

# Non-Domestic Renewable Heat Incentive

## Easy Guide to Amendments

### Amending your application

#### 28 Day notification

As a participant of the NDRHI scheme, you have an ongoing obligation to notify Ofgem within 28 days of any changes to your application, and any major change to your accredited RHI installation or the heating system of which it forms part. You can do this by emailing us at [RHI.Notification@Ofgem.gov.uk](mailto:RHI.Notification@Ofgem.gov.uk), or by submitting your application with any changes required, which this guide will help you to do.

For more information on your ongoing obligations to the scheme please see our guidance on this: [Guidance Volume 2: Ongoing obligations and payments](#)

#### Important information:

- If you have made changes to your accredited installation, please DO NOT make any periodic data submissions until your application has been amended and approved. However, you must continue to TAKE your meter readings so they can be submitted once the amendment is complete. Please see our [Guidance Volume 2: Ongoing obligations and payments](#) for more information on taking meter readings.
- Please note as of 1st October 2018 a maximum of 8 periods of Estimated Data may be granted under exceptional circumstances only.
- If you were previously required to submit an IRMA and you've made changes which affect your metering arrangement (with the exception of replacing a meter), you will be required to submit an updated IRMA.
- If you are replacing or adding any meters, we recommend taking a photograph of the meter reading on the date of the notification. The photograph should clearly show the full meter face; serial number; MID compliance/ class accuracy; and a reading in kWh/ MWh.

### Made changes to your accredited installation?

For guidance on amending your application, please click on the relevant option:

[Replaced a Meter](#)

[Added new Heat Uses](#)

[Added an Ineligible Plant](#)

[Removed an Ineligible Plant](#)

If your amendment type isn't listed above, please email us at [RHI.Notification@Ofgem.gov.uk](mailto:RHI.Notification@Ofgem.gov.uk) and we will send you specific instructions.

## Replacing a meter

Evidence Please take a photograph of the new meter(s) that clearly displays the meter serial number and the meter reading as of **the date the meter is installed or as soon as possible thereafter**. We may require this reading as part of the amendment review.

Please update the schematic to show the serial number and location of the new meter(s).

To amend your application in line with a replacement meter, please edit the following fields as advised:

To do this, log on to the RHI register [>Click here to access the RHI register<](#)

- Click **Accreditation**, then click on **Edit/View Accreditation Application**
- **Find the application to be amended and click View**
- Scroll to the bottom and click **Edit**

Edit the following questions and click **Next** to skip any that aren't listed below;

AM 090 Select the primary amendment type as **Change in Meters**.

AM 100 Select the secondary amendment type as **Replacing a Meter**.

HA099-2 This question relates to the boiler being replaced – if the boiler has not been replaced, please leave this answer as no. If this question is set to yes due to a previous boiler replacement, please leave this as yes and continue with the rest of the instructions.

HH 120 Add a description of the amendment at the end of your existing answer. As a minimum, please copy the example below and fill in the boxes. Please add any additional information if required;  
**AMENDMENT: Meter [SERIAL NUMBER AND LOCATION] has been replaced with a new meter [SERIAL NUMBER AND LOCATION] on [DATE] with an opening reading of [xxxx kWh]. The meter was replaced due to [FAULT/REASON FOR REPLACEMENT].**

Meter Grid Select '**Replace and Add New**' from the drop-down menu against the meter which is being replaced. Complete all details in the prompt window – *final reading and reason for replacement; and add details for the replacement meter*. Note, if the meter has a separate calculator and flow component both models will be required in the model box and both serial numbers will be required in the serial number box; the serial numbers can be separated with a comma.

HL130-1 Please upload a photo of the new replacement meter here.

HL170-1 Please upload a revised schematic diagram here

**Have you completed the following actions?**

- Updated comments at HH120?
- Amended the meter grid?
- Uploaded a meter photograph?
- Uploaded an updated schematic?

When everything above is complete, submit your application after you have read and accepted the declaration. To complete, enter your password and click submit.

Your application will be reviewed and we will be in touch with you if any further information is required to complete our assessment.

## Recalibrating a meter

Thank you for informing Ofgem of the change to your system. Please carefully read the below scenarios and follow the relevant instructions accordingly.

