Great British Insulation Scheme Supplier Data Dictionary V1.1

Introduction

This document provides a data dictionary and general information to help suppliers complete the notification template for Great British Insulation Scheme measures installed from 30 March 2023.

Background

In the Great British Insulation Scheme, suppliers are obligated to promote the installation of energy saving measures at eligible properties. In order to verify that these measures have been installed and meet all of the requirements of the scheme, these measures must be notified to Ofgem. Measures should only be notified after they are complete.

Following the PAS process, an RdSAP assessment of the property should take place before any measure installation commences and will form the basis of the project. Several details taken from this assessment should be included in the notification. Ofgem will also validate notified data against information lodged in TrustMark's Data Warehouse, as every measure in the Great British Insulation Scheme is required to be lodged with TrustMark and pass their requirements.

This data dictionary sets out each of the fields to be completed on the supplier notification templates, the questions suppliers should be answering when completing the field, as well as an explanation of the information suppliers should provide. It then sets out the data field type required, the accepted format and validations involved for each field.

The supplier data dictionary also distinguishes between types of data that are provided in the Notification Template.

- Core Data: must be provided in order for a notification to be made. If core data is omitted or provided in a format other than the accepted format, the attempt to notify the measure will fail and it will not be accepted onto the register.

- Required Data: must be provided before we can process the measure. If this information is omitted or not provided in the correct format, the notification may still be made and be accepted onto the register, but we will be unable to process the measure. Note that some data is required only under specific circumstances, which is explained in the 'Mandatory' column of the data dictionary.
- Optional Data: information that is not necessary for a measure to pass validation checks, however we request suppliers provide this where available in order to assist our validation and audit processes, and to assist suppliers should they later wish to transfer a measure to another supplier. This information may also be of benefit to suppliers, such as indicating an uplift is being claimed for the score of a measure.

Suppliers should be aware that Ofgem's system cannot accept data unless notified in accordance with the accepted format as specified below. As noted above, where core data is provided in a format other than the accepted format, the attempt to notify the measure will fail.

Ofgem will perform additional validations to check dependencies of mandatory fields and measure eligibility.

Submitting the notification template

- Format "A" - Alphabetic.
- Format "N" - Numeric.
- There is no required formatting for the file name.
- File should be submitted in .csv format.
- File should include the heading for each field. The heading is case sensitive.
- The contents of each field should follow the required formatting as described in this data dictionary.
- The file can contain details of multiple measures.

- There is a limit of 10,000 measures per file.
- When a field is not applicable, or not required for your notification (as indicated by the 'required when' statement in the 'Mandatory' column), it should be populated with 'N/A'.

All measures completed before 1 January 2024 must be notified to the register by 31 January 2024. Measures completed from 1 January 2024 onwards instead have a monthly notification deadline. Despite this monthly deadline, we would encourage measures to be submitted as they are completed rather than in single monthly batches. Many of our automated processes are done nightly, with some manual checks being performed monthly. Earlier notifications allow any issues to be identified more quickly, and should reduce timescales for approval.

For more information on the notification process and the requirements notifications must meet to be eligible, see the Great British Insulation Scheme Delivery Guidance[1] and Supplier Administration guidance[2]. Suppliers should also ensure they are compliant with the related scheme privacy and data security compliance requirements.

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[1] See https://www.ofgem.gov.uk/publications/great-british-insulation-scheme-delivery-guidance
[2] See https://www.ofgem.gov.uk/publications/great-british-insulation-scheme-supplier-administration-guidance

Measure notification template

Table 1: Measure Template Data Dictionary

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
1	Supplier_Reference	What is the supplier reference number of the supplier that owns the measure?	This refers to the unique supplier reference number allocated to every obligated supplier by Ofgem. The letters at the beginning are an assigned acronym identifier for the company name. The numeric characters following that are the licence-holder's company registration number and the final letter denotes the licence type, E = Electricity, G = Gas. This entry identifies the supplier whose obligations the measure will be credited towards. The supplier reference number that is provided must be for the supplier that owns the measure. In relation to transferred measures, this will be the supplier that is the 'buyer'.	Alpha-numeric	AAANNNNNNNA AAAAANNNNNNA	The reference number must be a valid supplier reference. Only entries in the accepted format are valid.	CORE

