

EPC Register for Scotland

Missing Address Form

Please read the following before submitting your form:

- Please fully complete **Part A**. The membership number *of the assessor who carried out the report* will be expressed in the format: BACS*****, LCEA*****, ECMK*****, EES/**** / NHER*****, QUID*****, STER***** or STRO*****.
- Please also complete either **Part B** or **Part C** as required, and email to epcmmissingaddress@est.org.uk. Subject line: **Missing Address Enquiry**.
- Please use the **One Scotland Gazetteer** portal to check you have provided us with the correct postcode for the address. The Energy Performance of Buildings (Scotland) Regulations 2008 mean we are unable to add addresses containing a specific business or organisation name.
- Please use a **comma** to delineate separate field entries e.g. Flat 9, 8, Lindsay Road, Leith, Edinburgh. If you want certain elements **excluded** put this in the additional information section e.g. "Please exclude *Isle of Skye* from address".
- For **large address lists** – attach these to your email in an **Excel** format. Please submit in **batches** of similar addresses or batch by priority as the missing address team cannot be expected to deal with substantial caseloads at short notice and still meet the agreed timescale.
- The EST Missing Address team will investigate the query, adding the new address if required. The team aim to process **domestic** addresses within **3 working days**

and ***non-domestic*** addresses within ***5 working days***. If the address is already live on the register, its associated UPRN will be provided to whoever has sent the form.

- The automated email will be sent to the account holder associated with the Membership No. that is provided. Check the junk/spam folder if you cannot at first locate it.

Part A: Customer's Details

Date of Form

Submission:

Contact Name:

Company:

Email:

Approved Org:

Approved Org

Membership

No:

Part B: If you can't find the address

Domestic /
Non-Domestic:

Address:

Additional
Information:

Part C: If you think the address is present but incorrect

UPRN:

Current
Address:

New Address:

Additional
Information: