**Citizens Advice referral letter for   
ECO4 and Great British Insulation Scheme Flex**

[Citizens Advice referee name]

[Citizens Advice referee job title]

[Citizens Advice centre address]

[Postcode]

[Date: XX/XX/XXXX]

[Applicant name]

[Applicant address]

[Applicant postcode]

🞎 Tick here if the applicant would like to be contacted by telephone.  
[Applicant telephone number]

Tenure: 🞎 Owner Occupier 🞎 Private Tenant

To: Greater Manchester Combined Authority,

|  |  |
| --- | --- |
| **Local Authority name and address** | **Evidence seen to confirm that the applicant meets the eligibility requirement** |
| Greater Manchester Combined Authority  Tootal Buildings  56 Oxford Street  Manchester  M1 6EU | [E.g. income source / self-employment benefit / payslips / bank statements **and** electricity bills **or** gas bills]. |

Having carefully considered the applicant’s fuel arrangements, I hereby refer [householder’sname] for the Energy Company Obligation (ECO4) Flex policy and/or the Great British Insulation Scheme Flex policy, as set out by the Department for Energy Security and Net Zero under article 18(2)(f) of the ECO4 Order[[1]](#footnote-2), and article 17(1)(c)(ii) in the ECO4A Order[[2]](#footnote-3), as struggling to pay their:

Gas bills and/or, Electricity bills.

I can confirm that Citizens Advice have seen evidence of the householder struggling to pay their gas or electricity bills.

**Citizens Advice referee name and signature:**

Name ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please scan and e-mail this letter directly to:** [**eco@greatermanchester-ca.gov.uk**](mailto:eco@greatermanchester-ca.gov.uk)

**To find out more about how the GMCA handles your data please go to:** [**https://greatermanchester-ca.gov.uk/what-we-do/environment/homes-workplaces-and-public-buildings/energy-company-obligation-scheme/privacy-notice-for-gmca-retrofit-schemes/**](https://greatermanchester-ca.gov.uk/what-we-do/environment/homes-workplaces-and-public-buildings/energy-company-obligation-scheme/privacy-notice-for-gmca-retrofit-schemes/)

1. [The Electricity and Gas (Energy Company Obligation) Order 2022 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2022/875/made) [↑](#footnote-ref-2)
2. Draft legislation published at <https://www.legislation.gov.uk/ukdsi/2023/9780348248340> [↑](#footnote-ref-3)