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
2	Measure_Reference_Number	What is the unique measure reference number that the supplier has generated for this particular measure?	This is the unique reference number generated by the supplier and ascribed to the measure being notified. This allows the measure to be identified by both suppliers and Ofgem. The first three characters are an assigned acronym identifier for the company name. The following numbers should be the unique code generated by the supplier. This reference number must be unique across the Great British Insulation Scheme and ECO1, ECO2, ECO2t, ECO3 and ECO4.	Alpha-numeric	AAANNNNNNNNN	Only entries in the accepted format are valid.	CORE
3	Measure_Type	Which measure was installed at the premises?	This describes the measure type installed at the premises (each measure installed is to be reported in a separate row). When completing this field, refer to the Great British Insulation Scheme Measures Table published on our website[3]. This sets out the 'Measure Name: format for	Alpha-numeric	As per the advised list of measures in the Great British Insulation Scheme	Only entries corresponding to those in the scheme Measures Table are valid.	CORE

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[3] See https://www.ofgem.gov.uk/publications/great-british-insulation-scheme-forms-and-tables

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			notification to Ofgem'. Measures need to be notified in the exact naming convention specified in the Measures Table.		Measures Table		
4	Purpose_of_Notification	What is the purpose of this submission?	This indicates the reason for notifying the measure.

'New Notification' should be entered when notifying a measure for the first time, provided it is not subject to an extension request or to be included as part of the supplier's auto late quota.

'Edited Notification' should be entered when an existing notification is being amended and the measure is re-notified.

'Extended Notification' should be entered when the measure has an approved extension request associated with it.

'Automatic Late Extension' should be entered when the measure is being notified after its Notification Period and falls within | Alphabetic | New Notification

Edited Notification

Extended Notification

Automatic Late Extension | Only entries corresponding to the list are valid. | CORE |

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			a supplier's 5% automatic late extension quota.				
5	Date_of_Completed_Installation	On what date was the installation of the measure completed?	The date of completed installation (DOCI) indicates the date on which the installation of the measure was 'complete'. All completed measures should have a DOCI. Please refer to the Delivery Guidance for information on how this date is determined.	Date Field	DD/MM/YYYY	Only DOCI between 30/03/2023 and 31/03/2026 (inclusive) are valid. Only entries in the accepted format are valid.	CORE
6	Building_Number	Where relevant, what is the number of the building in which the measure was installed?	Provide the number of the building (if applicable).	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	CORE when: 'Building_Name' is unavailable
7	Building_Name	Where relevant, what is the name of the building in which the measure was installed?	Provide the name of the building (if applicable).	Alpha-numeric	Max character length of 100 characters	Only entries in the accepted format are valid.	CORE when: 'Building_Number' is unavailable

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
8	Flat_Name/Number	Where relevant, what is the name or number of the flat in which the measure was installed?	Provide the name or number of the flat (if applicable). The word 'Flat' should be entered where appropriate (e.g. 'Flat 1').	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	Required when 'Property' = 'Flat'
9	Street_Name	What is the name of the street on which the premises is located?	Provide the name of the street on which the premises is located (if applicable). In-fill houses must be located on the same (named) street as the properties containing the primary measures. Therefore, this field is required for the notification of an in-fill house. Similarly, in-fill flats must be in the same building as the primary measure, so street name is required to verify this.	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	Required when: 'Eligibility_type' = 'In_fill' and 'Property' = 'House' or 'Flat'
10	Town	What is the name of the town or city in which the premises is located?	Please provide the name of the town in which the property is located.	Alpha-numeric	Max character length of 50 characters	Only entries in the accepted format are valid.	CORE

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
11	Post_Code	What is the postcode for the premises?	Please provide the full Royal Mail postcode corresponding to the address provided.	Alpha-numeric with / without 'Space'	AN NAA ANN NAA AAN NAA AANN NAA ANA NAA AANA NAA	Postcodes with and without spaces will be accepted. Only entries in the accepted format are valid.	CORE
12	Unique_Property_Reference_Number_(UPRN)	What is the UPRN for the premises?	Where available, please provide the unique property reference number that is the unique number assigned to every unit of land and property by the National Land and Property Gazetteer and recorded by local Government. The UPRN is a series of numbers that can be up to 12 digits.	Numeric	Max character length of 12 characters	Numeric entries must be 12 digits. Only entries in the accepted format are valid.	Optional
13	Starting_SAP_Rating	What was the SAP rating in the property before the works began?	The starting SAP rating should be taken from the pre-retrofit assessment and is required for determining both the eligibility	Numeric	N N.N	Numeric entries must be between 1 and 100.	Required

