Green Deal Plan Tool

User Guide

Version 1.3

June 2014

Introduction

1. This document is a guide to using the Green Deal Plan Tool for England and Wales using the domestic and non-domestic Energy Performance Certificate (EPC) and Green Deal Registers.
2. The Plan Tool enables Green Deal Providers to associate energy savings figures generated by an Occupancy Assessment or Green Deal Improvement Package with a Green Deal Plan, and to populate disclosure information that is added to the EPC.
3. The Green Deal Plan Tool is used for both domestic and non-domestic Green Deal Plans.

Context for the Plan Tool and disclosure information

4. Underpinning the Green Deal is the principle that a Green Deal Plan remains attached to the energy meter at a given property and that the Plan will transfer to subsequent bill payers at that property.
5. When an individual buys or rents a building with a Green Deal Plan attached, they become responsible for repaying the Green Deal Plan attached to the property. For this to happen the key terms of the Green Deal Plan must be disclosed to subsequent bill payers i.e. a prospective owner or tenant needs to be informed that there is a Green Deal on the property.
6. To achieve this, the Green Deal legislative framework uses the existing infrastructure that registers and stores EPCs. Green Deal Plan information is added to the EPC and this information is then used to disclose the Green Deal Plan when the property is transferred between bill payers.
7. Sellers and landlords are already required to make EPCs available to prospective buyers or tenants and in this way the disclosure information for a Green Deal Plan is also made available.

Who should use the Plan Tool

8. The Plan Tool should be used by Green Deal Providers who need to:
   - Associate energy savings generated by an Occupancy Assessment or a Green Deal Improvement Package with a '*Pending'* Green Deal Plan;
   - Populate the disclosure information that is added to the EPC;
   - Update information about Provider contact details, Plan Uplift details or measure paid-off dates for a Green Deal Plan once it has gone '*Live'*.

When the Plan Tool should be used

9. The Plan Tool should be used for the first time, for Plans in 'Pending' state, **after** measures have been installed but **before** the Post-installation Energy Performance Certificate is generated.
10. The Plan Tool should also be used after the Green Deal Plan has gone '*Live'* to confirm (or amend if necessary) that date information remains correct such as the Paid-off dates given

for individual measures or the Plan uplift date. This is because the final start and end date for a Plan is not confirmed until a subsequent interaction with the GDCC.

11. The Plan Tool should also be used during the lifetime of a Green Deal Plan to update any Provider contact details that might have changed.

Information that should be provided using the Plan Tool

12. The Plan Tool allows Providers to:
    - Associate savings and measures from an Occupancy Assessment or Green Deal Improvement Package with a '*Pending*' Green Deal Plan;
    - Add specific product detail for each measure that has been installed in a property;
    - Indicate separately for each measure the date at which the measure is paid off over the term of the Plan;
    - Indicate the interest rate and whether this is fixed or variable;
    - Indicate any charge uplift and the dates this applies;
    - Indicate whether or not the Green Deal Plan is regulated by the Consumer Credit Act 1974 (CCA);
    - Add contact details for the Green Deal Provider.

13. This information is stored on the EPC register for England & Wales and incorporated into the EPC (on the 'disclosure page'), so that when an EPC is retrieved for the property, the disclosure page is included in the document generated by the EPC Register.
14. The disclosure page of the EPC only becomes visible when the Green Deal Plan goes '*Live*'. This information will not be visible on the Pre or Post-installation EPC until after the Plan is '*Live*'.
15. The Green Deal Plan Tool is then used by Providers on an ongoing basis to make changes to this information as this may change over the lifetime of a '*Live'* Green Deal Plan.

