

# The Northern Ireland Renewable Heat Incentive Application Process - An Overview and Key Guidance

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## 1. Introduction:

This Applicant Guidance Note provides an overview of the key steps involved in making an application for the Northern Ireland Renewable Heat Incentive (NIRHI) scheme. Reviewing this document prior to making your NIRHI application will ensure you are aware of how to undertake the application process and assist you to submit a full application. In turn, this will allow Ofgem E-Serve to process your application in a timely manner. This Guidance Note is aimed at prospective NIRHI participants. It is not intended to be a definitive legal guide to eligibility for the NIRHI.

The text in **green** within this document refers to wording which appears on the 'Renewable Heat Incentive Register'<sup>1</sup> (RHI Register): [here](#). Guidance on specific questions appears in text boxes using the question reference from the RHI Register. Specific guidance is provided on how these questions should be answered. Taking account of this will ensure that fewer queries will need to be raised and your application can be processed more quickly. Please note that not all questions within the application form appear in this guidance note, as this document focuses on providing guidance on a selection of key questions. For a full list of questions please refer to Ofgem E-Serve's Guide to the NIRHI Application Form: Applicant Guidance Note 2 [here](#).

## 2. Prior to Making an Application:

Ofgem E-Serve has produced a number of documents relating to the NIRHI scheme, which are available to help you when submitting an application. Information relating to eligibility and how to apply is provided in the Department of Enterprise, Trade and Industry's (DETI) Northern Ireland Renewable Heat Incentive (NIRHI) Guidance Volume 1 [here](#). Prior to making an application, it is essential that

you familiarise yourself with the contents of Chapter Four (General Eligibility Requirements), the sections of Chapter Five (Technology Specific Criteria) which relate to your technology and Chapter Seven (Metering Eligibility Requirements) as a minimum.

Ofgem E-Serve has also produced further documentation which will assist you in making an application. The following documents are available to download from the NIRHI page of the Ofgem Website:

- Northern Ireland Renewable Heat Incentive - Summary of Supporting information for applicants: [here](#)
- Northern Ireland Renewable Heat Incentive - Frequently Asked Questions (FAQ's) [here](#)
- Ofgem Renewable Heat Incentive Register – User Guide: [here](#)
- Northern Ireland Renewable Heat Incentive – Grant Repayment Guidance Note: [here](#)
- The NIRHI regulations themselves are available from [www.legislation.gov.uk](http://www.legislation.gov.uk)

If, upon reading the information available, you have a specific query relating to your application you are welcome to call Ofgem E-Serve for assistance. As the applicant, it is your responsibility to understand the eligibility requirements of the scheme and how they will apply to your circumstances prior to submitting an application to the scheme.

<sup>1</sup> The RHI IT system used for making applications to the scheme and submitting periodic data.

### 3. Creating an Account

If you believe you would be eligible for the NIRHI, the first stage of the application process is to create a user account on the RHI Register (the IT system used for submitting an RHI application). The account should be created by the Authorised Signatory of the organisation which owns the renewable heat installation for which an application is being made. Once the Authorised Signatory has set up an account they may also create Additional User accounts for other members of the organisation, or appropriate third parties such as consultants or installers.

The Authorised Signatory is the individual nominated on behalf of the organisation through completion of the Renewable Heat Incentive Letter of Authorisation (LOA) template [here](#). This will be required at the time an application is made to the scheme and not on account creation. Once a RHI user account has been set up, application(s) for individual installations can be made from this.

Please note that when creating your account, the Companies' House name and number cannot be changed once entered on the system. Therefore, please ensure this is entered correctly at the first attempt. The Companies' House name submitted at the time of account creation must match the name of the organisation stated on the bank details provided (see section 7), e.g. do not enter a 'parent company' name here if this does not appear on the bank account. Furthermore, in questions **HM 130** to **HM180** the Authorised Signatory should provide their home address. This is necessary for verification purposes.

Once your account has been created please make a note of your **Username, Password** and account reference number (which begins with ORG) to ensure these are not forgotten. If you subsequently forget your password you should select the **Forgotten Password** option from the main login page. Upon a fourth unsuccessful login attempt your account will be suspended. If this occurs you should e-mail [rhi.enquiry@ofgem.gov.uk](mailto:rhi.enquiry@ofgem.gov.uk) with the authorised signatory name, application NIRHI number (e.g. NIRHI00000001) or account reference ORG number (e.g. ORG0000000123). Your account will then be unsuspended by the RHI team in Ofgem E-Serve and you will receive two e-mails. The second of which will provide a link which will allow you to reset your password and gain access to your account<sup>2</sup>.