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			of the property and measures installed within it, as well as calculating scores.		NN NN.N	Up to 1 decimal place is allowed.	
14	Floor_Area	What is the internal floor area of the property in m^2?	To calculate scores the internal floor area of the property must be notified. This should be taken from the pre-retrofit assessment.	Numeric	N NN NNN NNNN	Only entries in the accepted format are valid. Max 4 characters	Required
15	Rural	Is the property in a rural area?	For properties located in rural areas, please indicate 'Yes'. Where this is entered it will be verified as part of the address checks on the register For non-rural properties enter 'No'. For more information on defining a rural area please see the Delivery Guidance.	Alpha-numeric	Yes No	Only entries in the accepted format are valid.	Required
16	Off_Gas	Does the property meet the requirements to be considered off-gas?	Please indicate 'yes' if the premises can be considered off-gas under the rules of the scheme. This means the property was not	Alphabetic	Yes No	Only entries in the accepted format are valid.	Required

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			connected to the mains supply of a relevant gas transporter on 30 March 2022. Please enter 'No' where the property does not meet the criteria.				
17	Private_Domestic_Pre mises	Did the installation take place at a private domestic premises?	Indicates whether the premises is generally not owned and/or let by a social landlord. For further information on the definition of private domestic premises, please refer to the Great British Insulation Scheme Delivery Guidance.	Alphabetic	Yes No	Only entries corresponding to the list are valid.	Required
18	Tenure_Type	What is the tenure of the premises?	Provide a description of the tenure of the premises. Please see the Great British Insulation Scheme Delivery Guidance for details on how tenure impacts eligibility. Note RSL = registered social landlord	Alphabetic	Owner Occupied Private Rented Sector Social Housing (RSL)	Only entries corresponding to the list are valid.	Required

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
19	Property	What type of property is the premises?	Please provide the type of premises to which the measure was installed. Note that for the scheme rules bungalows are treated as houses, and maisonettes are treated as flats.	Alphabetic	Bungalow House Flat Maisonette Park Home	Only entries corresponding to the list are valid.	Required
20	Eligibility_Type	Under which route is the premises eligible for the Great British Insulation Scheme?	Indicates how the customer or premises has been targeted and deemed eligible for the Great British Insulation Scheme. For further information on the various routes to eligibility, please refer to the scheme Delivery Guidance. Note 'LI' denotes the eligibility routes that collectively make up the low-income group	Alphabetic	General Group LI - Help to Heat Group LI - Social Housing LI - LA Declaration LI - Supplier Evidence	Only entries corresponding to the list are valid.	CORE

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
					In-fill		
21	Verification_Method	How has the chosen eligibility type been determined?	For further information on how to identify whether a person is eligible for the scheme, please refer to the Delivery Guidance. Where the property is eligible through the help to heat group (HTHG), the below options apply: 'WHD Core Group' may be entered where the supplier can produce a WHD Core Group notice at audit for the HTHG member. A data link exists with the Department of Work and Pensions (DWP) so that help to heat group eligibility can be verified through a data matching exercise. Suppliers should enter 'DWP Match' for measures where HTHG eligibility has been verified using this method. Only suppliers that have signed up to the ECO Eligible Referrals (EER) route with DWP should select 'ECO Eligible Referral',	Alphabetic	WHD Core Group DWP Match ECO Eligible Referral Benefit Letter Self Declaration PPM Non-PPM Other N/A	Only entries corresponding to the list are valid.	Required when: 'Eligibility_Type' = 'LI - Help to Heat Group' OR 'LI - Supplier Evidence'.

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			and only where the eligibility of the project has been determined through this route. 'Benefit Letter' may be entered where a supplier can produce a relevant proof of benefit letter at audit. 'Self Declaration' may be entered where a supplier can produce a Child Benefit Self-Declaration at audit. Where eligibility type is 'LI - Supplier Evidence', please state whether the household meets the pre-payment meter (PPM) or non-pre-payment meter (non-PPM) requirements. These options should only be entered where eligibility is 'LI - Supplier Evidence' 'Other' should only be entered in exceptional circumstances when agreed with Ofgem before the measures are installed.				