**Scenario 1:** The meter has been recalibrated and **shows a continuous reading which is higher than your last periodic data submission.**

**Scenario 2:** The meter has been recalibrated and **shows a zero reading or reading which is lower than the last periodic data submission.**

### Scenario 1

Evidence Please take a date stamped photograph of the meter(s) that clearly displays the meter serial number and the meter reading as of ***the date of recalibration/meter reset or as soon as possible thereafter.***

Please also provide a copy of your certificate of recalibration. Further details on meter recalibration can be found in chapter 7, sections 7.12 – 7.25 in [Guidance Volume 2: Ongoing obligations and payments](#)

All evidence should be sent to [RHI.Notification@ofgem.gov.uk](mailto:RHI.Notification@ofgem.gov.uk)

### Scenario 2

Evidence Please take a date stamped photograph of the meter(s) that clearly displays the meter serial number and the meter reading as of ***the date of recalibration/meter reset or as soon as possible thereafter.***

Please also provide a copy of your certificate of recalibration. Further details on meter recalibration can be found in chapter 7, sections 7.12 – 7.25 in [Guidance Volume 2: Ongoing obligations and payments](#)

To do this, log on to the RHI register [>Click here to access the RHI register<](#)

- Click **Accreditation**, then click on **Edit/View Accreditation Application**
- **Find the application to be amended and click View**
- Scroll to the bottom and click **Edit**

HA090 Enter '***Meter Recalibration***'

AM090 Please select '***Non-physical changes to application***'

Evidence Select 'Replace and Add New' from the corresponding drop-down menu against meter MOXX.00 and input the below information. Select 'Save' once completed;

**End Meter Reading:**  
**End Meter Reading Date:** XX/XX/XXXX  
**Reason:** Meter Recalibration

**Meter Type:**  
**Meter Serial Number:**  
**Meter Manufacturer and Model:**  
**Description:**  
**Opening Meter Reading:**  
**Opening Meter Reading Date:** XX/XX/XXXX

**HJ285:** Please enter 'Not applicable'

*\*If you receive any red error messages when navigating through your application, and are unsure of how to resolve these, please don't hesitate to contact us so we can guide you through the process.*

Additional Please upload a copy of the recalibration certificate(s) as well as any other supporting evidence to slots HL190-1 through to HL290-1.

#### **Have you completed the following actions?**

- Updated comments at HH120?
- Amended the meter grid?
- Uploaded a meter photograph?
- Uploaded a recalibration certificate?

When everything above is complete, submit your application after you have read and accepted the declaration. To complete, enter your password and click submit.

Your application will be reviewed and we will be in touch with you if any further information is required to complete our assessment.

## **Adding new heat uses**

Before you begin, click on one of the following options that best describes your new heat use.

[Additional heat use such as a new building that has been added with a new meter](#)

[Additional heat use such as a new building that has been added with external pipework which is accounted for by a Heat Loss Assessment \(HLA\)](#)

## Adding an additional heat use with a new meter

Evidence Please take a date stamped photograph of the meter(s) that clearly displays the meter serial number and the meter reading as of ***the date the new heat use was connected or as soon as possible thereafter.***

Please update the schematic to show the serial number and location of the new meter(s), new building boundaries and location. The schematic should clearly show all connections, flow and return pipes, any ineligible plants and any other equipment used such as heat exchangers and hot water tanks.

Please provide internal photographs showing the points of heat use and how the space is being used and provide external photographs showing that the building is wholly enclosed and permanent.

Now that you have everything you need, you can begin amending your application, by:

To do this, log on to the RHI register [>Click here to access the RHI register<](#)

- Click **Accreditation**, then click on **Edit/View Accreditation Application**
- **Find the application to be amended and click View**
- Scroll to the bottom and click **Edit**

Edit the following questions and click **Next** to skip any that aren't listed below;

AM 090 Select; **Change in Heat Use** and **Change in Meters**

AM 100 Select the relevant secondary amendment types.

HH 100-1 Update this question if you are adding any new heat use types.

HH 120 Add a description of the amendment at the end of your existing answer. As a minimum, please copy the example below and fill in the boxes. Please add any additional info if required;

- ***AMENDMENT: Extended heat use to include [Enter new heat use here] with Meter [SERIAL NUMBER] on [DATE] with an opening reading of [xxx kWh].***

HI 100 Update the value here to reflect the total number of heat meters now present on the system.

Meter Grid Enter details of your new meter;

- Select **Add Meter** at the bottom of the grid
- Complete the details in the pop up box. These should match the photo of the meter provided (Make, model, serial number etc.)

- HL130-1 Please upload a photo of the new meter(s) here.
- HL 150-3 if you previously submitted an IRMA with your application this will need to be updated in line with the changes you have made. If one is required due to the changes made, you can find a blank template for the report [>click here to access a blank IRMA template<](#). Sections 13.101-104 of our [Volume 1 Guidance](#) further explain the scenarios where an IRMA is normally required.
- HL170-1 Please upload a revised schematic diagram here
- Additional Please upload photos of your new heat use or any other supporting evidence to slots HL190-1 through to HL290-1 (If you have added process heating at HH 100-1 you will be required to submit invoices to evidence the commercial nature of the process.)