### 4. Applying for Accreditation:

Once an account has been created on the RHI Register an application or applications<sup>3</sup> for accreditation can be made. This section provides some advice on the types of questions which must be answered in an NIRHI application. The application is comprised of text based, numerical and multiple choice questions. The questions generated by the system will vary based on the answers provided by the applicant. Please note, if you do not have access to the internet a paper application form can be provided on request. As this form must be sent and received by post, and then be uploaded into the RHI Register before a review can commence, this is a longer process and is not recommended unless absolutely necessary.

Guidance for the two key text based questions is provided below:

#### **HH 120: Please further describe how heat generated by your installation is used.**

Be sure to provide sufficient detail in answer to this question; if this is not provided a query will need to be raised by Ofgem E-Serve when reviewing your application. Your answer should include the following:

- Any ineligible uses of heat, e.g. what they are and how metering arrangements will ensure that heat supplied to such uses will not be included within the Eligible Heat Output (EHO) figure on which the NIRHI is paid. Under normal circumstances ineligible heat uses are not required to be metered for NIRHI purposes as this does not form part of the NIRHI payment formula. Please note that losses in external heat distribution pipework are considered an ineligible use.
- Total number of buildings to which heat is provided.
- A description of the building(s) in which heat is used; especially in relation to whether they are fully enclosed on all sides and permanent/long lasting.
- Where the plant is/are located, e.g. in which building, dedicated boiler house etc
- Information on vents and venting regimes (if applicable).

Please note this is not an exhaustive list.

<sup>2</sup> Please note if you do not have access to the internet account creation can be completed via a paper based form.

<sup>3</sup> Providing they are for the same organisation and the money is to be paid to the same bank account.

**HK 120: Please provide a comprehensive description of your installation, including the make and model of the main components.**

For guidance on which components of the 'eligible installation' to describe please refer to Chapter Four (General Eligibility Requirements) of Volume One of DETI's NIRHI Guidance documents. This includes information on what is deemed to be 'integral equipment' for each technology type. It is also essential that the make and model of the main plant for which you are applying, e.g. biomass boiler, heat pump, solar thermal panel etc is stated. This is required in order for your reviewer to conduct internal checks.

For heat pump applications please state the design conditions (also known as temperature conditions of the operational point) for the heat pump installation, both source and sink temperatures in °C, here. Ofgem E-Serve requires these to verify the coefficient of performance (COP) figure stated in your application. In addition to this, if your heat pump has an integrated immersion heater(s) please state this here, alongside its rating (kWe) and anticipated use(s).

Guidance on how to answer multiple choice questions is provided below:

**Multiple choice questions HH 100/HG 150/HG 130**

**HJ 150a:** For these questions standard answer options are provided. Please note that if more than one answer applies, by holding down the Ctrl key on your keyboard you will be able to select multiple answers.

## 5. Schematics and Metering:

Since the NIRHI tariff rate for your technology is paid on each Kilowatt-hour (kWh) of heat used, heat meters are required to calculate the correct NIRHI payment amount. As such, Ofgem E-Serve must verify the number of meters required, their positioning and also whether the type of meter used is acceptable as part of the accreditation process in order to ensure correct payments are made. For comprehensive information on metering please refer to Chapter Seven of Volume One of the NIRHI Guidance document.

Heat meters consist of three core components: a flow meter (to measure the volume of liquid moving through the heating system pipework), a pair of temperature sensors (to measure the temperature of the liquid within the flow and return pipework) and a digital integrator/calculator (to bring the information together and calculate a kWh figure). These can either be provided together as one 'packaged meter' or separately sourced. Packaged meters (sometimes called 'compact' meters) will be supplied as a connected set of components<sup>4</sup> with one model name/number and will be produced by a single manufacturer.

5.1. Metering Schematics: The number of meters required and their positioning can be verified through the submission of a heating system diagram, referred to as a schematic, as requested at **HL 170** on the RHI Register. This must be representative of the heating system on site. A good quality schematic will allow Ofgem E-Serve to verify if the proposed metering is in accordance with the NIRHI regulations, or identify the steps required to ensure metering is eligible, and hence process your application more quickly.

A good quality schematic should include the following:

- The plant for which you are making the NIRHI application.
- All other plant, renewable or otherwise, which are capable of providing heat to the heating system<sup>5</sup>.
- Display the location of all heat uses on the system.
- Flow and return pipework.
- All meters you have installed<sup>6</sup> and all their components, i.e. you must show the position of the flow meter, temperature sensors and integrator. Meters should be labelled to clearly match the information provided in the application.
- Building boundaries, in order that Ofgem E-serve can verify the position of meters in relation to buildings.

The schematic submitted in support of your application must be suitable for the purposes of NIRHI accreditation. Therefore, you may wish to consider if an existing schematic produced for other purposes is suitable and contains the key information above, prior to submitting it in support of your NIRHI application<sup>7</sup>. Clear schematics will result in fewer queries being raised during the accreditation process. For a visual example of a schematic meeting the requirements stipulated above, please refer to Figure 1.