Plan Tool Information visible on Pending and Live Plans

16. Providers should note that for Plans in a '*Pending'* state some fields visible with the Plan Tool have already been populated by interaction with the Green Deal Central Charge Database (GDCC) in the process of creating the Green Deal Plan.
17. Please note that for a '*Pending'* Plan the Plan End Date is provisional and will be updated during a subsequent interaction with the GDCC to set the Plan to '*Live'*.
18. Also for '*Pending'* Plans the Daily Charge and the Plan Start Date will be marked as 'to be confirmed' as these values will be updated during a subsequent step with the GDCC to set the Plan to '*Live'*.
19. When viewing a '*Live'* Plan, all fields should now be populated, but it is still possible for Providers to amend contact details, measure product names and the Paid-off dates for measures. Providers should check that dates inputted at the '*Pending*' stage (for measure

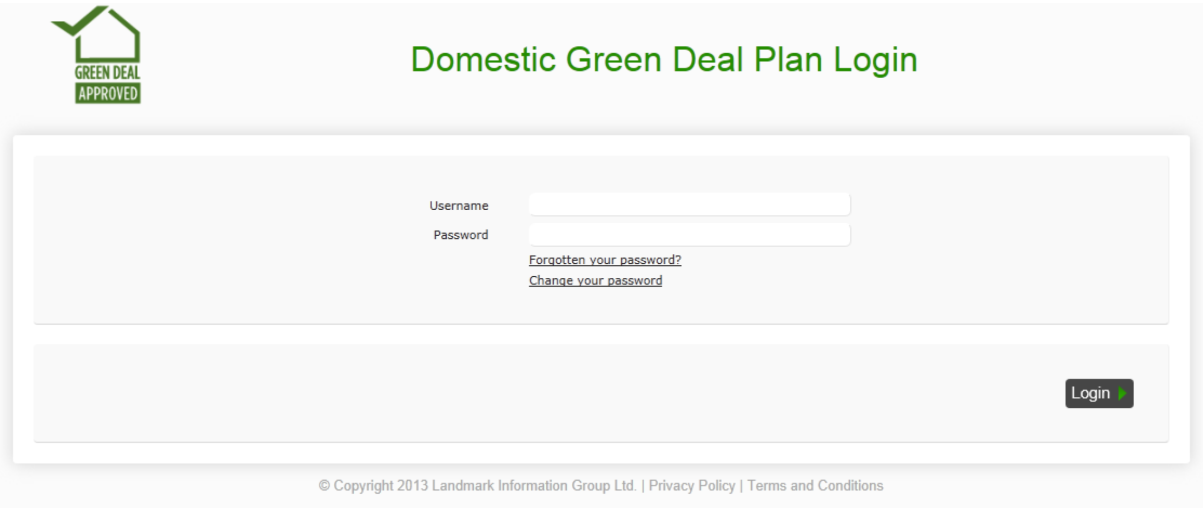
Paid off dates, or the date of any Plan charge uplift) are amended to account for the actual Plan start and end dates which have been finalized when the Plan goes to '*Live*'.

Instructions for use of the Green Deal Plan Tool

Accessing the Tool

20. There are two versions of the tool – one for domestic Green Deal Plans and one for non-domestic Green Deal Plans. Both are accessed via a web portal:
    - Domestic Green Deal Plans: https://www.gdregister.com/public/plantool/login
    - Non-Domestic Green Deal Plans: https://www.ndgdregister.com/public/plantool/login

Figure 1 – Plan Tool Log-in



21. A user name and password is required for both the Domestic and Non-Domestic tools. New Green Deal Providers should contact the Green Deal Helpdesk for advice on the steps required to grant access to authorised users to act on their behalf. Green Deal Providers should contact the Green Deal Helpdesk if they have further questions.

