

# Statement of Intent template

- 1) Name of the local authority (*or local authorities if this is a joint Sol*)
- 2) Local authority you are acting on behalf of (*if relevant*)
- 3) Date of publication [DD/MM/YY]
- 4) Version number
- 5) Publication on website [provide specific URL to the website where it is published]

## **1) Intro [this section is optional but best practice]**

Outline the LA's ambitions for Flexible Eligibility, how this fits with local policies and priorities and any additional services or support that are available.

You can also include a statement to make clear to members of the public that the final decision on whether a household receives an ECO measures is made by the energy suppliers or their agents/contractors. For example you may note that inclusion in a Declaration made by the LA to a supplier will not guarantee installation of measures, as the final decision will depend on i) survey carried out by suppliers agents/contractors and installation costs calculated, ii) the energy savings that can be achieved for a property, and iii) whether suppliers have achieved their targets or require further measures to meet their ECO targets

## **2) How the LA intends to identify eligible households [this section is mandatory]**

Outline how the LA intends to identify households that may benefit from the installation of measures under "flexible eligibility", ie households that are living in fuel poverty (FP) or living on a low income and vulnerable to the effects of living in a cold home (LIVC) ("relevant households"). In doing this, you should have regard to BEIS guidance on targeting.

In the Sol, you should include:

### ***(a) Criteria for identifying households in fuel poverty***

Please specify your targeting criteria, including as minimum information on the the following:

- Households not in receipt of benefits
- Households in receipt of benefits, if so which benefits?
- Low income threshold/s, or other indicators
- Indicators of high energy cost

### ***(b) Criteria for identifying low income and vulnerability to cold***

Please specify your targeting criteria, including as a minimum information on the following:

- Low income threshold/s, or other indicators
- Health and vulnerability conditions

***(c) Any details of scheme requirements for SWI “in-fill” projects***

- Including whether the LA intends to facilitate solid wall insulation schemes under flexible eligibility including households that are not in fuel poverty or vulnerable (‘in-fill’) and any details of scheme requirements and eligibility criteria

**3) Acting on behalf of another local authority [this section is mandatory]**

In some cases, an LA might make declarations on behalf of another LA. In this case you must include the name(s) of the LA on behalf of which you are making declarations.

**4) Joint statement of intent [this section is mandatory]**

In some cases, LAs may wish to issue a joint Sol, if they intend to use common criteria across their areas. In this case you must list the names of the LAs who are signatories to the Sol.

**5) Governance [this section is optional but best practice]**

While this is optional, we strongly encourage LAs to include details of the person responsible for signing “local authority declarations” on behalf of the LA, including role and address. If this is a joint Sol, this should be done for all the LAs issuing declarations under the joint Sol.

In addition, an LA should provide any details of governance structures in place to oversee the process of identifying eligible households under “flexible eligibility”. This section should include details of the decision making organogram.

**6) Referrals [this section is optional but best practice]**

While some LAs may not know the following information at the stage of developing an Sol, this is information that is valuable to residents to know if available. Alternatively, it could be included in (annual) reports.

- a) Details of any referrals route from fuel poverty/vulnerability/social care or health organisations, or any partnership with a selected obligated supplier and/or agents/contractors
- b) Expected information flows with obligated suppliers and their agents/contractors

**7) Evidence, monitoring and reporting [this section optional but best practice]**

This section should cover, if available at the stage of developing the Sol:

- a) What data will be collected and the mechanisms in place for monitoring the effective targeting of relevant households;

- b) What reporting mechanism will be in place to monitor which households of those targeted have subsequently received a measure;
- c) The method and frequency with which information is reported to those with governance and decision-making responsibilities;
- d) What internal auditing will be carried out on the above data collection and monitoring mechanism; and
- e) What controls are place to deter, prevent and detect fraud.

**8) Signature [this section is mandatory]**

The Sol should be signed by the Chief Executive Officer for the LA or other senior officer nominated on their behalf who is at least at Director level.

In case of a joint Sol, signatures by all the LAs involved should be included.