<sup>4</sup> Calibrated in the factory and installed as a package.

<sup>5</sup> This includes electrical immersion heaters & plant on the secondary side of any heat exchanger.

<sup>6</sup> Or intend to install for preliminary applications.

<sup>7</sup> You may make minor additions to an existing schematic to make it suitable for NIRHI purposes.

For further examples of suitable schematics see Appendix 1 of Volume One of DETI's NIRHI Guidance Document. The schematic shown in Example Eight provides another example of the level of detail expected for a schematic in a situation where the location of key heating system components (including heat exchangers and valves) may be important.

5.2 'Complex' and 'Simple' Metering: In order to ensure you install metering in accordance with the requirements of the RHI scheme you will need to determine whether your application will be classed as having 'simple' or 'complex' metering under the RHI regulations; if any of the following apply to your application you will be classed as 'complex':

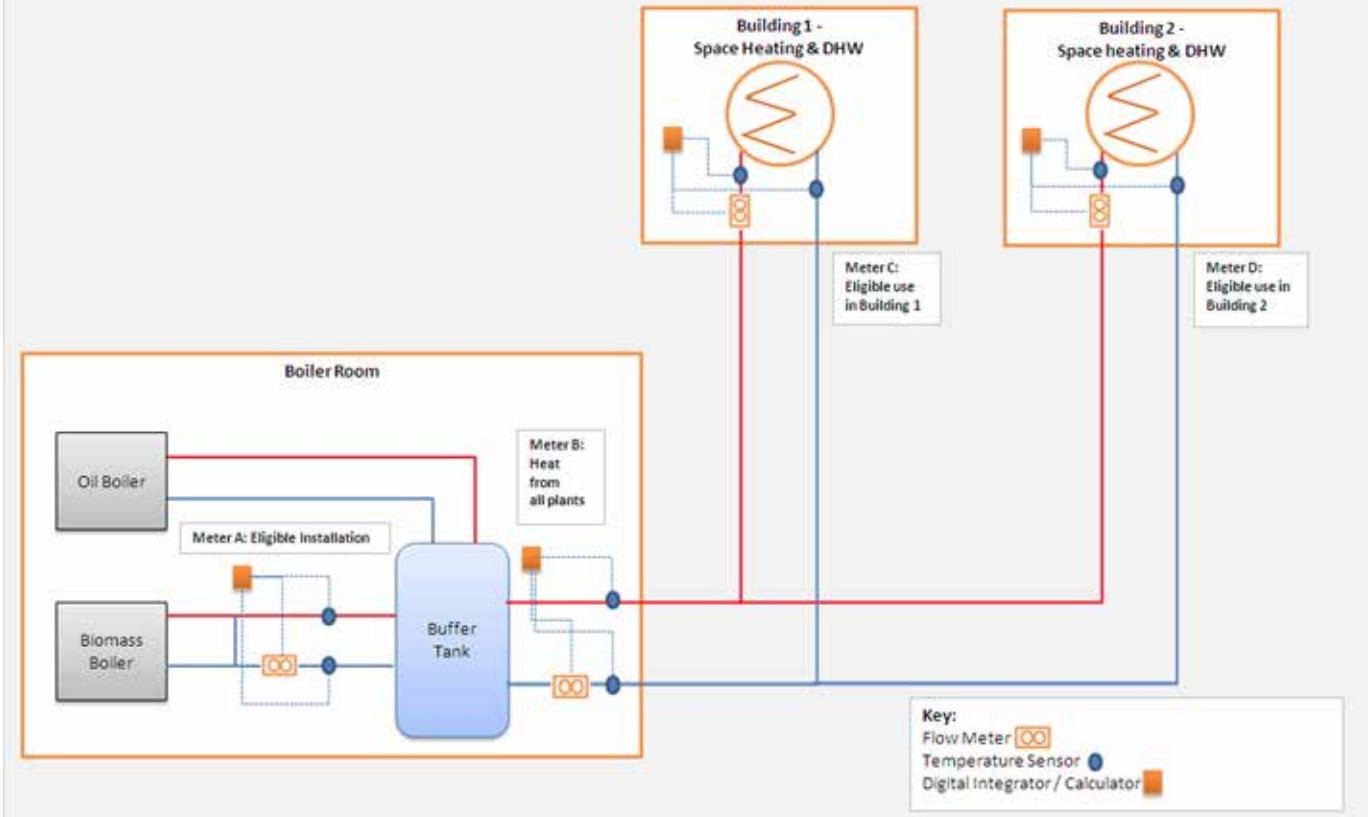
- Your application is for a Combined Heat and Power (CHP) plant.
- Heat is delivered from the plant by steam.
- Heat is supplied by the plant for heat uses which are not eligible for RHI support ('ineligible uses').
- There is more than one building involved in your heating system.