### **Have you completed the following actions?**

- Updated comments at HH120?
- Amended the meter grid?
- Uploaded a meter photograph?
- Uploaded an updated schematic?
- Uploaded evidence of your heat use?

When everything above is complete, submit your application after you have read and accepted the declaration. To complete, enter your password and click submit.

Your application will be reviewed and we will be in touch with you if any further information is required to complete our assessment.

## Adding an additional heat use with an HLA or HLC

Evidence Please update a Heat Loss Assessment (applications accredited on/after 24/09/2013) [>Click here for a blank HLA template<](#) or a Heat Loss Calculation (applications accredited before 24/09/2013). For a blank copy of the Heat Loss Calculation please email [RHI.Notification@ofgem.gov.uk](mailto:RHI.Notification@ofgem.gov.uk)

Please send a copy of the updated HLA or HLC spreadsheet by email to [RHI.Notification@ofgem.gov.uk](mailto:RHI.Notification@ofgem.gov.uk)

Please update the schematic to show the new building boundaries and location and the pipework details (insulation make/model, insulation thickness, length, flow/return/DUO/QUATTRO and if they are above ground or buried). The schematic should clearly show all connections, flow and return pipes, any ineligible plants and any other equipment used such as heat exchangers and hot water tanks.

Please provide internal photographs showing the points of heat use and how the space is being used and provide external photographs showing that the building is wholly enclosed and permanent.

Now that you have everything you need, you can begin amending your application by;

To do this, log on to the RHI register [>Click here to access the RHI register<](#)

- Click **Accreditation**, then click on **Edit/View Accreditation Application**
- Find the application to be amended and click **View**
- Scroll to the bottom and click **Edit**
- Edit the following questions and click **Next** to skip any that aren't listed below;

AM 090 Select; **Change in Heat Use** and **Change relating to the Heat Loss Assessment**

AM 100 Select the relevant secondary amendment types.

HH 100-1 Update this question if you are adding any new heat use types.

HH 120 Add a description of the amendment at the end of your existing answer. As a minimum, please copy the example below and fill in the boxes. Please add any additional info if required;

- **AMENDMENT: Extended heat use to include [Enter new heat use and name of building here] on [DATE]. New heat use connected by [XXXXm] of [Buried pipework/Aboveground pipework].**

HH 123-3 State the new Quarterly Heat Loss Figure (GB applications accredited on/after 24/09/2013).

- HL 150-3 If you previously submitted an IRMA with your application this will need to be updated in line with the changes you have made. If one is required due to the changes made, you can find a blank template for the report [>Click here to access a blank IRMA template<](#). Sections 13.101-104 of our Volume One [Volume 1 Guidance](#) further explain the scenarios where an IRMA is normally required.
- HL170-1 Please upload a revised schematic diagram here.
- Additional Please upload photos of your new heat use and any aboveground pipework photos or data sheets as well as any other supporting evidence to slots HL190-1 through to HL290-1 (If you have added process heating at HH 100-1 you will be required to submit invoices to evidence the commercial nature of the process.)

### **Have you completed the following actions?**

- Updated comments at HH120?
- Emailed us your HLA?
- Uploaded photographs of any above ground pipework?
- Uploaded a revised IRMA if required?
- Uploaded an updated schematic?
- Uploaded evidence of your heat use?

When everything above is complete, submit your application after you have read and accepted the declaration. To complete, enter your password and click submit.

Your application will be reviewed and we will be in touch with you if any further information is required to complete our assessment.

## Adding an Ineligible Plant

- Evidence If relevant, please take a date stamped photograph of the meter(s) that clearly displays the meter serial number and the meter reading as of ***the date the new ineligible plant was connected or as soon as possible thereafter.***
- Please update the schematic to show the serial number and location of the new meter(s) and/or the isolation of the ineligible plant from the RHI eligible boiler. The schematic should clearly show all connections, flow, and return pipes, all ineligible plants and any other equipment used such as heat exchangers and hot water tanks. Please provide photographs of the ineligible plant nameplate and the plant installed. Please provide a commissioning certificate which states the date the plant was installed, the capacity of the new ineligible plant and has been signed off by the relevant person.

