



Great British Insulation Scheme (GBIS) & Energy Company Obligation (ECO)

Declaration Transfers

Mae'r ddogfen hon ar gael yn Gymraeg hefyd.

Installers interested in working in Conwy should contact CCBC in the first instance (ecoflex@conwy.gov.uk). Installers are asked to complete an 'on-boarding' form and provide copies of their PAS, MCS and TrustMark accreditations. We also require subcontractor accreditation details.

CCBC keep a record of expiry dates and will request updated accreditation details when necessary. Declarations will not be submitted to any installer with expired accreditation.

In instances whereby a householder has changed their mind regarding their ECO/GBIS installer, and have yet to enter into a contractual agreement or have measures installed, it may be possible for their existing declaration to be transferred to a new installer. Please keep the following in mind:

1. Each declaration has its own unique reference number (URN), which is reported to Ofgem at the time of declaration issue. The eligibility date for this URN cannot be changed, and lasts for 12 months – so if you apply for transfer six months post eligibility date, you will only have six months remaining to install the required measures.
2. We would expect all installers to have surveyed the property prior to making an application for declaration transfer, and the usual CCBC ECO4 & GBIS application form would need to be completed and signed by the householder, and returned to CCBC. We would not require supporting evidence (i.e. NHS Letter or proof of income) for a declaration transfer of the same route, but would request photo ID or proof of address be provided for the applicant, as confirmation of liaison with the householder. We will not issue new declarations for a change in route.
3. An additional declaration transfer form should be completed and signed by the householder, confirming that they have not entered any contractual agreement or had any installation begin at their property. This will be cross referenced against CCBC records of installation. The householder will be expected to notify their existing installer of the change, and cancel any further progress.
4. Installers will be charged the usual administrative fee (£150 + VAT) for declaration transfers, subject to the usual terms.
5. For further information, please contact:

ecoflex@conwy.gov.uk