- If any external heat distribution pipework is present between buildings<sup>9</sup>.

Complex systems above 45kWth capacity require an Independent Report on Metering Arrangements (IRMA) [here](#), to be submitted alongside the application, see Chapter Seven of Volume One of the NIRHI Guidance document for further information. If none of the above apply to your application it is likely that your application would be considered to be a 'simple' system. The meters required in either case are explained further in section 5.3 on the following page.

The presence of external heat distribution pipework between buildings is classed as an ineligible use (as eligible uses are by definition within buildings). The associated losses from this pipework are not normally eligible for RHI payments. The complex metering rules will still apply where external heat distribution pipework is present between buildings, regardless of the length of this pipework or the number of buildings in which heat is generated and used. If there is external heat distribution pipework present but only one building you should declare this within your application at [HH 120](#).

Figure 1 Example Schematic<sup>8</sup>



<sup>8</sup> DHW = Domestic Hot Water.

<sup>9</sup> This includes buried and highly insulated pipework.

**HH 110: Is the heat generating plant for which you are making this RHI application located in the same building as all the uses of the heat produced by the plant, with all these uses being eligible? Only answer 'Yes' here if there is no external heat distribution pipework or ineligible uses of heat.**

You should only answer 'yes' to this question if there are no ineligible uses of heat produced from the installation and no external heat distribution pipework, of any length, present between buildings. It is essential that this question is answered correctly as it ensures the NIRHI Register is able to correctly classify the application as falling under the 'simple' or 'complex' metering requirements (outlined fully in Chapter Seven of Volume One of the Guidance document).

**5.3 Number of Meters:** The number of meters required for the installation will be determined according to the configuration of your heating system, heat uses and plant which provide heat to it. For applications which fall under the 'simple' metering requirements one meter is required. This should be placed to measure the heat from the renewable plant for which you are applying.

Where applications are classed as falling under the 'complex' metering rules, the following rules should be observed when determining how many meters will be required:

- A meter to measure the heat from the renewable plant for which you are applying is required in all cases.
- Meter(s) to measure heat from all plant providing heat to the heating system. The number of meters required for this will be determined by the heating system layout. This is required in all cases where other plant is capable of providing heat to the heating system.
- Meter(s) to calculate the heat used for eligible purposes. The number of meters is determined by the number of separate buildings in which heat is used and also the number of eligible purposes for which you wish to claim.
- Other meters as required, e.g. meters to take account of external heat distribution pipework or to enable deduction of other ineligible uses.

**HJ 100 Please enter the number of non-RHI accredited heat generating plants that are connected to the same heating system as the installation for which you are making this application:**

You should declare here any heat generating plant of a different technology type that may be eligible for the RHI, and therefore subject to a separate application, which are connected to the same heating system as the plant for which you are applying. This is in addition to any non-RHI eligible plant present. It is important we know the total number of 'other' plant which are connected to the same heating system in order for the proposed metering of these to be verified. If a plant is still operational and technically capable of providing heat to the heating system, it should be declared in **HJ 100** and not in **HJ 170**. The same plant cannot be declared at both **HJ 100** and **HJ 170**.

For more information on how meters link to the NIRHI payment formula please review Section 10 of this document. Further information on specific situations such as Distributed Ineligible Plant and the use of Heat Loss Calculations (HLC) are available within Volume One of the NIRHI Guidance Document and the Frequently Asked Questions document for metering. These are available on the Ofgem Website.

**HJ 170 Please enter the number of heat generating plants (renewable or non-renewable) that this installation is replacing:**

Where a plant has been completely decommissioned and is no longer capable of providing heat to the heating system, it should be declared as 'replaced' here. In this case we will know it does not require a meter. If it has been retained as back up and is still capable of operating it should be declared at **HJ 100** instead. The same plant should not be declared at both **HJ 100** and **HJ 170**.

**5.4 Meter Positioning:** Meters should generally be positioned as follows:

- For the meter to measure the heat from the renewable plant for which you are applying, you should ideally ensure that the temperature sensors are positioned to measure the temperature of the liquid returning to the plant and the temperature of the liquid as it leaves the plant prior to entering any common pipework or vessels. For solid biomass applications, where possible this meter should be located outside the back end circulation loop.

- If it is possible to measure heat from all plant providing heat to the heating system with one meter, then this would be acceptable. However, dependent on the configuration of the heating system, meters may be required on individual plant.
- Where meters are required to calculate the heat used for eligible purposes, these should be located at the entrance to, or internally within, the building where the use occurs, i.e. after the external heat distribution pipework. Metering multiple eligible uses (e.g. space and water heating) within a single building with one meter is acceptable, providing the configuration of the heating system allows this.

