

Non-Domestic Renewable Heat Incentive (RHI)

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Non-Domestic



Guide to the GB RHI Application Form Questions

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This guide is designed to help you save time and provide a high quality and complete application form for the Renewable Heat Incentive. It gives you sight of the questions in the online application form so you can resolve any queries and assemble all the information and documentation you need in advance. Use it and get a head start.

It includes:

- answer tips for most questions
- pointers as to where to find information
- links to documents and templates that you may need
- links to guides for quick reference

This 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](#).

The Department of Enterprise, Trade and Investment (DETI) suspended the Northern Ireland RHI scheme to new applicants from 29 February 2016. From 9 May 2016, the new Department for the Economy (DfE) assumed the roles and responsibility of DETI including policy responsibility for the Northern Ireland Non-Domestic RHI. We continue to administer the Non-Domestic RHI scheme on DfE's behalf. This suspension only applies to the Northern Ireland RHI scheme. The Great Britain RHI scheme is unaffected. For further information see [our frequently asked questions](#).

Basic and general installation questions

Question reference	Question	IT system help text (you will see this help text when you are completing the	Answer tips	Comments, references
HA099	Is the address where your installation is physically located in England, Scotland or Wales?			You will be able to select from dropdown boxes to highlight the correct geographical area.
HA099 -2	Is your application for an accredited installation that has been relocated?			
If you answered 'YES' to HA099 - 2, you will be asked to answer questions HA099 - 3 and HA099 - 4				
HA099 -3	Please enter your existing RHI number for the relocated installation.			
HA099 -4	Please enter the date the installation was decommissioned at the previous location.			
HA100	Please enter the name of the installation or biomethane plant	Name of installation	Provide a unique name	It may be helpful to make the installation name specific or biomethane plant, e.g. by using the project, building(s) served by the installation or location name. This is especially important if you will have multiple RHI applications for the same site.
HA110	Please select your installation's technology, or if you are applying for a biomethane plant. Solid Biomass CHP (GB only) should only be selected if certain criteria are met. Please check the RHI guidance document at the help and guidance link above to understand whether these criteria apply to you.		Select correct technology from list.	See chapter 3, volume 1 of the RHI guidance for a list of eligible technologies.
HA120 & HA130	Please enter the installation capacity in	For installations comprised of multiple plants, please enter the combined	State the capacity of your	This must be the total installed peak heat output capacity value for the plant, independent of factors

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
	kWth. If you have a heat pump that is capable of cooling as well as heating, the capacity entered must be the capacity based on the design heat load only. If your installation is a CHP system, this should be the installation capacity of all plants installed on the system.	capacity of all plants for which you are applying The design heat load, for ground and water source heat pumps that are capable of heating and cooling, is the heat flow required to achieve the planned heating requirements for that plant.	capacity installation. Please make sure the capacity stated on your boilerplate or manufacturer's user manual is in kW, rather than MW. If the number is in MW, you can convert to kW by multiplying the capacity by 1000. This number must be an integer i.e. no decimal places or fractions.	such as fuel actually used. You are asked to answer this value twice to confirm it is correct. If there are two heat generating plants of the same technology attached to the same heating system, the capacity should be the combined heat output capacity of both plants.
HA150	Please enter the nameplate efficiency (or the system efficiency) of your installation as a percentage. If your installation is a heat pump, please enter the coefficient of performance if it is available.	The nameplate efficiency of your installation should be included in the manufacturer's information. If your system does not have nameplate efficiency because it is bespoke, please estimate to the best of your ability your system efficiency. For ALL solar thermal installations please enter 0 here.		
<i>This question appears only for installations 45kWth or less</i>				
HB100	Was your installation carried out by a Microgeneration Certification Scheme (MCS) installer?	For more information on MCS see its website	Select: Yes/No If you answer YES you will be asked to answer questions HB110, HB120, HB130, HB140 If you answer NO , you will be asked to answer questions HB150,	These details will be displayed on your MCS certificate.

Question reference	Question	IT system help text (<i>you will see this help text when you are completing the question</i>)	Answer tips	Comments, references
			HB160, HB170, HB180	
<i>If you answered 'YES' to HB110, you will be asked to answer questions HB110, HB120, HB130, HB140</i>				
HB110	What is your MCS Installer Certificate number	If you are applying for an installation comprised of multiple plants, please only enter one MCS certificate number here and the rest when you are asked to provide a description of the installation towards the end of the application.		These details will all be displayed on your MCS Certificate. If you have details of more than one certificate, please enter these within question HB120. Please ensure that this information is consistent with other information provided within your application. If there is a discrepancy please discuss this with your MCS installer before submitting your RHI application.
HB120	What is the MCS Certificated Company name?	These details are displayed on your MCS certificate.		See above.
HB130	What is the MCS Certificated Product number?	See above		See above.
HB140	What is the estimated annual generation?	See above		See above.
<i>If you answered 'NO' to HB100 you will be asked to answer questions HB150, HB160, HB170 & HB180</i>				
HB150	Are both the product and installer accredited under the relevant scheme?	Please refer to the RHI guidance document at the help and guidance link above for further information on the relevant standard(s) against which the product and installer have to be accredited.	Select: Yes/No	You should request these details from your accredited installer.
HB160	What is the name of the accredited scheme?	See above		See above.
HB170	What is the Manufacturer's Product name?	See above		See above.
HB180	Please provide the following information: Installation company name, address, phone number and name of installer used.		Free text	
HC100	Was the installation (including all plants comprising the installation) new at the time of completion and first commissioning?	'Plant' is defined in the 2008 Energy Act as 'any equipment, apparatus or appliance'. If you have two or more plants of the same technology type connected to the same heating system then we may consider all these plants	Select: Yes/No	You may be requested to provide evidence of this, e.g., an invoice from the supplier of your installation. Please see chapters 4, 11 and 12, volume 1 of the RHI guidance for details of what equipment forms part of an eligible installation for each technology.