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
22	DWP_Reference_Number	If the measure is using the 'DWP Match' verification method, what is the reference number provided by the data matching provider confirming DWP have verified the customer is a HTHG member? If the measure is using the 'ECO Eligible Referral' verification method, what is the unique reference number provided by DWP?	Where a customer was verified as a member of the HTHG using the DWP data matching service, enter the reference number provided by the data matching provider. Where a customer was verified as a member of the HTHG using the Eco Eligible Referral (EER) route, enter the unique reference number used in the verification process. This should start with 'EER' and a prefix to indicate the supplier.	Alpha-numeric	NNNNNNNNNN AAA_ANNNNNN AAA_AANNNNNNN N/A	Only entries in the accepted format are valid. EER URNs must be a maximum of 50 characters. Only numeric characters can follow the prefix "EER_A" or "EER_AA"	Required when: 'Verification_Method' = 'DWP Match' or 'ECO Eligible Referral'
23	Council_Tax_Band	Where relevant, what is the council tax band of the property?	Membership of the general group is dependent on the council tax band of the premises. Tax bands A-D are valid to England, and bands A-E in Scotland and Wales.	Alphabetic	A B C D	Only entries corresponding to the list are valid.	Required when: 'Eligibility_Type' = 'General Group'

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			N/A should be entered for premises outside the general group.		E N/A		
24	PRS_SAP_Band_Exception	Is the premises registered with the PRS exemption register?	Private rented sector premises that are located in England or Wales and have a starting SAP band F or G are only eligible for the general group where that premises is registered with the PRS exemptions register. Where a supplier is attempting to claim eligibility of a premises that meets the above conditions, this field serves as a declaration that the premises are registered with this register.	Alphabetic	Yes N/A	Only entries corresponding to the list are valid.	Optional
25	Associated_Insulation_MRN_for_Heating_Measures	For heating controls, what is the MRN of the primary insulation measure?	Heating controls, referred to as secondary measures, are only eligible in the Great British Insulation Scheme where an eligible insulation measure has first been installed in the same property under the same scheme.	Alpha-numeric	AAANNNNN NNNNN N/A	Only entries in the accepted format are valid.	Required when: 'Measure Type' = 'P&RT' OR 'TRV'

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			The MRN of that insulation measure, referred to as the primary measure, should be entered here for verification. The secondary measure cannot be approved until the primary measure has been approved first. For non-secondary measures, N/A should be entered.				
26	Associated_In-fill_Measure_1	If the measure is an in-fill, what are the MRNs of the primary measures that support the in-fill?	In the Great British Insulation Scheme, properties may be eligible through in-fill provided they are supported by eligible primary measures. A flat requires one primary measure, whereas in-fill at houses require three primary measures all at separate properties. The primary measures must be notified and approved before the in-fill measure can be approved. Please provide the first associated supporting MRN for the In-fill measure. The primary measure for a flat should be notified in this field, and not the two below.	Alpha-numeric	AAANNNNN NNNNN N/A	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'In-fill'

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
27	Associated_In-fill_Measure_2	If the measure is an in-fill, what are the MRNs of the primary measures that support the in-fill?	For an in-fill measure in a house, please provide the MRN of the second primary measure. For an in-fill measure in a flat, this should be left as 'N/A'.	Alpha-numeric	AAANNNNN NNNNN N/A	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'In-fill' AND 'Property' = 'House' OR 'Bungalow'
28	Associated_In-fill_Measure_3	If the measure is an in-fill, what are the MRNs of the primary measures that support the in-fill?	For an in-fill measure in a house, please provide the MRN of the third primary measure. For an in-fill measure in a flat, this should be left as 'N/A'.	Alpha-numeric	AAANNNNN NNNNN N/A	Only entries in the accepted format are valid.	Required when: 'Eligibility Type' = 'In-fill' AND 'Property' = 'House' OR 'Bungalow'

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
29	Flex_Referral_Route	Through which route was the property identified under flex?	For properties that are eligible under flex using supplier evidence, please state which eligibility route is being claimed. For properties with an LA declaration, this will be captured in that declaration and does not need to be entered here. There are four eligible proxy options for route 2. If 'verification method' is either PPM or non-PPM, only certain route 2 options are allowed, these being Area validation, council tax reduction, NICE guidance, and free school meals. See the Delivery guidance for more details on these eligibility routes.	Alpha-numeric	Route 2 Area Validation Route 2 Council Tax Reduction Route 2 NICE Guidance Route 2 Free School Meals N/A	Only entries corresponding to the list are valid.	Required when: 'Eligibility Type' = 'LI – Supplier Evidence'
30	LA_Declaration_Reference_Number	What is the reference number of the LA or devolved administration declaration?	For flex projects where there is a declaration from a Local Authority or the Scottish or Welsh government, please provide the reference number of that declaration.	Alpha-numeric	ANNNNNNN N-NNNNN N/A	Only entries in the accepted format are valid.	Required When: 'Eligibility Type' = 'LI -