5.5 Acceptable Meter Types: All heat meters used for the NIRHI metering purposes must meet the required MID Class 2 requirement as specified within the scheme regulations. This means that they must comply with the requirements of the Measuring Instruments Directive (MID) (2004). This can normally be verified by a Declaration of Conformity<sup>10</sup> document.

We also need to verify that the meters used have the required accuracy class. The digital integrator/calculator and temperature sensors must demonstrate that they can operate within a set Maximum Permissible Error (MPE). While for flow meters there are three possible accuracy classes: 1, 2 and 3. These correspond to the permissible levels of measurement error associated with the flow meter. In order to be RHI eligible a flow meter needs to have an associated accuracy class of 1 or 2. Accuracy class 3 flow meters are not RHI eligible.

You are required to provide documentary evidence in order to prove that your meter type meets the eligibility requirements. For packaged meters, acceptable evidence, as outlined in Table 1, is only required to verify the whole package is MID Class 2 compliant. For separately sourced meters, evidence should be provided to verify that both the flow meter and digital integrator/calculator are MID Class 2 compliant. Ofgem E-Serve will not typically request evidence for the temperature sensors. Suitable evidence types are outlined in the table below:

**Table 1 MID Class 2 Evidence**

Evidence acceptable on its own:	Acceptable combinations of evidence:	Non exhaustive list of evidence which is not acceptable:
Documentation from the meter manufacturer for the packaged meter/ component which states 'MID Class 2' 'Class 2 EN 1434' 'CL 2 EN 1434'.	'D' or 'F' declaration of conformity certificates for the MID AND documentation from the meter manufacturer which shows the accuracy class of the packaged meter/ component is class 1 or 2.	'D' or 'F' declaration of conformity certificates alone.
A clear photo of the packaged meter/ component which states 'MID Class 2' 'Class 2 EN 1434' 'CL 2 EN 1434'.	Documentation which states that the packaged meter or component is Class B to the ISO 4064 standard AND (provided it applies) a statement at HK 120 from the applicant which reads "meters have been sized appropriately so that they are generally operating above the transition flow value, and are appropriate for the temperature of the liquid for which they are metering".	Documentation which states the packaged meter or component can fall under accuracy class "2 or 3" alone.  Calibration certificate for the packaged meter or component alone.
Calibration certificate for the packaged meter or component (which states a serial number matched to that for the meter on the application), states the maximum permissible error and also makes reference to MID compliance.	Documentation which states the packaged meter or component can fall under accuracy class "2 or 3" AND a photo of the component which states 'MID Class 2' 'Class 2 EN 1434' 'CL 2 EN 1434'.	Photographs which are unclear or out of focus and therefore the required text is not clearly legible.  Documentation which states MID Class 3.
	Calibration certificate for the packaged meter or component (which states a serial number matched to that on the application) AND a 'D' or 'F' declaration of conformity certificate for the MID.	Documentation showing accordance with other standards or certification schemes, e.g. CE markings, ISO 9001 conformity.

<sup>10</sup> Either a module 'D' certificate which provides a declaration of conformity based on quality assurance of production process, or a module 'F' certificate based on a declaration of conformity for product verification.

N.B. Where the packaged meter or component in question is accuracy class 1 the text would read 'MID Class 1' 'Class 1 EN 1434' 'CL 1 EN 1434' etc. This would be acceptable.

It is recommended that meters are configured to display in kWh. This is due to the fact the NIRHI tariff rates are in pence/kWh and at periodic data submission readings are required in these units. Having the meter display in kWh will avoid errors in reading or conversion.

## 6. Supporting Information

Documentation is required to support your application for the NIRHI. This section provides further information regarding what documentation should be provided and the ways in which this can be submitted.

Guidance on what supporting documentation should be provided is available in the Summary of Supporting Information for Renewable Heat Incentive applicants. Further to this, if you have a commissioning certificate available, this should be provided in support of your application. Where the heat is used in multiple domestic properties or for a mix of domestic and non domestic uses, you should provide evidence that the heat is not only used in a single domestic premises. Suitable forms of evidence would be multiple domestic rate bills for the different properties heated (applicable to multiple domestic heat uses) or a business rates bill for a non-domestic heat use<sup>11</sup>. For further information on this please refer to Chapter Four (General Eligibility Requirements) of Volume One of the NIRHI Guidance document.

Please only provide the documentation requested by the RHI Register/Ofgem E-Serve's Guide to the RHI Application Form: Applicant Guidance Note 2 in your first submission of the application and then subsequently any additional documentation requested by your application reviewer. Documentation not requested via either of these two routes is not required and should not be provided as reviewing unnecessary documentation causes delays to the application process.