Question reference	Question	IT system help text (<i>you will see this help text when you are completing the question</i>)	Answer tips	Comments, references
			HB160, HB170, HB180	
<i>If you answered 'YES' to HB110, you will be asked to answer questions HB110, HB120, HB130, HB140</i>				
HB110	What is your MCS Installer Certificate number	If you are applying for an installation comprised of multiple plants, please only enter one MCS certificate number here and the rest when you are asked to provide a description of the installation towards the end of the application.		These details will all be displayed on your MCS Certificate. If you have details of more than one certificate, please enter these within question HK120. Please ensure that this information is consistent with other information provided within your application. If there is a discrepancy please discuss this with your MCS installer before submitting your RHI application.
HB120	What is the MCS Certificated Company name?	These details are displayed on your MCS certificate.		See above.
HB130	What is the MCS Certificated Product number?	See above		See above.
HB140	What is the estimated annual generation?	See above		See above.
<i>If you answered 'NO' to HB100 you will be asked to answer questions HB150, HB160, HB170 & HB180</i>				
HB150	Are both the product and installer accredited under the relevant scheme?	Please refer to the RHI guidance document at the help and guidance link above for further information on the relevant standard(s) against which the product and installer have to be accredited.	Select: Yes/No	You should request these details from your accredited installer.
HB160	What is the name of the accredited scheme?	See above		See above.
HB170	What is the Manufacturer's Product name?	See above		See above.
HB180	Please provide the following information: Installation company name, address, phone number and name of installer used.		Free text	
HC100	Was the installation (including all plants comprising the installation) new at the time of completion and first commissioning?	'Plant' is defined in the 2008 Energy Act as 'any equipment, apparatus or appliance'. If you have two or more plants of the same technology type connected to the same heating system then we may consider all these plants	Select: Yes/No	You may be requested to provide evidence of this, e.g., an invoice from the supplier of your installation. Please see chapters 4, 11 and 12, volume 1 of the RHI guidance for details of what equipment forms part of an eligible installation for each technology.

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
		as one installation for RHI purposes. CHP and biomethane applicants should refer to the RHI guidance document for further information at the help and guidance link above.		
HC110	Please enter the date on which the installation was first commissioned or the date the biomethane producer first injected into the grid. If your installation is a CHP system, this should be the date when the heat recovery system was first commissioned. If your installation has previously received accreditation under the GB RHI, and has been relocated, this should be the date it was recommissioned.	The date on which an installation is first commissioned is the completion of such procedures and tests as constitute, at the time they were undertaken, the usual industry standards and practices for commissioning that type of installation in order to demonstrate that it is capable of operating and delivering heat to the premises or process for which it was installed. If your installation is below 45kW in size (capacity) and certified by MCS, this date will be on your MCS certificate. For installations comprised of multiple plants, please enter the earliest commissioning date of all the plants. Further dates can be provided in HK120. If your installation has not yet been commissioned and you do not have a planned commissioning date, please enter an estimated date that is more than one month from the current date. CHP applicants should refer to the RHI guidance document for further information at the help and guidance link above.	DD/MM/YY	If you have a MCS or commissioning certificate, you should upload this in the supporting evidence section. It is important that you provide the most accurate estimate for your commissioning date, and please note that we cannot accredit the installation until it is commissioned.
HC125	If you have a preliminary RHI accreditation for this installation, please enter the relevant RHI number here for GB RHI accreditation applications, or the relevant NI RHI for NI RHI accreditation applications.		Enter number of previous application.	Only enter a RHI number in this field if you previously submitted an application for preliminary accreditation; you should enter the RHI number for that application.

