

# CCL and REGO Team

Factsheet

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## Climate Change Levy (CCL) Exemption for Renewables and Renewable Energy Guarantees of Origin (REGO) schemes frequently asked questions

**The Climate Change Levy Exemption for Renewables and the Renewable Energy Guarantees of Origin schemes are administered via the [Renewables and CHP Register](#).**

**For further guidance on the register please refer to the Renewables and [CHP Register User Guide](#).**

### What is the Climate Change Levy (CCL) and why am I applying for CCL exemption?

- The CCL is a tax on UK businesses' energy use. A business may be exempt from this tax if the energy it uses is generated from renewable sources and supplied for consumption in the UK under a renewable-source contract.
- As a generator, if you become accredited under the CCL exemption scheme you can claim Levy Exemption Certificates (LECs) on your renewable export to the grid. You may then be able to sell these on to your power purchaser. They will use the LECs as one piece of evidence that the final customer using the energy should be exempt from the tax.
- For further information on the CCL, visit the [HMRC website](#).

### What are Renewable Energy Guarantees of Origin (REGO) and why should I claim them?

- REGOs provide proof that energy being supplied is generated from renewable sources. REGOs are predominantly used for suppliers' Fuel Mix Disclosure, which is how they tell their customers the source of the energy they supply. Suppliers use REGOs to show how much of the electricity they supply comes from renewable sources.
- As a generator, accreditation under the REGO scheme lets you claim REGO certificates on your renewable generation. You may then be able to transfer these to your supplier.
- For further information on REGOs, visit our [website](#).

## Applying under the CCL or REGO schemes

### Can other users access my account to assist with the accreditation?

- Anyone accessing the Renewables and CHP Register must do so using their own login. It is contravening the terms and conditions of the Register to use another person's login details. The account superuser (whoever registered the account initially) can add as many named users as they wish. They can do so as follows:
  - > Click on the "My Account" tab.
  - > Click "Add New Contact".
  - > Insert the details of the new user.
  - > Click "Submit".
  - > Select which permissions the new user should have.
  - > Click "Save".
  - > The new user will then receive email confirmation of their login details.

## How long will it take for my application to be approved?

- This depends on the quality of the information you provide. If you have satisfied all of the criteria, we're likely to approve your application more quickly than if we have to request additional information. The application goes through a three-stage review process. We aim to carry out each review within ten working days. So make sure your application is accurate first time around. If we do raise queries, please answer them as soon as possible as this should allow it to be processed faster.

## How do I respond to a query on my application?

- > Click on the "Accreditation" tab.
- > Click "Respond to Queries from Ofgem on your Accreditation Application".
- > Respond to all the queries and click "save" for each response.
- > When you've responded to all queries, a button will appear at the bottom of the query summary page that states "Edit my Application". Click this button.
- > Navigate through your application, editing any answers if needed.
- > After the last question, click "Re-submit Application".
- > Check your application summary (your amendments will appear in red) and at the bottom of the page click "submit Response".

## How will I know if you've raised a query?

We recommend that you set up email notifications to tell you when we raise a query. You can also choose from a variety of other notifications.

- > Click on the "My Account" tab.
- > Click "Edit my details".
- > Scroll to the bottom of the page.
- > Click "Email notifications".
- > Click "View" to enter each category.
- > Tick the notifications you want.
- > Click "Update".

## Data

### How often should I submit output data?

- For stations claiming LECs only or LECs and REGOs, you should take meter readings and submit data to the register once a month. Try to take the reading within one day of the end of the month, and at the same time every month.
- Don't submit data before the end of the output period. To ensure you receive your certificates in line with the [Certificate Issue Schedule](#), submit data within two months of the end of the output period.
- Let us know if you amend or submit your output data outside the two-month window. If you don't we may not know that it needs reviewing and your certificate issue might be delayed.
- For stations which are only claiming REGOs, you may submit data annually for the generation period April to March. Please do so before the end of June, as suppliers will need the certificates by 1 July for Fuel Mix Disclosure.
- Keep evidence of all your meter readings – invoices, half-hourly data or time-stamped photos.