If your application requires simple metering and has a capacity  $\geq 46\text{kWth}$  and  $\leq 999\text{kWth}$  you should also provide documentary 'Evidence of Existence' from a third party in support of the application. The preferred type of document to be provided is a commissioning certificate. However, an

invoice would also be suitable. These documents can be uploaded within one of the [any further supporting evidence](#) upload spaces.

If making a solid biomass application for the RHI you should also provide documentary evidence that the boiler has been specifically designed and installed to use solid biomass as its primary fuel source. Further information on suitable documentation to provide is outlined within Chapter 5 of the NIRHI Guidance Document. The most common forms of evidence to provide are:

- A manual for the boiler in question which demonstrates the acceptable biomass fuel type(s) AND a warranty which states it will be invalid if the correct fuels are not utilised (or similar wording).
- An EN 303-5 test report for the boiler which clearly states the fuel(s) used in the test, and that these are only solid biomass.

The required documentation should be submitted on first submission of your application by using one of the additional upload spaces available.

Provide the following documentation on submission of your application:

- A clear schematic diagram suitable for the RHI.
- Documentation to verify that the meter(s) used meet the MID Class 2 requirements.
- A commissioning certificate.
- For installations below 45kWth an MCS or equivalent certificate.
- Where applicable an Independent Report on Metering Arrangements (as specified in Volume One of the NIRHI guidance document).

Please note, this list is not exhaustive. For further information please refer to the Summary of Supporting Information for Renewable Heat Incentive Applicants document.

<sup>11</sup> Agricultural buildings which are exempt from business rates should provide documentary evidence of this exemption from the relevant Land and Property Services Office.

6.1 Preliminary Applications: For preliminary applications, where the plant has not yet been commissioned, evidence of planning permission is required at [HL 290-2](#), or evidence that it is not required at [HL 300-1](#). Evidence of planning permission should be a formal document from the local planning authority for the installation of the plant in question. This must grant 'full planning permission' and not be a draft document; if you do not require planning permission, formal correspondence to state this, e.g. a letter from the local planning authority, will be required. The documents should clearly refer to the address and post code for the application, and in general the name should match the owner of the installation. In the absence of either of these documents, an application for preliminary accreditation cannot be processed.

## 7. Identity Check & Bank Details Information

Upon submission of an NIRHI application you will be asked to provide identity details for the Authorised Signatory and the prospective participant organisation's UK bank account details to Ofgem E-Serve for verification. We also require proof that the bank account is held in the name of the organisation/company. This proof should be dated within the last three months and include the company/organisation name and address and be on bank headed paper (e.g. a bank statement). The sort code and account number also need to be included. This information is required for us to carry out fraud and compliance checks.

In summation, on submission of your application the following is required:

- Completed bank details form.
- Completed Authorised Signatory ID details.

The form to complete in order to provide this information will appear once you have submitted your application. This can be printed off and completed.

- Proof of bank account (i.e. bank statement).

Please send these details to: Ofgem, NIRHI Compliance Team, 9 Millbank, London, SW1P 3GE. This information should not be uploaded to your application on the RHI Register.

We must protect the public funds we handle, so we may use the information you have given us to prevent and detect fraud. As part of this process, your information may be supplied to a Credit Reference Agency to make sure the information you have given us is correct. We may also share this information, for the same reasons, with other government organisations involved in the prevention and detection of crime.

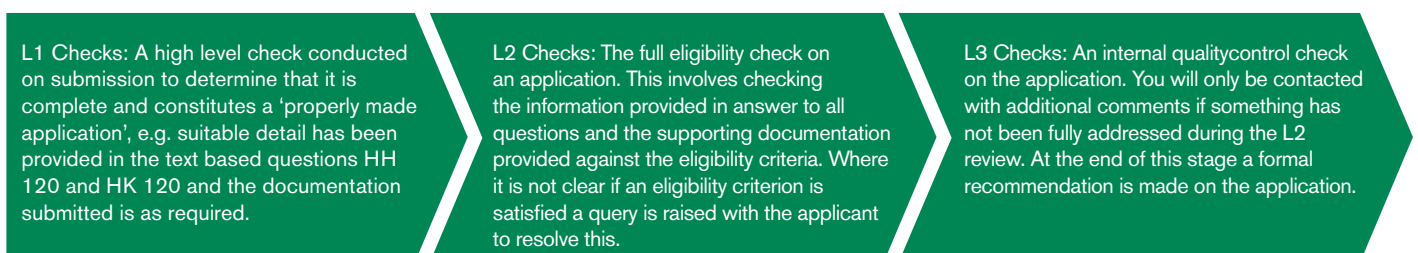
We cannot accredit any application until such point as this information has been provided and the relevant fraud and compliance checks passed. These are carried out in parallel with the application process (see below) by a separate team. For any subsequent applications made from the same account, duplicate identity and bank account details will not be required.