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
HC130	Is the address of the installation/biomethane production plant the same as the account address?		Select: Yes/No	The account address is the organisation address added by the Authorised Signatory during account creation.
HC140 - HC200	Please enter the installation address	If applying for an installation comprised of multiple plants located at different addresses, please enter the primary address here and secondary addresses in the free text question towards the end of the application.	Enter address of installation	This field should relate to the address of the installation, rather than business or home address of the applicant.
HD100	Please enter the Standard Industrial Classification (SIC) code for the primary heat use supplied by the installation.	'Standard Industrial Classification': The UK Standard Industrial Classification of Economic Activities (UK SIC) is used to classify business establishments and other statistical units by the type of economic activities they are engaged in. You can find the SIC relevant to you by following this link: Standard Industrial Classification	Select relevant SIC for primary use from the list; if you cannot immediately see a relevant SIC for your installation, you should scroll down through the list to find the relevant code.	If no code seems to apply to your installation, select 'Other'.
HD110	If the SIC for the prospective RHI participant is different to the code for the primary heat use supplied by the installation, please enter the SIC code for the prospective participant.	See above	See above but select SIC for secondary use from the list	See above.
HD120	Has a grant from public funds been paid or will be paid for any of the costs of purchasing or installing the renewable heat installation or any of the equipment used to produce the biomethane?	A 'grant from public funds' means a grant made by a public authority or by any person distributing funds on behalf of a public authority. Please note that if we discover at a later date that information provided about grants at accreditation is incorrect, we will consider this to be fraud against the scheme and will take enforcement action against the participant.	Select: Yes/No If you answer YES you will be asked to answer question HD120-1 and HD130-1	Please answer 'yes' if you have received a grant from public funds even if you have repaid or plan to repay the grant. This will not affect your ability to progress through the application form. Please refer to chapter 4, volume 1 of the RHI guidance for more information on grants.
If you answered 'YES' to HD120, you will be asked to answer question HD120- 1, HD130- 1				
HD120-1	Please enter the value of	You will be required to provide	Number	For further information on how to repay your grant,

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
	the grant paid or expected to be paid	evidence that supports this value. If your grant was awarded for a project of which the renewable heat installation is one part, you are only required to repay the portion of the grant, or in some circumstances have your incentive payment reduced, relating to the value of the cost of purchasing or installing the renewable heat installation. In this circumstance you should agree the relevant repayment amount with us before making any repayment of the grant. Following our agreement you will need to amend the answer to this question to the repayment amount.		please see the Grant Repayment Guidance Note .
HD130-1	How do you intend to repay the grant?	You will be required to provide evidence to support your answer to this question.	Select from options available	See above.
HD140	Is the installation jointly owned with any other party(s); or are you applying for registration as a biomethane producer and you are not the person producing the biogas from which the biomethane is made?	For the purposes of the RHI, if there is more than one owner of an installation, this plant is considered to be jointly owned. The applicant for the RHI will be the owner with the authority to act on behalf of all owners.	Select: Yes/No If you answer YES to this question, you will be asked questions HD150 & HD160	
If you answered 'YES' to HD140, you will be asked to answer questions HD150 & HD160.				
HD150	Do you have the consent of the other parties to apply for the RHI with respect to this installation or the producer of the biogas from which the biomethane is made?	Proof of consent (e.g. a written agreement) may be requested as part of auditing and compliance.	Select: Yes/No	
HD160	Please provide details of the other owner(s).	Name, address, and contact details of each owner are required.	Free text field.	
HD170	Please select the type of premises in which heat from the installation (for which you are applying) is		Select correct option(s) from list	<i>List with the following options :</i> <ul style="list-style-type: none"> • Single domestic premises (i.e. the installation supplies heat to one house/flat) • More than one domestic premises, (e.g. the

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
	used. Please upload evidence of non-single domestic status at the document uploads at the end of the application (e.g. Non-Domestic (Business) Rates bill, multiple Council Tax bills or equivalent / similar evidence)			<p>installation supplies heat to several houses/flats via a common heating system)</p> <ul style="list-style-type: none"> • One or more commercial premises e.g. office • One or more community premises, e.g. school, hospital • One or more industrial premises, e.g. farm, factory • Multiple premises of different types • Other
HD170-2	If other please specify		Free text field	If you have selected 'Other' provide a clear explanation of the type of premises in which heat is used here.
HE100	Is your installation a CHP plant?	A plant is a CHP plant if it generates heat and electricity.	Select: Yes/No	Unless your installation generates electricity as well as heat, select 'No'

Heat generating use questions

Q uestion reference	Q uestion	IT system help text (<i>you will see this help text when you are completing the question</i>)	Answer tips	Comments, references
HH100	Please select how the heat generated by your installation is used.	<p>Heating a space: the heating of rooms or other enclosed spaces within buildings, typically through the supply of hot liquid to heat emitters, such as radiators and under floor heating.</p> <p>Heating water: the heating of water for direct use, such as commercial and industrial hot water or for use in schools or hospitals. Heating hot water for domestic use is also permitted provided that the eligible installation does not provide heat solely to single, domestic premises.</p> <p>Carrying out a process: (other than generating electricity): the use of heat to carry out a specific process such as industrial cooking, drying, pasteurisation or chemicals manufacture. It also includes heat that is subsequently used for cooling, e.g. passing renewable heat through absorption chillers. It does not include heat used for the generation of electricity.</p>		<p>Select correct option(s) from list: Space heating; Water heating; Process heating; None of the above. To select more than one answer please hold the Ctrl key and select the options required.</p> <p>If 'none of the above', please refer to chapter 5, volume 1 of the RHI guidance to determine whether or not your heat use is eligible for the RHI scheme.</p>
HH101	Please state how heat generated by the installation is used.			Asked if the answer to question HH100 is 'none of the above'.
HH110	<p>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?</p> <p>Only answer 'Yes' here if there is no external heat distribution pipework or ineligible uses of heat.</p>		Select: Yes/No	<p>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 e.g. between buildings, of any length.</p> <p>If there is any external pipework between buildings (including insulated or buried pipework), or any ineligible heat use, please select 'No' to this question.</p> <p>External pipework includes:</p> <ul style="list-style-type: none"> any external pipework between the boiler