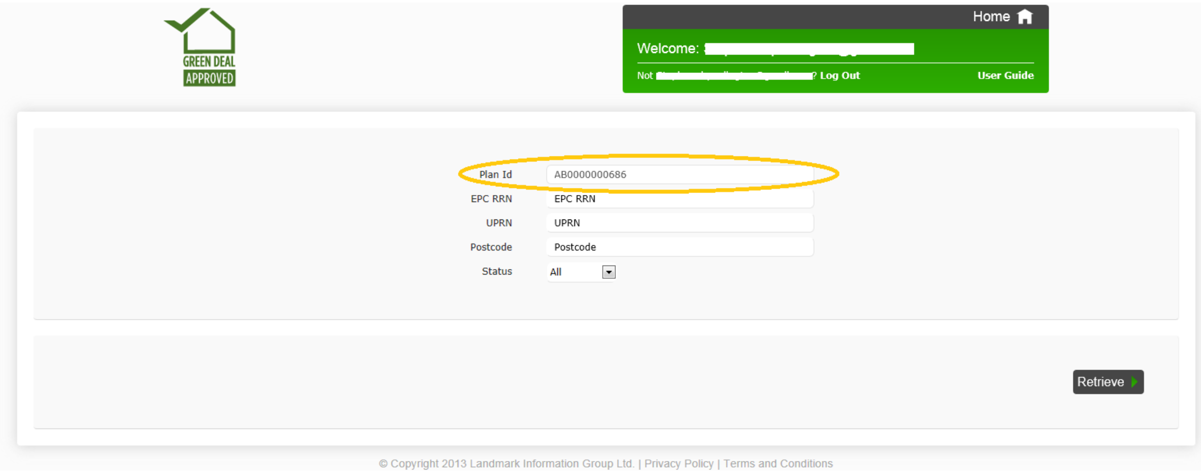
    Email: greendeal@landmark.co.uk

    Phone: 03300 366027

Loading a Green Deal Plan into the Green Deal Plan Tool

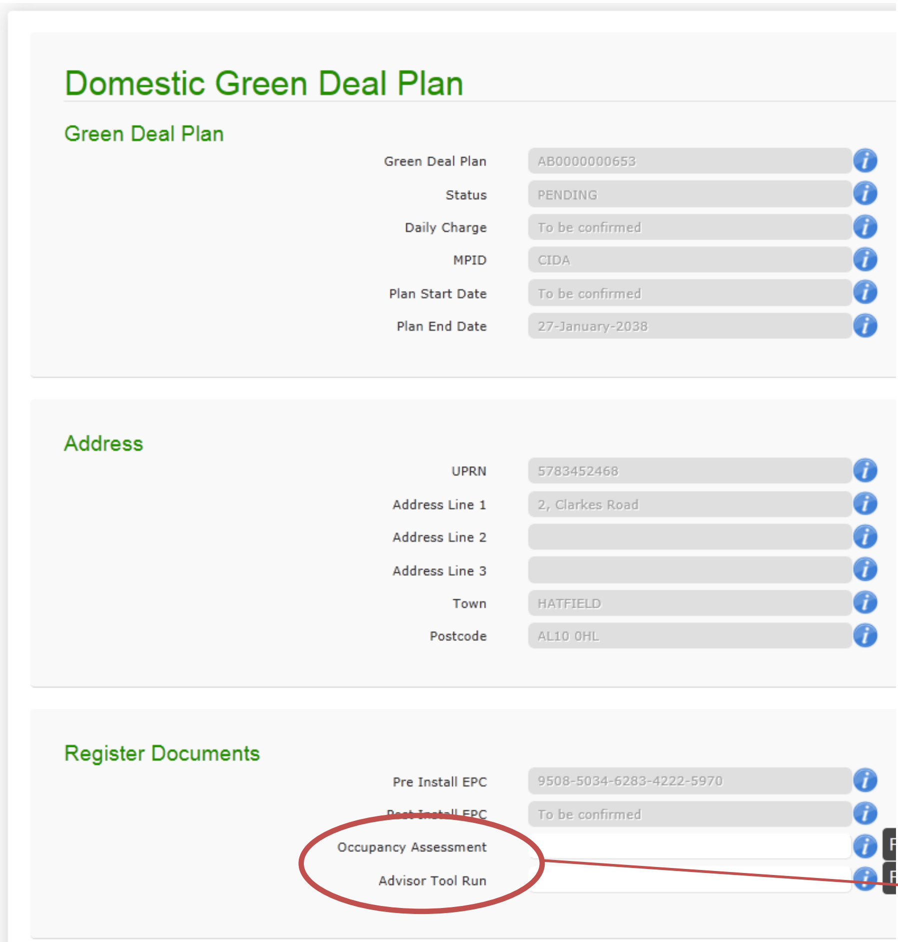
22. To access a Green Deal Plan, enter the Green Deal Plan ID (which Providers will have received from the Green Deal Central Charge database upon setting up the Plan) and then press **Retrieve**.
23. If the Plan ID is not available, the user has options to search for Plans by EPC RRN, property "UPRN", or the post code. Search results can also be filtered by Plan Status (new, pending, live, cancelled, completed) – see figure 2.