## 8. The NIRHI Accreditation Review Process

Once your application has been submitted it will be subject to three levels of checks by Ofgem E-Serve (L1, L2 and L3), as outlined in Figure 2, in order to determine if your application satisfies the eligibility criteria for the scheme:

Once the L3 checks have been completed the Delegated Authority<sup>12</sup> at Ofgem E-Serve will formally accredit or reject the application. In either case, you will be formally notified of the outcome by letter. We cannot provide clarification on the outcome of your application prior to the issue of this letter. If an application is ineligible for a specific reason, the applicant would be notified of this during the review process.

**Figure 2 NIRHI application process overview**



<sup>12</sup> Individual(s) within Ofgem E-Serve with the formal approval from the Gas and Electricity Markets Authority (GEMA) to accredit or reject an application for the RHI.



Once submitted, your application will be classed as **In Review**. This means that it is with Ofgem E-Serve to conduct the necessary review, either at L1, L2 or L3. After each review, if there are no queries, your application can progress to the next stage. If queries are raised, these are communicated to the applicant via an e-mail. Please note that the majority of applications will have queries raised on them during the review process. The application is then placed **With Applicant** and is available for you to provide the necessary information to address the queries raised. Once all queries have been addressed, you can re-submit your application to bring it back **In Review**. We will then review the changes made and continue the review process.

Ofgem E-Serve aim to complete the NIRHI application process within six weeks<sup>13</sup> of time 'In Review'; time spent 'With Applicant' for queries to be addressed is not included within this timeframe.

## 9. Communicating with Ofgem E-Serve

During each stage of the NIRHI accreditation process a designated reviewer will be assigned to your application; all communication in relation to your application should be directed to the reviewer currently assigned to it. If you call the NIRHI operational team with a question about your application you should ask to speak to the current reviewer of your application. This will ensure that you will be in contact with the member of staff who is most up to date with the details of your application.

All e-mail communication during the accreditation process will come from [rhi.accreditation@ofgem.gov.uk](mailto:rhi.accreditation@ofgem.gov.uk). When contacting Ofgem E-Serve by e-mail (using this e-mail address) regarding your application, please be sure to include the name of the reviewer and your NIRHI application reference number in the subject line, e.g. "F.A.O. reviewer name here NIRHI00000238". This will assist your assigned reviewer to locate the correspondence. Where possible, try to use the e-mail address provided when initially setting up your NIRHI user account to contact Ofgem E-Serve.

For data protection reasons, Ofgem E-Serve can only correspond with the Authorised Signatory on the account or anybody they subsequently set up on the RHI register as an Additional User. Therefore, if you would like anyone to work on an application on your behalf, they must first be added as an Additional User within the **User Management**

section of the RHI Register. Instructions on how to do this are available within the 'Account Management' section of the 'Ofgem Renewable Heat Incentive Register – User Guide'. Authorised signatory log in details should not be passed to other individuals to work on an application(s).

## 10. Periodic Data

As outlined within this Guidance Note, during the accreditation process Ofgem E-Serve will verify that the metering in place is appropriate. The purpose of this is to ensure that the periodic data submitted is suitable to allow us to make quarterly NIRHI payments as per the relevant payment formula. These are as follows:

- Simple systems: The relevant tariff is paid for each kWh of heat generated by the eligible installation during the quarter in question.
- Complex systems: The relevant tariff is paid on the Eligible Heat Output (EHO) for the quarter. This is generally determined by the formula below:
- $EHO = \text{Heat used for eligible purposes} \times (\text{Heat generated by the RHI installation} / \text{Heat generated by all plants supplying heat to the heating system})$ .

It is for this reason that, under the complex metering requirements (see section 5.2), we require meter(s) to measure heat from the renewable plant for which you are applying, meter(s) to measure heat from all plants providing heat to the heating system and meter(s) to calculate the heat used for eligible purposes. Within the application, certain information will need to be provided in regards to each meter. The relevant questions for this are **HI 120-1** to **HI 151-1**<sup>14</sup>. Please ensure the information provided here is accurate as this data is utilised within the **Periodic Data** part of the RHI Register.

**HI 140a-1/ HI 140b-1/ HI 140c-1 etc please provide a brief description allowing this meter to be identified on the schematic diagram:** For these questions, clearly enter what the meter in question is measuring, e.g. heat from the eligible biomass boiler, heat from back up oil boiler, space heating for building X etc. This will allow Ofgem E-Serve to clearly identify each meter on the application and link it to the schematic provided.

<sup>13</sup> Excluding applications which are subject to a pre-accreditation site check, it is also possible that applications which require external legal or technical input to be sought in order to be accredited may also take longer.

