy of CCBC's privacy notice, alongside the application.

Applicant - If you have any questions about the scheme, the proposed works, eligibility or related information, please contact your installer or contractor. Please return this form to your installer. Do not submit the form directly to Conwy County Borough Council.