Q uestion reference	Q uestion	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
				<p>house and the building (s) where the heat is used.</p> <ul style="list-style-type: none"> • pipework between any ineligible heat generating plants and the building (s) where the heat is used, if they are connected to the same heating system as the biomass boiler. <p>It is essential that this question is answered correctly as it ensures the RHI Register is able to correctly classify the application as falling under the 'Standard' or 'Multiple' metering requirements (as outlined in chapter 14, volume 1 of the RHI guidance).</p>
HH120	<p>Please further describe how heat generated by your installation is used.</p> <p>Where appropriate, this should include :</p> <ul style="list-style-type: none"> • a description of any ineligible heat uses supplied by the heating system, and how the metering arrangements will ensure heat supplied to such uses will not be included in the meter readings submitted for RHI payment purposes • details of any heat customers to which heat is supplied for separate use • a brief description of the building or enclosed structure(s) in which the eligible heat is used • for processes other than in a building (GB only) a description of the commercial cleaning and/or drying process. • For ground source heat pumps, a description of 		Free text.	<p>You should provide as much information as possible in this section including:</p> <ul style="list-style-type: none"> • A description of the building (s) in which the heat is used, especially in relation to whether they are fully enclosed on all sides and permanent / long lasting. • Whether or not there are any air vents supplying the building. • Whether or not your boiler is located in its own boiler house, separate from the building(s) where the heat is being used. • The total number of buildings to which the heat is supplied. • Details of 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 RHI is paid. Under normal circumstances ineligible heat uses are not required to be metered for RHI purposes. Please note that losses in external heat distribution pipework are considered an ineligible use.

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
	the source of heat (i.e. naturally occurring in the ground, heat transferred from cooling process, heat gathered by a solar collector, etc)			

Metering questions

Q uestion reference	Q uestion	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
HH120-1	Which of these are you measuring for the purpose of the RHI payment calculation?	<p>You can select as many of these as are applicable.</p> <p>Options (i), (ii), (iii) (iv) and (vii) are based on whether you have meter(s) measuring these.</p> <p>Option (iii) refers to Ineligible Plant which cannot be considered isolated from the RHI system.</p> <p>Options (v) & (vi) are based on the result of completing the Heat Loss Assessment which can be found on our How to Apply page.</p> <p>Option (vii) refers to where two heat meters are used to calculate heat losses from an external length of pipework.</p> <p>If all your heat generated and heat used is within one building, please only select (i) or (ii), not both.</p>	Select correct option(s) from the list.	<p>You can select more than one answer for this question. To select more than one answer please hold down the 'Ctrl' key and select the options required.</p> <p>The answer options are:</p> <ul style="list-style-type: none"> i Eligible Installation i Eligible Use(s) i Ineligible Plant(s) iv Ineligible Use(s) (excluding external pipework) v Heat Loss from External Pipework (deducted) vi Heat Loss from External Pipework (disregarded) vi Heat Loss from External Pipework (metering by difference) <p>For further information about what you need to measure for RHI payment purposes, please see Volume 1 of the Guidance document.</p>

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
HH123 -3	Please insert the quarterly heat loss figure (kWhth) calculated using a heat loss calculation as detailed in the Heat Loss Assessment.		Number	
HH130 -1	Please provide a figure for the heat in kWhth you expect the eligible installation to generate for eligible purposes each year	The figure you provide should reflect the kWhth of heat you intend to generate each year for the RHI eligible installation and its eligible heat uses. This figure should not include heat generated by other boilers or any heat used for an ineligible purpose.	Number	
HI100-1	Please enter the number of relevant hot water meters for the heating system to which your installation delivers heat.	Hot water meter: this is a meter that measures the energy in a hot liquid. All heat meters used for RHI purposes must meet the technical requirements specified in the Regulations. See the Guidance document for more information.	Number.	For every meter detailed here, you will be required to take meter readings for periodic data purposes. You will also be required to upload evidence to show that each heat meter is of Class 2 accuracy under annex MI-004 of the Measuring Instruments Directive (MID) If you have meters on your system that are not required for the purposes of the RHI i.e. they do not form part of your payment formula, do not include them here.
HI100-2	Please enter the number of relevant steam meters for the heating system to which your installation delivers heat.	Steam meter: this refers to the equipment used to measure the energy in steam. All steam meters used for RHI purposes must meet the technical requirements specified in the Regulations. See the Guidance document for further information.	Number.	See above.
HI102b	Based on the answers provided, the RHI legislation requires you to be classed as (Standard/ Multiple) for metering purposes. This will affect the number of meters you require for RHI purposes, and where they need to be positioned. For more information please refer to the guidance and available applicant information.		The response to this question is automatically generated, based on the information provided on your application. You must accept the stated metering description by answering 'Yes'.	

