

Summary of Supporting Information for RHI Applicants

Overview: This document provides a summary of some of the documents (Sections A-B) and information (Section C) which may be required for those wishing to participate in the Renewable Heat Incentive scheme. Section D also stipulates information that applicants should provide in the section of the application which requests “Other Information” (at question HK120).

- Ofgem may require such documents and information at the point of application. Listed documents may also be required at a later date, as partial fulfilment of the ongoing obligations of RHI participants.
- This document is intended to supplement the full Ofgem Guidance Documents, User Guide and additional resources, available at www.ofgem.gov.uk/RHI.

A. Documents Required from All Applicants

In order to open an account on the online RHI Register:

- A.1** Proof that the bank account provided is held in the name of the organisation/company (e.g. photocopy of a bank statement which shows the account name, address, sort code and account number with financial information blackened out)

In order to apply for accreditation:

- A.2** Evidence of consent from the organisation to apply for the RHI
- A.3** For each plant, evidence showing installer details, date of installation, and serial number. This could be any one (or a combination) of the following:
- Receipts and/or invoices relating to the installation of the equipment
 - Commissioning certificate
 - Commissioning report
 - Photograph of the installation clearly showing the serial number of the equipment
- A.4** Evidence of non-single domestic status (e.g. multiple council tax bills, business rates bill, letter of exemption from local council)
- A.5** Documents such as offer letters relating to grants paid in respect to the installation, and any documentary evidence of grants surrendered or repaid in full

- A.6** For each model of meter, a copy of the manufacturer's certification or equivalent that the meter meets the Class 2 standard and requirements as set out in the Guidance

- A.7** A schematic diagram meeting the requirements as set out in the Guidance. This must include the following:
- All plants providing heat to the heating system, whether eligible or ineligible
 - All uses supplied with heat from the heating system, both eligible and ineligible.
 - The pipework connections between all plants and heat uses.
 - An indication of building boundaries and names/types
 - The positions of relevant hot water and steam meters and their associated components.

This is likely to require a key to allow the schematic to be fully and easily understood.

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B. Documents Required based on Technology Type and Size

Installations below 45kWth (solar thermal, heat pumps, solid biomass):

B.1 MCS or equivalent certificate

Installations above 45kWth or classed as 'multiple' for metering purposes:

B.2 A completed Heat Loss Assessment

Heat pumps:

B.3 Evidence e.g. a copy of the manufacturer's technical specification for the heat pump unit to support declaration of the heat pump's COP.

Where a Fuel Measurement and Sampling Questionnaire (FMSQ) is required:

B.4 A completed Fuel Measurement and Sampling Questionnaire

Where an Independent Report on Metering Arrangements is required (as specified in the Guidance):

B.5 A completed Independent Report on Metering Arrangements

Biomethane producers:

B.6 Biomethane producers are advised to contact Ofgem to discuss what documentation will be required prior to applying for registration.

C. Summary of Information Required

In order to open an account on the online RHI Register:

C.1 Details to open an RHI account

C.2 Details for an applicant to be set up as authorised signatory

C.3 Bank details and information to verify identity

In order to apply for accreditation:

C.4 Ownership of the installation

C.5 General details about the installation

C.6 Information on any certification schemes pertaining to equipment and installer

C.7 Details of grants received or repaid

C.8 Uses of heat from the installation

C.9 Information on the Standard Industrial Classification (SIC) code

C.10 Meters and metering arrangements

C.11 Details of all heat generating plants connected to this heating system

C.12 Information on non RHI accredited heat generating plants that are being replaced by this heating system

C.13 Information where an installation is exporting heat off-site or is an Energy Services Company (ESCO)

C.14 Costs associated with the installation

D. Summary of 'further information' required during application

Where indicated during the online review process, under question "HK120". [Question text: "Please provide a brief description of your installation, including the make & model of the main components. For further details of the information that should be included here, please refer to the guidance."]

All Installations

D.1 If you have had prior interactions with Ofgem regarding this installation, please provide any supplementary information as requested by Ofgem.

Heat Pumps

D.2 Please state the design conditions for the heat pump installation (both source and sink temperatures in °C). Ofgem require these to verify the Coefficient of Performance (COP) figure stated in your application.

Solar Thermal

D.3 Please provide a description of how the panels are mounted, the number of panels and their individual capacities.

Geothermal

D.4 Please provide the number and length of injection and production wells, extraction technology, geothermal source type and details of any civil works undertaken.

Solid Biomass

D.5 If your boiler has a capacity less than $\leq 45\text{kWth}$, please provide the test standard(s) against which the boiler was tested as detailed within Chapter Five of the RHI Guidance document.

D.6 If boiler is over 45kW, please provide details of the evidence that you have that demonstrates that the boiler meets the solid biomass as "primary fuel source" requirement.

D.7 Applicable to applications submitted on or after 24/9/13

Applicants with a biomass boiler are required to submit an RHI Emission Certificate or Environmental Permit.

NB: You will not need to comply with the air quality requirements if you have been granted preliminary accreditation before 24/9/13.