Figure 2 – Plan retrieval



24. This will then bring up the Plan information as shown in Figure 3 below.
25. Please note that some of the fields will have already been populated by the Green Deal Central Charge (GDCC) database. For '*Pending*' Plans, a proposed Plan End Date will appear based on data provided to the GDCC when then Plan was first created. This Plan End Date will be updated by the GDCC at a subsequent step when the Plan moves to '*Live*'.
26. Some fields will state '*to be confirmed*' and will not be accessible. This includes the '*Daily Charge*' and the '*Plan Start Date*'. These will be updated by the GDCC at a subsequent step when the Plan moves to Live.

Figure 3 – Green Deal Plan details



Note:
The "Occupancy Assessment" reference number is the same as the "Green Deal Advice Report" reference number.

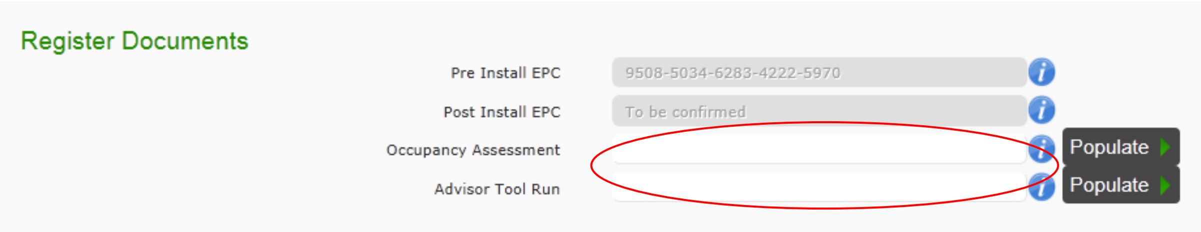
An "Advisor Tool run" is now known as a "Green Deal Improvement Package".

Populating the Tool with information from the Occupancy Assessment or Green Deal Improvement Package (Advisor Tool Run)

27. The next step is to add the estimated savings information, which is set out in the Green Deal Advice Report (GDAR) or an associated Green Deal Improvement Package (GDIP).
28. The Plan Tool extracts the savings data from the selected GDAR, or GDIP, and adds the details to the disclosure page. In the 'Register Documents' section (see fig 4 below), enter the reference number of the GDAR into the box labeled "Occupancy Assessment" or enter a GDIP reference number into the box labeled "Advisor Tool Run" (apologies for any confusion here - the names of these documents has changed since the Plan Tool implementation). **Note:** The GDAR or GDIP entered should be based on the EPC associated with the Green Deal Plan i.e. the EPC RRN that was used to create the plan.
29. Once a GDAR or GDIP reference number has been entered, click on the appropriate "Populate" button.

    Note: an error will be generated if reference numbers for both a GDAR and a GDIP are entered at the same time.