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
The next five questions(HI120 - HI150) will be repeated for the number of meters listed				
HI110	Please enter the date of the most recent calibration of the volumetric flow meter		DD/MM/YY	
HI120	Please enter the meter manufacturer and model. If not a packaged unit, enter the manufacturer and model of both the integrator and the flow meter.	The meter is a packaged unit if the integrator/display is mounted directly onto the flow meter	Heat meter: Manufacturer and Model Or Integrator: Manufacturer and Model & Flow meter: Manufacturer and Model	Enter the manufacturer and model for the calculator, also known as the digital integrator (this is the digital box displaying the meter readings) and the flow meter (this is the sensor mounted in the pipe measuring the flow in the pipe). This information may be found on documentation supplied by the manufacturer of the meter (and all components thereof) has Class 2 accuracy under annex MI-004 of the Measuring Instruments Directive (MID). If your meter is 'packaged' you will just need evidence to prove the meter as a whole meets the MID Class 2 criterion. 'Packaged' meters, sometimes called 'compact' meters, will be supplied as a connected set of components with one model name/ number and will come from a single manufacturer. If this is not the case you must provide evidence that the calculator and flow sensor individually meet the MID Class 2 criterion. All heat meters utilised for RHI purposes must meet the MID Class 2 requirement.
HI130	Please enter the meter serial number. If not a packaged unit, enter the serial numbers of both the integrator and the flow meter.	The meter is a packaged unit if the integrator/display is mounted directly onto the flow meter	Heat meter: Serial Number Or Integrator: Serial Number & Flow meter: Serial Number	Enter the serial number for the calculator, also known as the digital integrator (this is the digital box displaying the meter readings) and the flow meter (this is the sensor mounted in the pipe measuring the flow in the pipe). This information may be found on documentation supplied by the manufacturer or on the label of the calculator / flow meter itself.
HI140	Please provide a brief description allowing this meter to be identified on the schematic diagram. For steam meters, please include a description of the type of volumetric flow meter used.		Free text.	State 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 us to clearly identify each meter on the application and link it to the schematic provided. Each meter should be included within the schematic provided in support of your application.

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
HI150	Please provide a meter reading for this meter in kilowatt-hours (kWh). If this is not your first submission of this application then please do not change this meter reading unless agreed with Ofgem. This reading may need to be updated if, for example, you have made changes to metering requiring new readings, or your installation, heating system or application information has undergone significant amendments	Meter reading must be within three days of the application submission date	Number (kWh).	<p>The meter reading must be taken no earlier than three days prior to the date you submit your application. Please check the date of this reading before submitting your application. If your meter reading is more than three days we will request you take a new meter reading. This may alter the date to which we backdate your payments, once you have been accredited onto the scheme.</p> <p>Please enter your meter reading in kWh (kilowatt hours) rather than MWh (megawatt hours). If your meter is displaying heat flow in MWh this should be changed to a kWh setting. If you are unable to alter the display of your heat meter, you can manually calculate the reading in kWh, by multiplying your MWh reading by 1000.</p> <p>N.B. If you have 10 or more meters installed in your system you will not be asked to supply meter readings; instead you will need to upload a metering spreadsheet, which will include meter readings, using the template from our website: RHI Meter Spreadsheet.</p>
HI151	Please provide the date on which this reading was taken (this should be no more than three days before the date on which the application is first submitted to Ofgem).	Meter reading must be within three days of the application submission date.	DD/MM/YYYY.	<p>The meter reading must be taken no earlier than three days prior to the date you submit your application. Please check the date of this reading before submitting your application. If your meter reading is more than three days prior to the date you submit your application, we will request you take a new meter reading. This may alter the date to which we backdate your payments, once you have been accredited onto the scheme.</p>
<i>If you have more than 10 meters you will be asked to answer HI160</i>				
HI160	Please provide a description of your metering arrangements. This should include information about the type of meters used and the arrangements you have in place to ensure they are appropriately maintained		Free text	<p>The guidance document contains information about what information is required as part of this upload. Usually it will be a table setting out the information for each meter, but other formats are acceptable. Please note that all meters used for RHI purposes must comply with the eligibility requirements set out in the scheme guidance, and we may ask for additional information about some or all of your meters.</p>

Question reference	Question	IT system help text (<i>you will see this help text when you are completing the question</i>)	Answer tips	Comments, references
	and calibrated. Please also upload the required information about your meters at the end of this application.			