# LA Declaration template

This declaration must be used to demonstrate eligibility of premises under the flexible eligibility provision of Affordable Warmth. Only LAs can make a declaration. This declaration can be used for all Affordable Warmth measure types except for projects including solid wall insulation (SWI) “in-fill”.<sup>1</sup> More than one premise can be listed on this form.

We recommend that each page includes a date, signature and page number:

Page number:...../..... Signature: .....Date: .....

|  |  |
|--|--|
| Name of local authority making the declaration   |  |
| Name of local authority you are acting on behalf of (where applicable)   |  |
| Declaration URN <sup>2</sup>   |  |
| Statement of Intent publication date and version number  |  |
| Statement of Intent internet link  |  |
| <i>Optional: Name of the installer or supplier to which you have provided the declaration</i>  |  |
| <i>Optional: time validity of your declaration</i>   |  |
| <b>Address of premises</b><br>(Add rows where necessary)<br><br>Please insert: Building number/name, Street name, Town, City, County, Postcode | <b>The premises are occupied by (one of the following):</b><br><br>1. A household living in fuel poverty<br>2. A household living on a Low income and vulnerable to the effects of living in a cold home (LIVC)<br><br>(Please insert “Fuel Poor” or “low income and vulnerable” into the box below) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

<sup>1</sup> A separate declaration is available for SWI projects that include “in-fill” properties in Annex 3.

<sup>2</sup> URNs will be based on a local authority’s ONS code – guidance is provided in Chapter 5.

## Local authority declaration

### I declare that:

- ☐ the Statement of Intent (Sol) for this local authority was published on or before the date this declaration was made and is currently available to view at the above location.
- ☐ the local authority has been consulted on the installation of a measure ("heating qualifying action") at the premises listed above. We confirm this consultation took place prior to the installation of measures.
- ☐ in the opinion of the local authority, the premises listed above are occupied by a household(s) either:
- a) living in fuel poverty, OR
  - b) are occupied by a household(s) living on a low income and vulnerable to the effects of living in a cold home.

Local authority  
officer name

Local authority  
officer  
signature

Date: \_\_ / \_\_ / \_\_\_\_

Job title

Local authority  
address

Local authority  
telephone  
number

Page number:...../..... Signature: .....Date: .....

# LA Declaration template for “in-fill”

This declaration must be used to demonstrate eligibility of premises under the flexible eligibility provision of Affordable Warmth. Only LAs can make a declaration. **This declaration can only be used for solid wall insulation (SWI) projects including “in-fill”.**

We recommend that each page includes a date, signature and page number.

Page number:...../.....Signature: .....Date:

.....

|  |  |  |
|--|--|--|
| Name of local authority making the declaration   |  |  |
| Name of local authority you are acting on behalf of (where applicable)   |  |  |
| Declaration URN <sup>3</sup>   |  |  |
| Statement of Intent publication date   |  |  |
| Statement of Intent internet link  |  |  |
| <i>Optional: Name of the installer or supplier to which you have provided the declaration</i>  |  |  |
| <i>Optional: time validity of your declaration</i>   |  |  |
| <b>Address of premises</b><br>(Add rows where necessary)<br><br>Please insert: Building number/name, Street name, Town, City, County, Postcode                                 | <b>Relevant eligibility criteria</b><br><br>(please see the Notes section on how to fill this section) | <b>Premises type</b><br><br>(please see the Notes section on how to fill this section) |
| <b>Project 1</b>   |  |  |
|  |  |  |
|  |  |  |
| Percentage of households listed in project that are either living in fuel poverty or are low income and vulnerable to the effects of living in a cold home _____% <sup>4</sup> |  |  |
| <b>Project 2</b>   |  |  |
|  |  |  |
|  |  |  |

<sup>3</sup> Guidance for LAs on how to produce a URN is set out in chapter 5.

<sup>4</sup> Ofgem will check the percentages in the declaration are correct – if not, the declaration will be invalid. Ofgem will not check that the percentages are correct based on measures installed and notified to them.

Percentage of households listed above that are either living in fuel poverty or low income and vulnerable to the effect of living in a cold home      %

*(You can include more projects if needed)*

### Local authority declaration

**I declare that:**

☐

the Statement of Intent (SoI) for this local authority was published on or before the date this declaration was made and is currently available to view at the above location.

☐

the local authority has been consulted on the installation of the solid wall insulation at the premises listed above prior to the installation of a measure. We confirm this consultation took place prior to the installation of measures.

☐

- **(tick box only if relevant)** the premises listed in the project list [insert project number(s)] above are situated in a semi-detached house, a semi-detached bungalow or a building containing no more than two domestic premises; and
- to the best of the local authority's knowledge and belief, both houses or bungalows in the pair of semi-detached properties or both premises in the building in that list are private domestic premises; and
- in the opinion of the local authority, at least one of the premises in the pair of semi-detached properties or in the building is occupied by a household living in fuel poverty; or
- in the opinion of the local authority, at least one of the premises in the pair of semi-detached properties or in the building referred to in the list is occupied by a household living on a low income and vulnerable to the effects of living in a cold home.

☐

- **(tick box only if relevant)** all of the premises included in the project list(s) [insert project number(s)] above are situated in the same building, in immediately adjacent buildings or in the same terrace; and
- to the best of the local authority's knowledge and belief, all of the premises included in the project list(s) above are private domestic premises; and
- in the opinion of the local authority, at least 66% of the premises included in that list are occupied by households living in fuel poverty or by households living on a low income and vulnerable to the effects of living in a cold home.

Local authority  
officer name

Local authority  
officer signature

Date: \_\_ / \_\_ / \_\_\_\_

Job title

Local authority  
address

| Local authority<br>telephone number  |                  |                            |           |   |                  |   |                  |
|--|------------------|----------------------------|-----------|---|------------------|---|------------------|
| <p><b>Notes</b></p> <p><b>For each premise, one of the following must be selected for relevant eligibility criteria:</b></p> <ol style="list-style-type: none"> <li>1. “Fuel poor” (if the premise is occupied by a household living in fuel poverty)</li> <li>2. “Low income and vulnerable” (if the premise is occupied by a household living on a low income and are vulnerable to the effects of living in a cold home)</li> <li>3. “SWI In-fill 50”%” (if the premise is not occupied by a household in fuel poverty or low income and vulnerable. The percentage is dependent on the property type (see table below)).</li> <li>4. SWI In-fill 66%” (if the premise is not occupied by a household in fuel poverty or low income and vulnerable. The percentage is dependent on the property type (see table below)).</li> </ol> <p><b>For each premise, one of below property types must be selected for each address:</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="padding: 5px;">SWI in-fill property types</th> <th style="padding: 5px;">in-fill %</th> </tr> </thead> <tbody> <tr> <td style="padding: 10px; text-align: left;"> <ul style="list-style-type: none"> <li>Semi-detached house; or</li> <li>semi-detached bungalow;</li> <li>building that contains no more than 2 domestic premises</li> </ul> </td> <td style="padding: 10px; text-align: center;">No less than 50%</td> </tr> <tr> <td style="padding: 10px; text-align: left;"> <ul style="list-style-type: none"> <li>All properties listed are in the same building; or</li> <li>in immediately adjacent buildings; or</li> <li>same terrace</li> </ul> </td> <td style="padding: 10px; text-align: center;">No less than 66%</td> </tr> </tbody> </table> |                  | SWI in-fill property types | in-fill % | <ul style="list-style-type: none"> <li>Semi-detached house; or</li> <li>semi-detached bungalow;</li> <li>building that contains no more than 2 domestic premises</li> </ul> | No less than 50% | <ul style="list-style-type: none"> <li>All properties listed are in the same building; or</li> <li>in immediately adjacent buildings; or</li> <li>same terrace</li> </ul> | No less than 66% |
| SWI in-fill property types   | in-fill %        |                            |           |   |                  |   |                  |
| <ul style="list-style-type: none"> <li>Semi-detached house; or</li> <li>semi-detached bungalow;</li> <li>building that contains no more than 2 domestic premises</li> </ul>  | No less than 50% |                            |           |   |                  |   |                  |
| <ul style="list-style-type: none"> <li>All properties listed are in the same building; or</li> <li>in immediately adjacent buildings; or</li> <li>same terrace</li> </ul>  | No less than 66% |                            |           |   |                  |   |                  |

Page number:...../.....Signature: .....Date:  
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