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
							LA Declaration'
31	Date_Of_Householder_Eligibility	When was the household determined to be eligible for flex?	What date was the household first identified as eligible for flex?	Alpha-numeric	DD/MM/YYYY N/A	Only entries in the accepted format are valid.	Required When: 'Eligibility Type' = 'LI - LA Declaration' OR 'LI - Supplier Evidence'
32	Percentage_Of_Property_Treated	What percentage of the property was treated with the measure?	Indicates what percentage of the property has been treated by the measure. If 67% or more of the measure has been treated, '67+' can be notified here. Otherwise, the exact percentage of property treated (POPT) must be notified. Rounding should be carried out to the nearest whole number.	Alpha-numeric	N NN 67+	Only entries in the accepted format are valid.	Required

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			Suppliers should not include the '%' symbol when completing this field.				
33	Heating_Source	What is the type of central heating system in the premises to which the heating controls have been installed?	Where a secondary measure is installed, this indicates the central heating system to which the secondary measure is installed and whose output it controls. Table 15 in chapter 6 of the scheme delivery guidance includes the list of eligible heating sources. Also eligible in Table 16 are rare pre-main heat sources that are not listed in the scoring matrix. When one of these is notified, it will be converted by the register to the associated proxy heating source listed in Table 16. For insulation measures, this can be left as 'N/A'	Alphabetic	Valid entry taken from Table 15 or 16 of the scheme Delivery Guidance N/A	Only entries corresponding to the list are valid.	Required when: 'Measure Type' = 'P&RT' OR 'TRV'
34	Installer_Name	What is the name of the installer company responsible for installing the measure?	Provide the full name of the installer company that carried out the installation of the measure at the premises. This should	Alpha-numeric	Max character length of	Only entries in the accepted format are valid.	Required

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
			not be the name of the managing agent unless they carried out the installation.		150 characters		
35	Innovation_Measure_Number	If the measure is an innovation measure, what is the Innovation Measure Number?	Every approved innovation measure application is given an innovation measure number. These numbers can be found in the ECO4 Approved Innovation Measures document on the Ofgem website, as these are valid under the Great British Insulation Scheme. The presence of a number in this field indicates the measure is an innovation measure and claiming the innovation uplift. If the measure is not an innovation measure please enter 'N/A'.	Alpha-numeric	NNN N/A	Only entries corresponding to the list are valid.	Optional
36	Trustmark_Business_Licence_Number	What is the TrustMark business licence number?	All Great British Insulation Scheme measures must be delivered by a TrustMark registered business and suppliers must notify the number on the register. This field will be validated against TrustMark's Data Warehouse.	Numeric	Max character length of 12 characters	Only entries that match with TrustMark's Data warehouse are valid.	Required

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
37	Trustmark_Unique_Measure_Reference	What is the TrustMark unique measure reference?	When a measure is lodged with TrustMark a unique TrustMark measure reference will be generated. A supplier must have this number before notifying the measure to Ofgem. This should be the same as the TrustMark project reference number plus an additional 4 characters to signify the unique measure.	Alpha-numeric	Max character length of 20 characters	Only entries that match with TrustMark's Data warehouse are valid.	Required
38	Trustmark_Lodged_CertificateID	What is the TrustMark lodged certificate ID for the measure?	Provide a TrustMark lodged certificate ID which will be issued by TrustMark for the measure. The measure will not be approved as a qualifying action until the certificate ID has been notified. This field will be validated against TrustMark's Data Warehouse. This should be the same as the TM project reference number plus a hyphen and a number to signify the lodgement ID.	Alpha-numeric	ANNNN-N ANNNNN-N ANNNNNN-N ANNNNNNN-N	Only entries that match with TrustMark's Data warehouse are valid	Required

No.	Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory
39	Trustmark_Project_Reference_Number	What is the TrustMark reference number of the project containing the Great British Insulation Scheme measure?	All measures lodged with TrustMark must be lodged as part of a project on their data warehouse. Like the unique measure reference number, every project will be assigned a unique TrustMark project reference number, which should be notified here.	Alpha-numeric	ANNNN ANNNNN ANNNNNN ANNNNNNN	Only entries that match with TrustMark's Data warehouse are valid	Required
40	TrustMark_Completed_Project_Cert_ID	What is the certificate ID for the completed TrustMark project lodgement?	The scheme rules require that a post retrofit assessment, including a post retrofit SAP score, must be lodged with TrustMark for all retrofits. Once a project and the lodgement process have been successfully completed TrustMark will award that project a certificate of completed lodgement. The ID number of this certificate must be notified to verify that the post-retrofit assessment has been completed.	Alpha-numeric	ANNNN-A ANNNNN-A ANNNNNN-A ANNNNNNN-A	Only entries that match with TrustMark's Data warehouse are valid	Required