Specific installation information and funding questions

Question reference	Question	IT system help text (<i>you will see this help text when you are completing the question</i>)	Answer tips	Comments, references
HJ100	Please enter the number of other heat generating plants that are connected to the same heating system as the installation for which you are making this application	Heat generating stations include, for example, fossil fuel back-up boilers, fossil fuel top-up boilers, non-RHI accredited renewable heat installations, etc.	Number (up to 5 installations).	<p>This includes other renewable technologies, regardless of whether they have been accredited to the RHI or otherwise, as well as any ineligible technologies (including electrical immersion heaters).</p> <p>It is important we know the total number of 'other' plants which are connected to the same heating system in order that the proposed metering of these can be verified. If a plant is still operational and technically capable of providing heat to the heating system this should be declared here and not in HJ170. You should only mention other heat generating plants which are connected to the same heating system as your eligible heat generating plant.</p>
<i>If answer to HJ100 is more than '0', the following 4 questions (HJ110 – HJ150 will be repeated for the number of plants stated in HJ100 up to 5 times</i>				
HJ110	Please enter the technology type of each installation		Select correct option(s) from list. You can select more than one answer for this	Options are: CHP gas; Non-CHP gas; CHP oil; Non-CHP oil; CHP coal; Non-CHP coal; Biogas; Solid biomass boiler; Deep geothermal; Ground source heat pump (GSHP); Municipal Solid Waste; Solar thermal; Water Source Heat Pump (WSHP); Biomethane; Other non-renewable; Other renewable.

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
			question, by holding down the 'Ctrl' key.	If you have an electrical immersion heater which is supplying heat to the same heating system as your eligible technology, please select 'Other Non-renewable'.
HJ110	If other please specify.		Free text field.	Provide more information on the other technology.
HJ120	Please enter the capacity of each installation (kWth)		Number.	Enter the capacity of each non-RHI accredited heating plants in kWth.
HJ150	Please describe how the heat generated by this plant is used	To select more than one answer please hold down the 'Ctrl' key and select the options required.	Select correct option(s) from the list.	You can select more than one answer for this question. The answer options are: i. Space heating, ii. Water heating, iii. Process heating, iv. Heat exported to another user v. None of the above
<i>If the answer to HJ100 is more than five you will be asked to answer HJ160</i>				
HJ160	Please provide details of the heat generating plants, including their capacities, technology types, make and model; and a brief description of what the heat the plants generate is used for.			
HJ170	Please enter the number of heat generating plants (renewable or non-renewable) that this installation is replacing		Number.	Where plant has been completely decommissioned and is no longer capable of providing heat to the heating system, and so has been wholly replaced by the installation you are applying for, it should be declared 'replaced' here. In this case we will know it does not require a meter. If it has been retained as a back-up but is still capable of operating it should be declared at HJ100. The system should allow you to enter the details of up to three previous installations.
<i>If answer to HJ170 is more than '0', the following two questions (HJ180; HJ190) will be repeated for the number of plants stated up to 3 times</i>				
HJ180	Please enter technology type of previous plant(s).		If the technology is the same as for the replacement installation, please confirm	Select correct option from list: CHP gas; Non-CHP gas; CHP oil; Non-CHP oil; CHP coal; Non-CHP coal; Biogas; Solid biomass boiler; Deep geothermal; Ground source heat pump (GSHP); Municipal Solid Waste; Solar thermal; Water Source Heat Pump (WSHP); Biomethane; Other non-renewable; Other renewable.

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
			in question HK120 that all integral equipment is new. For a description of what qualifies as integral equipment, please refer to chapter 4, table 3 in RHI Guidance Volume 1.	If you have an electrical immersion heater which is supplying heat to the same heating system as your eligible technology, please select 'Other Non-renewable'.
HJ180 -1	If other please specify		Free text	Provide more information on the other technology.
HJ190	Please enter capacity of previous plant(s) in kWth.		Number.	Enter capacity of each heating plant which the installation is replacing in kWth.
<i>If answer to HJ170 is more than three you will be asked to answer HJ200</i>				
HJ200	Please provide details of the plants, including the technology type and capacity of the plants.			
HJ210	Does the installation export heat offsite?		Select: Yes/No	If you are unsure whether or not you are exporting heat offsite, please contact a member of the RHI team on 0300 003 2289.
<i>If you answer 'Yes' to HJ210 you will be asked answer questions HJ220 - HJ280</i>				
HJ220	How many properties are served by the installation?			
HJ230	Are there individual meters measuring heat supply to each property or properties?			
HJ240	What percentage (to the nearest 5%) of the heat generated by the eligible installation is exported?			
HJ250	What percentage (to the nearest 5%) of the heat generated by the eligible installation is used on site?			