Figure 4 – Register document fields

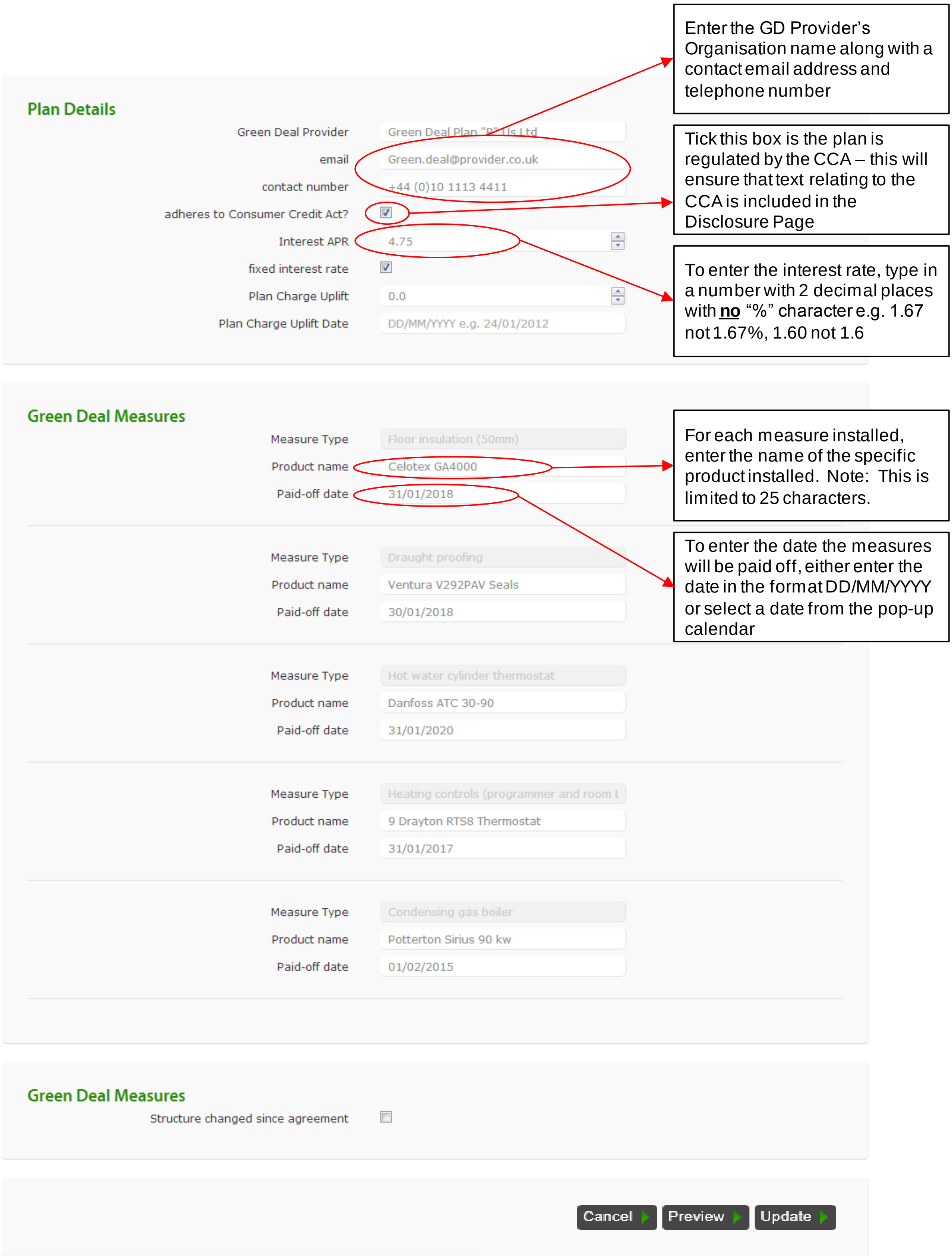


Entering The Green Deal Plan Details and the Measure Details

30. The Plan Tool will now display two boxes: one for the Plan details and the other for the Green Deal Measures. See Figure 5 on next page.
31. The Plan Details box asks the Provider to confirm:
    - Contact details
    - Whether the Plan adheres to the CCA
    - Interest rate APR
    - Whether the interest rate is fixed
    - Charge uplift and date of uplift (if this is applicable)
32. The Plan Tool will pull through the standardised measure-type descriptions from the Green Deal Advice Report or Green Deal Improvement Package, for each of the measures installed.
33. The Green Deal Measures box asks the Provider to add further details about the measures installed:
    - Product name
    - Date the measure is paid-off under the Plan
34. The regulations require Providers to add a description that is sufficient to identify the improvement measures installed under a Green Deal. The standard measure type description pulled through from the Green Deal Advice Report or Green Deal Improvement Package identifies what the measure is.   However, the Provider should also include any further information under 'Product name', like the manufacturer and product or serial number of the measure or product installed, like a boiler, for example.   This will be useful to any prospective buyer or tenant, or to anyone acting on their behalf, like an estate agent or a surveyor, to identify the measure and confirm it's still there when the property changes hands.
35. Depending on the number of installed measures, adding too much information here could lead to the disclosure information being presented on two pages instead of one.
36. Providers should note that date information entered for a '*Pending'* Plan is only **estimated** at this point, as the exact date at which the Plan goes '*Live'* depends on the time taken for a Post-installation EPC to be carried out and for the subsequent setting of the daily charge through the GDCC. This point applies to the Paid-off date for measures and the Plan Charge Uplift Date (if entered). Providers should enter their best estimate at this point, but use the