Now that you have everything you need, you can begin amending your application by;

To do this, log on to the RHI register [>Click here to access the RHI register<](#)

- Click **Accreditation**, then click on **Edit/View Accreditation Application**
- Find the application to be amended and click **View**
- **Scroll to the bottom and click Edit**

Edit the following questions and click “**Next**” to skip any that aren’t listed below;

- AM 090 Please select the primary amendment types as **Change of heat generation** and **Change in meters** (if the ineligible plant is metered).
- AM 100 Select the relevant secondary amendment types.
- HH 120 Add a description of the amendment at the end of your existing answer. As a minimum, please copy the example below and fill in the boxes Please add any additional info if required;
- AMENDMENT: [TYPE OF INELIGIBLE PLANT] added within [LOCATION] commissioned on [DATE]. New plant is [METERED] with [SERIAL NUMBER] (If Relevant – Delete as appropriate)**
- HI 100 Update the value here to reflect the total number of heat meters now present on the system (If relevant).
- Meter Grid Enter details of your new meter if relevant;
- Select **Add Meter** at the bottom of the grid
  - Complete the details in the pop up box. These should match the photo of the meter provided (Make, model, serial number etc.)
- HJ 100 Please update this question with the number of ineligible plants on your system updating the details of each plant when prompted.

- HL130-1 Please upload a photo of the new meter(s) here.
- HL 150-3 If you previously submitted an IRMA with your application this will need to be updated in line with the changes you have made. If one is required due to the changes made, you can find a blank template for the report [>Click here to access a blank IRMA template<](#). Sections 13.101-104 of our Volume One [Volume 1 Guidance](#) further explain the scenarios where an IRMA is normally required.
- HL170-1 Please upload a revised schematic diagram here.
- Evidence Please provide a commissioning certificate for your new plant.

### **Have you completed the following actions?**

- Updated comments at HH120?
- Added a new meter to the metering grid if relevant?
- Uploaded a new photograph of your meter if relevant?
- Uploaded a revised IRMA if required?
- Uploaded an updated schematic?
- Uploaded your commissioning certificate?

When everything above is complete, submit your application after you have read and accepted the declaration. To complete, enter your password and click submit.

Your application will be reviewed and we will be in touch with you if any further information is required to complete our assessment.

## Removing an Ineligible Plant

**Evidence** Please update the schematic to show the removal of any relevant meter(s) that were previously measuring the ineligible generation and/or removal of any equipment previously used to isolate the ineligible plant from the RHI eligible boiler.

Please provide photographs of the previous ineligible plant location showing it has been disconnected or removed. Please provide a decommissioning certificate which states the date the plant was decommissioned or removed and has been signed off by the relevant person.

Now that you have everything you need, you can begin amending your application by;

To do this, log on to the RHI register [>Click here to access the RHI register<](#)

- Click **Accreditation**, then click on **Edit/View Accreditation Application**
- Find the application to be amended and click **View**
- Scroll to the bottom and click **Edit**

Edit the following questions and click **Next** to skip any that aren't listed below;

AM 090 Please select the primary amendment types as **Change of heat generation** and **Change in meters** (if the ineligible plant is metered).

AM 100 Select the relevant secondary amendment types.

HH 120 Add a description of the amendment at the end of your existing answer. As a minimum, please copy the example below and fill in the boxes Please add any additional info if required;

**AMENDMENT: [TYPE OF INELIGIBLE PLANT] removed from [LOCATION] on [DATE].**

HI 100 Update the value here to reflect the total number of heat meters now present on the system. (if relevant)

Meter Grid Remove any relevant meters;

- Select **Remove Meter** on the meter that measured the ineligible plant
- Complete the details in the pop up box

HJ 100 Please update this question to reflect the number of additional plants on the system.

HL170-1 Please upload a revised schematic diagram here

**Have you completed the following actions?**

- Updated comments at HH120?
- Removed a meter from the metering grid if relevant?
- Uploaded a revised IRMA if required?
- Uploaded an updated schematic?
- Uploaded your decommissioning certificate?

When everything above is complete, submit your application after you have read and accepted the declaration. To complete, enter your password and click submit.

Your application will be reviewed and we will be in touch with you if any further information is required to complete our assessment.

## Easy Guide series

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[Easy Guide to the Non-Domestic RHI](#)

[Easy Guide to Eligibility](#)

[Easy Guide to Applying](#)

[Easy Guide to Metering Requirements](#)

[Easy Guide to Compliance](#)

[Easy Guide to Periodic Data Submissions](#)

[Easy Guide to Sustainability](#)

[Easy Guide to Heat Pumps](#)

[Guide to Tariff Guarantees](#)

This Easy Guide is applicable to applicants and participants on the GB Non-Domestic scheme. If you're an applicant or participant on the Northern Ireland Non-Domestic scheme then please refer to the [Northern Ireland Renewable Heat Incentive](#).

## Contact us

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[Ofgem.gov.uk/RHI](https://www.ofgem.gov.uk/RHI)

Help is at hand if you need it. Our enquiries staff are experts on the RHI and can help advise you. Telephone: 0300 003 2289 Email: [rhi.enquiry@ofgem.gov.uk](mailto:rhi.enquiry@ofgem.gov.uk)

RHI enquiry line open Monday to Thursday 9am-5pm and to 4.30pm on Fridays. Note: Calls may be recorded.