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
HJ260	What temperature heat is used in the network?			
HJ270	Are you looking to expand the network?			
HJ280	Are you a private sector ESCO or a public sector ESCO ?			
HJ290	Are you/your organisation a 'large enterprise' as defined by State Aid rules?	For a definition of large enterprise please refer to the RHI Glossary document.	Select: Yes/No	<p>State Aid</p> <p>'Large undertakings' are defined in the State Aid Environmental Protection Guidelines as "enterprises which are not within the definition of small and medium-sized enterprises". The definition of small and medium-sized enterprises is "such enterprises within the meaning of Regulation (EC) No 70/2001 or any regulation replacing it":</p> <p>1. Small and medium-sized enterprises, hereinafter referred to as 'SMEs', are defined as enterprises which:</p> <ul style="list-style-type: none"> - have fewer than 250 employees, and - have either, - an annual turnover not exceeding EUR 40 million, or - an annual balance-sheet total not exceeding EUR 27 million, - conform to the criterion of independence as defined in paragraph 3. <p>2. Where it is necessary to distinguish between small and medium-sized enterprises, the 'small enterprise' is defined as an enterprise which:</p> <ul style="list-style-type: none"> - has fewer than 50 employees and - has either, - an annual turnover not exceeding EUR 7 million, or - an annual balance-sheet total not exceeding EUR 5 million, - conforms to the criterion of independence as defined in paragraph 3. <p>3. Independent enterprises are those which are not owned to 25 % or more of the capital or the voting rights by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME or</p>

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
				<p>a small enterprise, whichever may apply. This threshold may be exceeded in the following two cases:</p> <ul style="list-style-type: none"> - if the enterprise is held by public investment corporations, venture capital companies or institutional investors, provided no control is exercised either individually or jointly, - if the capital is spread in such a way that it is not possible to determine by whom it is held and if the enterprise declares that it can legitimately presume that it is not owned as to 25 % or more by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME or a small enterprise, whichever may apply
HJ300	Please enter the capital cost of your renewable heat installation. This will include costs relating to the purchase or construction of the physical equipment but should exclude VAT. (£)	This information is required for monitoring purposes. This information will only be reported in aggregate to preserve commercial sensitivity.	7 digits and 2 decimal places.	Please provide an estimate of the cost of the installation itself quoted on your invoice from the installer or supplier of your installation. For further information on what costs to include please refer to chapter 4, table 3 of the volume 1 RHI guidance. This contains what is considered 'integral equipment' for each RHI eligible technology type. The total cost of all integral equipment should be provided here.
HJ305	Please describe how the purchase and installation of your installation for which you are making this application has been financed. For example it may be through a loan, from your own reserves, from working capital or from private monies. Please provide as much detail as possible.		Free text.	If you have declared that you have received a grant from public funds for the cost of the purchase and installation of the renewable heat installation as part of your application, please provide further detail here regarding the grant monies. In particular, please describe the type of grant received, what costs it was spent on, and what proportion of the grant you believe should be repaid if relevant. Please provide as much supporting information as possible in the additional upload spaces.
HJ310	Please enter the total value of the indirect costs of your renewable heat installation. This will include installer costs, planning costs and any other costs not attributable directly to the purchase or construction	This information is required for monitoring purposes. This information will only be reported in aggregate to preserve commercial sensitivity.	7 digits and 2 decimal places.	This will include installer costs, planning costs and any other costs not attributable directly to the purchase or construction of the physical plant. This should exclude any costs already stated in HJ300.

Question reference	Question	IT system help text (you will see this help text when you are completing the question)	Answer tips	Comments, references
	of the physical plant (£).			
HK100	Please enter the number of plants which comprise your installation. If applying for an installation comprised of multiple plants, please also enter information not yet provided where applicable. For further details of the information that should be included here, please refer to guidance and available applicant information.	CHP applicants should refer to the RHI guidance document for further information at the help and guidance link above.	Free text.	This only includes eligible plants of the same technology which are connected to the same heating system. If your system has any of the following, these do not 'comprise your installation'; therefore you should not reference them here : - additional eligible plants of another technology - any ineligible technologies - an eligible plant of the same technology that is not connected to the same heating system.
HK110	Please enter the serial number of your installation. E.g. for boilers you will find this on the boiler name plate.	If your equipment has no serial number because it is bespoke, please enter 'bespoke'.	Free text.	If your equipment is bespoke, please enter "bespoke". If your installation is comprised of multiple plants, please enter one plant's serial number here, and the remaining serial numbers in the free text question HK120. If the serial numbers of your solar thermal collectors are not available, please enter the MCS Certified Product Number from your MCS certificate.
HK120	Please provide a comprehensive 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 guidance and available applicant information.	Please provide any further information you may have that relates to your installation.	A full and detailed description covering all the components of the 'installation'.	Please refer to chapter 4, volume 1 of the RHI guidance to see the definition of 'installation'. This section must include as much information as possible about each of the components of the installation. You will need to include the make/model of your eligible heat generating plant in this section. For solar thermal installations, please provide information on the composition of the heat transfer medium being metered by the heat meter. If water/glycol, what % of glycol is present? You should provide evidence (in an additional upload slot) that the heat meter is suitable for use with glycol. Please confirm that the heat meter is calibrated and installed correctly to measure the composition accurately.

