

# The Energy Savings Opportunity Scheme (ESOS)

## Action Required

(Please accept our apologies if you have already taken steps towards your ESOS compliance)

Name of Director  
Organisation Name  
ADDRESS  
ADDRESS  
ADDRESS  
POST CODE

Dear Director

**You may wish to forward this letter to your environment, energy or facilities manager for them to action.**

We wrote to your organisation in November 2014 to advise that you may need to comply with the Energy Savings Opportunity Scheme (ESOS). ESOS is a mandatory energy assessment scheme for large organisations in the UK. It aims to help organisations identify cost-effective energy efficiency opportunities that can both help reduce carbon emissions and save money.

This is a reminder that, if your organisation is covered by the scheme, you need to complete your ESOS assessment and notify your compliance to us on the ESOS page on GOV.UK by 5 December 2015.

Complying with ESOS may take your organisation time so it is important to act now to understand your responsibilities and determine what you need to do to comply.

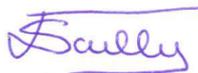
We have enclosed a brief explanation overleaf, outlining which organisations must take part in ESOS. You can find further details in the newly updated ESOS guidance at [www.gov.uk/energy-savings-opportunity-scheme-esos](http://www.gov.uk/energy-savings-opportunity-scheme-esos). Via the same link you can also find information on how to appoint a lead assessor to carry out or review your ESOS assessment. Remember internal staff can be lead assessors if they have the necessary competencies and become a member of an approved register for lead assessors.

If you are covered by ESOS and don't already collect energy data, you should start to do so as soon as possible as this will help you to comply. If you are part of a corporate group, you can complete your assessment collectively or individually. There are no administrative fees and you do not need to register before submitting your notification of compliance.

If your organisation does not qualify then no action is required.

If you have any further queries please contact the ESOS helpdesk at [esos@environment-agency.gov.uk](mailto:esos@environment-agency.gov.uk)

Yours sincerely



**Jo Scully**  
**Energy Savings Opportunity Scheme Project Manager**  
**Environment Agency**



# The Energy Savings Opportunity Scheme (ESOS)

## ESOS qualification criteria

Organisations must take part in ESOS if on 31 December 2014 they, or at least one of their group members, were a 'large undertaking'\*.

A 'large undertaking' is an organisation which:

- is registered in the UK and employs at least 250 people; or
- is registered in the UK and has an annual turnover above €50 million (£38,937,777) and an annual balance sheet total above €43 million (£33,486,489); or
- is an overseas company with a UK registered establishment which has 250 or more UK employees (paying income tax in the UK)

ESOS does not apply to the public sector or organisations subject to an insolvency procedure.

\*If you are very close to the qualification threshold or have recently grown or reduced in size, please read the ESOS guidance at [www.gov.uk/energy-savings-opportunity-scheme-esos](http://www.gov.uk/energy-savings-opportunity-scheme-esos) which includes additional information which will help you determine whether you qualify.

