Wirral's Local Authority Declaration Process

•All Energy/Installation Companies and Lead Generators are requested sign a Data Sharing Agreement with Wirral Council. Wirral Council does not oversee GBIS/ECO, endorse any installation companies or require further vetting of installation or lead generation companies.

Step 1

 Householder contacts Energy/Installation Company or Lead Generator (EC/IC/LG) to express an interest. Wirral Council will not accept applications generated from cold calling in person or via telephone calls.

Step 2

- •Initial Questions are asked by EC/IC/LG and visit to home owner arranged
- •Contact details are used purely for this visit and not to be sold or used for further marketing contact should this visit not result in a 'sign-up'

Step 3

- Home visit is conducted by EC/IC/LG. An application form is fully completed and signed.
- •Evidence supporting the application is gathered together, as outlined in the application form.
- Resident is informed that they may be required to confirm evidence details to Local Authority (LA) at a later stage.

Step 4

 The application form and evidence (pdfs or photos taken on a mobile phone or tablet used solely for business use), are emailed to EC/IC from a work's email address at time of householder visit.
Evidence is returned to applicant. A copy of the signed application form should be given to the householder and details of whom to contact (within EC/IC/LG).

Step 5

•EC/IC/LG emails completed application form as one document, evidence as a second document via secure email (e.g. Egress) to housingstrategy@wirral.gov.uk. EC/IC/LG can retain supporting evidence for up to 4 weeks (or until Local Authority Declaration (LAD) is received).

Step 6

- •LA assesses application and evidence. Repeated submission of incomplete or ineligible applicants may result in a EC/IC/LG review with LA.
- Complete LAD returned to EC/IC/LG. The signed application form and evidence is kept no longer than three years after the Final Determination of GBIS/ Energy Comapny Obligation 4.

Step 7

•Energy Company / Installation Company carry out installation(s) - leaving resident with contact details in case a follow-up is required

Step 8

•LA contacts 10% of randomly chosen residents to verify evidence provided and to ensure residents haven't signed an application originating from cold calling. Any EC/IC/LG found to have falsified an application or evidence or not to have complied with the process above or not to have adhered to the Data Sharing Agreement will not be allowed to submit any further application forms to Wirral Council.