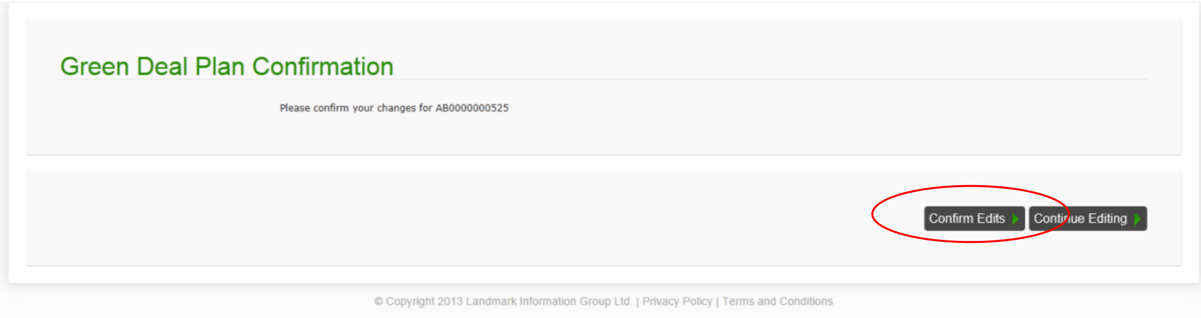
Plan Tool to check these details and amend these if necessary once the Plan has successfully gone '*Live*'.

Figure 5 - Plan Details and Green Deal Measures boxes



37. When finished adding information about the measures installed, click **Preview** to generate a draft (in .pdf) of how the disclosure information will appear on the EPC. If content, click **Update.** A new screen will then appear, prompting you to confirm the updates.

Figure 6 - Green Deal Plan Confirmation



Press **Confirm Edits** to proceed or **Continue editing** to review your updates.

The following screen will confirm that your updates have been saved.

Figure 7 – Update confirmation

Confirming the Disclosure Information entered using the Plan Tool

38. The disclosure information for the Green Deal will now be held in the Register system. The next step for a Provider is to ensure that a new Post-installation EPC is lodged for the property by an authorised Domestic Energy Assessor. This can either be the Assessor that carried out the original Green Deal Assessment, or a different one.

39. They will use information about the Green Deal installed measures to re-assess the energy performance of the property. DECC and the Department for Communities and Local Government (DCLG) have confirmed that this does not require a further visit to the property.

40. This new assessment will trigger the addition of a Green Deal banner to be added to the bottom of the first page of the EPC.

41. Once this up to date EPC is lodged by an Assessor, the Provider submits further information needed to finalise the Plan to the GDCC (this information may be provided through a Finance company portal) including the Daily Charge and the Plan Start and End Dates.

42. The GDCC then adds the charging information to the disclosure information held on the EPC Register.

43. Providers can then use the public EPC Register to download a .pdf of the EPC with the disclosure information. To do this they will need to use the RRN for that EPC – EPCs retrieved from the EPC Register using an address search will not include the disclosure information.

44. If on reviewing the document, they want to make changes to the disclosure information, they can do that using the Plan Tool as described above.

Document Control

Version	Date	Author	Comments
0.1	23/01/2013	Lesley Potts / Alex Stevanovic	Initial draft for review
0.2	06/02/2013	Stephen Penlington	Further draft for review
1.0	07/02/2013	Lesley Potts/ Stephen Penlington	Version released to Providers via the ORB
1.1	26/07/2013	Alan Clifford/ Matthew Webb	Updates to reflect changes to interface following CR18. Updates to Provider registration process.
1.2	04/10/2013	Matthew Webb	Further clarifications added
1.3	16/06/2014	Sarita Lamror	Note added to page 7 point 28 & updated Green Deal helpdesk details.