# Plan to Modify – FY22/23

## Introduction

Before modifying the capacity of your shared ground loop system, you must first submit plans to Ofgem in line with the below guidance. Ofgem will then review these plans in accordance with The Renewable Heat Incentive Scheme Regulations 2018(as amended), before informing you whether your plan has been approved.

Please note that:

* This form must be completed by the Authorised Signatory.
* Ofgem must be notified of plan to modify capacity on or before 31st March 2023

* [Our Guidance Volume 2: Ongoing obligations and payments and Easy Guide to Shared Ground Loops provides information on all plans to modify capacity](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ofgem.gov.uk%2Fpublications-and-updates%2Fndrhi-closure-guidance-draft-guidance-comment&data=04%7C01%7CPaul.Docherty%40ofgem.gov.uk%7Ca6ea32ee157f4000361908d8f35db176%7C185562ad39bc48408e40be6216340c52%7C0%7C0%7C637526931024292628%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=eviOdY4bcnS87xwOV9pfjTEF8c43wZvxeIbrc1oJTHg%3D&reserved=0)
* Installation capacity must not be modified more than twice during the tariff lifetime for that installation.
* The tariff available for any newly added capacity will be in line with the existing installation, unless a tariff boundary is crossed.
* Additional heat pump(s) may only be used to provide space and/hot water heating.
* We cannot receive emails over 30MB, if you exceed the email maximum, please distribute the documents over multiple emails.
* If further evidence is emailed to us, please save it in a compressed zip folder.
* The email must be titled MC:RHI000000000XXX.
* The completed form must be emailed to [RHI.notification@ofgem.gov.uk](mailto:RHI.notification@ofgem.gov.uk)

## Application Details

1. What is your name?

1. What is your RHI application number?

## Information Checklist

1. What is the existing capacity of your accredited RHI installation?

1. How many times do you plan to modify your capacity – once or twice?

1. What is the total intended installation capacity of the accredited RHI installation following the first planned modification (“total intended installation capacity”)?

1. If applicable, what is the total intended installation capacity of the accredited RHI installation following the second planned modification (“total intended installation capacity”)?

1. What is the date on which you expect each additional ground source heat pump to be commissioned (“expected commissioning date”)?

Plan 1:

Plan 2:

1. What is the amount of heat in kWhth which you expect each additional ground source heat pump to generate each year for eligible purposes?

Plan 1:

Plan 2:

1. Please provide the details of the process by which you plan to modify the installation capacity of the accredited RHI installation. i.e., timelines for the build, installation and commissioning of the additional heat pump(s); the no. heat pumps being added to the plant; contractual agreements; and if located outside of the building they serve, how heat is transferred from the pump(s) to the building.

Plan 1:

Plan 2:

1. What will heat, which is generated by your new heat pump(s), be used for?

Plan 1:

Plan 2:

1. What is the size of the original ground loop?

1. Will the ground loop be amended when the additional heat pump(s) is installed?

Yes/No

If 'Yes' please detail what changes will be made:

1. Please provide calculations, and any evidence, that demonstrate that the original ground loop can support the additional capacity. This information must include the ground loop type and length. Evidence may include, for example, invoices for borehole works or horizontal pipe purchased. Commissioning documents from the time of original installation etc.

Ground loop type

Ground loop length

Calculations/Further Evidence

If you wish to provide these calculations, please attach to your email.

1. Please provide information regarding the heat recovery mechanism and power extraction figures. For example, if heat exchanger, attach the relevant datasheet confirming its capacity to your email.

## Evidence Checklist

**Please follow the guidance and attach the following relevant evidence in your email to use (see below for email address)**

|  |  |  |
| --- | --- | --- |
| **Type** | **Evidence Requirements** | **Evidence Attached?** |
| Average Ground  Thermal  Conductivity | Evidence may include, for example, results from an appropriate site survey, relevant data from the British Geological Survey, etc. | Yes/No |
| Mean  Ground  Temperature | Evidence may include for example, results from a  site survey/measurements, historical records from  an appropriate source. All temperature figures must be representative of the annual average | Yes/No |
| Schematic  Drawing  (Plan 1) | Updated schematic diagram showing the installation after the intended modification, including details of any additional pipework and metering | Yes/No |
| Schematic  Drawing  (Plan 2) | Updated schematic diagram showing the installation after the intended modification, including details of any additional pipework and metering | Yes/No |
| Updated HLA  (Plan 1) | If required for payment purposes, please provide an updated Heat Loss Assessment confirming the details  of any additional pipework. | Yes/No |
| Updated HLA  (Plan 2) | If required for payment purposes, please provide an updated Heat Loss Assessment confirming the details  of any additional pipework. | Yes/No |
| Heat Pump  Details  (Plan 1) | Details of the make and model of the intended additional heat pumps including data sheets | Yes/No |
| Heat Pump  Details  (Plan 2) | Details of the make and model of the intended additional heat pumps including data sheets | Yes/No |
| Capacity  Confirmation  (Plan 1) | Evidence of the capacity of the additional heat  pump(s) | Yes/No |
| Capacity  Confirmation  (Plan 1) | Evidence of the capacity of the additional heat  pump(s) | Yes/No |
| Additional  Supporting Evidence/ comments |  | Yes/No |

# Declaration

**I declare that the information provided in this form is accurate to the best of my knowledge and belief.**

**I declare that I will be the owner, or one of the owners, of each additional ground source heat pump. OR**

**I declare that I am not the owner, or one of the owners, of each additional ground source heat pump. I can also confirm I have uploaded evidence to satisfy the below in the additional supporting evidence slot above;**

* **Evidence that the owner of each additional ground source heat pump has authorised you to notify Ofgem of the plan to modify capacity and be the participant for the purposes of the scheme.**
* **Evidence that Ofgem will still retain access to each additional ground source heat pump for audit purposes.**
* **Evidence that Ofgem will still be informed of any material changes for each additional ground source heat pump.**

**I declare that the ground source heat pump which forms part of the shared ground loop system has a coefficient performance of at least 2.9 and is designed and installed to operate with a SPF of at least 2.5.**

Please sign the form and email it to us at RHI.Notification@ofgem.gov.uk

Signature:

Please sign here.

Date:

Many thanks,

**RHI Amendments Team**