<sup>14</sup> With the addition of the relevant letter e.g. HI 120a-1; the letters associated with the question on the RHI register are determined by the number of meters declared on the application e.g. A = 1.

Your periodic data submission period will commence from the latter of the date that you apply for accreditation, the date that the installation commissions or the date that you satisfy the RHI eligibility criteria. Therefore, if you make any material changes to the site/metering in order to become eligible for the RHI, please ensure that you take a meter reading as this will count as the opening meter reading (see below) for your periodic data submission period.

**HI 150-a-1/ HI 151b-1/ HI 151c-1 etc Please provide the date on which this reading was taken:**

The meter readings provided here must be taken no earlier than three days prior to your 'Effective Date'. This is the date that, if accredited, heat produced by the installation would be eligible for the NIRHI. The Effective Date is the date of accreditation of your application; this will match the date of first submission provided it was complete (and so 'properly made' as explained in Ofgem E-Serve's Guide to the NIRHI Application Form: NI Applicant Guidance Note 2), and all the eligibility criteria were satisfied at that point. Therefore, prior to your first submission of the application, ensure that the meter readings provided in answer to this question were taken no earlier than **three days** prior to this date. All meter readings provided should have been taken on the same date. This needs to be consistent for payment purposes.

If changes are required in order for the application to be accredited the Effective Date will need to be re-set to match the date on which these changes were made. Under these circumstances you will be advised to take updated meter readings for a new meter reading date and edit your application accordingly.

## 11. Making Contact with Ofgem E-Serve

If you wish to discuss the content of this guidance note further you can contact the NIRHI operational team by telephone or e-mail using the contact details below. Our helpline opening hours are 9am until 5pm Monday to Thursday, and 9am until 4:30pm on Fridays.

All of the documents below are available from [www.ofgem.gov.uk/e-serve/RHI/ni/Pages/index.aspx](http://www.ofgem.gov.uk/e-serve/RHI/ni/Pages/index.aspx), they can also be accessed directly from the web addresses provided:

RHI Register: <https://rhi.ofgem.gov.uk/>

Northern Ireland Renewable Heat Incentive – Summary of Supporting Information for Applicants: <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=12&refer=e-serve/RHI/ni>

Northern Ireland Renewable Heat Incentive – Frequently Asked Questions (FAQs): <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=5&refer=e-serve/RHI/ni>

Ofgem Northern Ireland Renewable Heat Incentive Register – User Guide: <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=14&refer=e-serve/RHI/ni>

Northern Ireland Renewable Heat Incentive – Grant Repayment Guidance Note: <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=8&refer=e-serve/RHI/ni>

Northern Ireland Renewable Heat Incentive Guidance Volume One: <http://www.nidirect.gov.uk/rhi>

Northern Ireland Renewable Heat Incentive Letter of Authorisation (LOA) template: <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=10&refer=e-serve/RHI/ni>

Ofgem E-Serve's Guide to the RHI Application Form (NI): Applicant Guidance Note 2: [here](#)

### Did you find this Applicant Guidance Note useful?

Please send any comments on this document to the email address provided below.

RHI enquiry team	Email	Website
0845 200 2122	RHI.Enquiry@ofgem.gov.uk	www.ofgem.gov.uk/e-serve/RHI/ni

## 12. Checklist

The following checklist can be used to ensure that the NIRHI application process can proceed smoothly:

### Prior to submitting your application:

- Relevant information within DETI's NIRHI guidance document and supporting documentation produced by Ofgem E-Serve as outlined in Section 2 of this document has been consulted and you are confident you will be eligible to make an application to the RHI
- It has been determined whether the application will fall under the 'simple' or 'complex' metering rules
- The number of meters required and their positioning has been established in order to comply with the NIRHI regulations
- The Authorised Signatory for the organisation has been identified and an account has subsequently been created on the RHI Register
- Username, Password and account reference number (which starts with ORG) have been noted down to ensure these are not forgotten
- Meter readings taken for meter(s) no more than three days prior to application submission
- If required, an IRMA (metering report) from a competent person has been commissioned

### When completing your application:

- You have followed Ofgem E-Serve's Guide to the NIRHI Application Form: (NI) Applicant Guidance Note 2 to ensure your application is complete
- Text based answers HH120 and HK12015 populated with required information
- An acceptable schematic for NIRHI purposes is available or has been produced to support your application
- The Letter of Authorisation (LOA) template has been completed and provided within your application
- Documentary evidence has been provided to verify the MID Class 2 status of heat meter(s) installed
- The summary of supporting information guidance has been utilised to compile the required documentation in support of your application.

### Following submission:

- A note has been taken of the NIRHI number for the application
- Identity and bank details information has been posted
- How the metering in place links to the RHI payment formula is understood
- For complex systems, this includes understanding how your meter readings will be used to calculate the EHO figure for your installation

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