Date:

To:

Dear Sir/Madam

# Letter of Authority

**This Letter of Authority applies to utilities supplied at the address(es) detailed below and shall remain valid from the Date of the Grant Delivery for two years. The site address(es) and Date of Grant Delivery are detailed in Company Details below.**

**Company Details**

1. **Company Name:**
2. **Customer Energy Account Number:**
3. **Company Reg No:**
4. **The address registered with Customer Energy Account Number:**
5. **MPAN(s):**
6. **Date of Grant Delivery[[1]](#footnote-2):**

**Data is sought for:**

|  |  |
| --- | --- |
| **Company site address (please list as many as applicable)** | **Associated MPAN(s) and MPRN(s)** |
|  |  |

Please accept this letter as written confirmation that:

**The Department for Energy Security & Net Zero, 3-8 Whitehall Place, London, SW1A 2EG**

has provided our business with a grant to fund energy efficiency changes and is requesting access to our annual energy consumption data to evaluate the impact of this grant on our businesses energy usage.

As per the conditions set out in Standard Electricity and Gas Supply Licence Conditions for non-domestic premises[[2]](#footnote-3), we therefore give authority to The Department for Energy Security & Net Zero to:

* Request and receive monthly electricity and gas consumption data in a machine-readable format for the MPANs listed in the above table; defined as 12 months of monthly data for the period prior to the date this request is received.
* Where the supplier can accommodate, for this to include an indication of whether the monthly consumption figures are based on actual or estimated meter reads.
* Where the supplier can accommodate, for this to be provided to the Department for Energy Security & Net Zero in a downloadable csv. or Microsoft Excel file.
* Where the supplier can accommodate, an ongoing arrangement to request and receive consumption figures for these MPANs on demand for up to two years from the date of the energy assessment (see point 6).

Yours sincerely,

**Electronic signature:**

**Email address (registered with the Ltd company):**

**Name:**

**Position in company:**

**Date of signature:**

1. Date of grant delivery is defined as the date which the business is issued with the final payment of government funding to implement energy efficiency measures. [↑](#footnote-ref-2)
2. UK Government (2021) *Smart Metering – Customer Access to Consumption Data,*

   *Standard Licence Condition 51 (electricity) and Standard Licence Condition 45 (gas)* [↑](#footnote-ref-3)