### How should I submit output data?

- When completing the form on the Register, you will be asked to report various readings, depending on your application.
- All figures that you submit should be for the period of generation only, and not a cumulative meter reading.
- Here's how each reading works:
  - **Total quantity of electricity produced:** the total renewable electricity generated by the station. This is what REGOs are claimed on.
  - **Type of Eligible Output:** from the dropdown menu select what you are eligible to claim your LECs on. Check your application if you're unsure.
  - **Output:** the figure showing the quantity of electricity for that month that corresponds to what you have selected for the type of eligible output
  - **Import:** it is unlikely that you will need to report this. The import needs to be deducted only where it increases export meter readings. If this is not the case you can answer '0' to this question and 'no' to the question about import being deducted from LEC issue.

### What does my output data status mean?

- **"In Review"** – there are no problems with your data; we are waiting for the appropriate time to issue certificates.
- **"Awaiting Approval"** – certificates have been generated, are being checked and will be issued in the next few weeks.
- **"Issued"** – the LECs and REGOs have been issued to your account. You can view them or transfer them on from the certificates tab of your account.
- **"Suspended"** – No certificates will be issued while data is suspended. Please check your account for queries on your data or email the CCL and REGO team if unsure.

### How do I respond to data queries?

- To check for, and respond to data queries, follow these steps:

- > Click on the "Output Data" tab.
- > Click on "Answer Ofgem Queries on Output".
- > Click "view" next to the query.
- > Click "Answer" and type your response".
- > Click "Send Query".
- If you need to send any supporting evidence, please email it to [CCLandREGO@ofgem.gov.uk](mailto:CCLandREGO@ofgem.gov.uk)

## Certificates

### When will my certificates be issued?

- REGOs will be issued to your account the day after you submit the data, assuming your data is not suspended. LECs are not issued immediately, but in line with the [Certificate Issue Schedule](#).
- No certificates will be issued until your accreditation is granted; this includes amended applications.
- If your data has been suspended at some point, meaning your LECs and REGOs weren't issued, then there's no need to worry. Once we have resolved any issues, your data will be un-suspended. LECs should be issued within a couple of weeks and REGOs should be issued for the next working day.

### How will I receive my certificates?

- LECs and REGOs are issued electronically within the register. You can view the certificates in your account by following these steps:

- > Click on the "Certificates" tab.
- > Click on either "LECs" or "REGOs" as appropriate.

- > Click "View my Certificates".
- > Filter by the station name and output period.
- > Click "Apply Filter".
- If your results don't include all of your certificates, make sure that you have selected the correct output period start and end dates, and that the option to "just show the ten most recent" is not selected.

### I cannot select a generating station from the dropdown menu when trying to view my certificates. How can I fix this?

- It is likely that there are no certificates in your account. They may not have been issued yet, or you may have transferred them. You can see a report of the certificates in your account, or those that have been transferred, by using the "Reports" tab.

### How do I transfer my certificates?

- Once they have been issued, you will need to transfer your certificates to your supplier or another third party. To do so:
  - > Click on the "Certificates" tab, and select either LECs or REGOs as appropriate.
  - > Click "Transfer my Certificates".
  - > Click "Transfer by number of Certificates (Standard)".
  - > Enter the unique ID of the organisation you're transferring to (contact them directly if you don't know this).
  - > Filter by the generating station name and output period. Make sure that the "Output period Start date" and "Output Period End date" filters are set to include all months of generation.
  - > When transferring certificates there is a default filter by "Issue Date"; make sure these fields are cleared, or are set to include all possible months of generation. (You do not need to filter by certificate number.)
  - > Click "Apply Filter".
  - > Enter the number of certificates you wish to transfer for each month and click "Submit transfer request".
  - > Click "Proceed with the transfer request".

### Contact the CCL and REGO Team:

**Email:** [CCLandREGO@Ofgem.gov.uk](mailto:CCLandREGO@Ofgem.gov.uk)

**Phone:** 020 7901 7310 (Option 3)