Documents to upload

- i. This section requires you to upload documents as evidence to support your application relating to the generic questions.
- ii. Documents can only be uploaded in PDF format. For help on how to convert documents to PDF format and how to upload them to the RHI Register, see the links to videos on the RHI How to Apply page.

Q uestion reference	Q uestion	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
<i>If answer to HD120 - 1 is 'Yes' you will see the following question:</i>				
HL100	Please upload the letter of offer from the grant making body.		Upload letter from grant-making body showing details of any grant you have received, and what the grant contributed towards.	If the letter does not include details of what the grant was, when the grant was received, the total value of the grant and what the grant contributed towards, please upload this information as well. For details of RHI interaction with publicly funded grants, please see chapter 4, volume 1 in the RHI guidance which can be found by clicking on 'Help and Guidance' at the top right of the screen.
<i>If answer to HD130 - 1 is 'Yes' you will see the following question:</i>				
HL101	Depending on your answer to question HD130-1, please upload evidence that the grant has been either: <ul style="list-style-type: none"> • repaid to the person or authority who made the grant • repayment has been refused by the person or authority who made the grant • the person or authority who made the grant has ceased to exist 		Upload document as relevant	
<i>The following question will repeat for the number of heat meters stated on the application (up to 10):</i>				
HL130	For each meter listed in your application, please upload a photo of the meter clearly showing the serial number, and that it is of Class 2 accuracy and conforms to the MID, or equivalent. If the meter is not a	If you are unable to provide photos, please see possible alternatives in the supporting information guidance. For details of heat meter requirements, including Class 2 accuracy and MID conformity, please see chapter 14, volume 1 of the RHI	Upload metering document(s) to establish that you have an eligible meter type.	This will be required for each meter declared in your application; or if not a packaged meter the calculator (digital integrator) and flow meter components). This could be in the form of a calibration certificate / documentation from the manufacturer or photographs of both the heat and flow meter. The document must clearly show that your heat meter has Class 2 accuracy under the MID (EN 1434).

Question reference	Question	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
	packaged unit (with the integrator/display mounted directly onto the flow meter), please provide photos of both the integrator (with the serial number visible) and the flow meter (with the serial number and accuracy class visible).	<p>guidance.</p> <p>CHP applicants should refer to the RHI Guidance document for further information at the help and guidance link above.</p>		<p>Evidence in applications should explicitly illustrate that the heat meter adheres to the Class 2 accuracy standard. If the documentation does not state 'Class 2' or 'CL: 2' etc it will not be suitable to evidence that the eligibility criteria are met.</p> <p>We recommend inclusion of a photograph of the heat meter/ component where the required text is displayed (preferably showing opening meter reading). The resolution of the image should be sufficient so that the accuracy class can be seen on the meter label. The image could be uploaded to the further supporting evidence section of the application in PDF format.</p> <p>Some heat meters will be supplied or installed where the flow sensor component of the meter has been tested under the ISO 4064 standard. For example, many mechanical water meters have been demonstrated to meet Class B accuracy under this standard. Where Class B flow meters are used, we will require evidence that meters have been demonstrated to meet Class B accuracy under the ISO 4064 standard.</p> <p>We will also require applicants to confirm (in questions HK120) that "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".</p> <p>For more specific metering queries, you may wish to refer to the RHI Metering FAQs.</p>
HL140	Please upload details of meters			<p>This question is only asked if you have stated you have more than 10 meters. You need to provide information about each meter that forms part of your installation. We recommend you complete the 'Meters Spreadsheet for installations with more than 10 meters' available on our website and upload it here.</p>
<i>The following question (HL150 - 3) will only be asked if your installation is 'Multiple' for metering purposes:</i>				
HL150 -3	Please upload a copy of the Independent Report on Metering Arrangements (IRMA) for your installation.	Please use the IRMA template available. For details of the IRMA requirements and conditions, please see chapter 14, volume 1	Upload a copy of your Independent Report on Metering Arrangements.	Every installation that is classed as 'multiple' must have an IRMA and until this is submitted alongside the application we are not able to review any of the information. Please refer to chapter 14, volume 1 of the

Question reference	IT system help text (you will see this help text when you are		Answer tips	Comments, references
		of the RHI guidance.		RHI guidance for details on who can complete the IRMA on your behalf. This document must be in the form of the template available on our website: RHI Independent report on metering arrangements template.
The following question (HL150- 4) will only be asked if your installation is less than 45kW:				
HL150 -4	Please upload a copy of your MCS certificate or equivalent certification.	For details of the MCS certificate or equivalent certification, please see chapter 4, volume 1 of the RHI guidance.		See chapter 4, volume 1 of the RHI guidance
HL170	Please provide a comprehensive schematic or diagram of the heating system of which your installation forms part. 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, including clear indication of any pipework not located within a building, - the positions of relevant hot water and steam meters and their associated components (e.g. both temperature sensors, flow meter and integrator). Please ensure that all of the items listed above are clearly labelled, that the schematic has a key, and that building boundaries are indicated.		Upload the schematic with a descriptive name.	
HL180	Please provide a letter of authorisation from your organisation	Please use the template for the Letter of Authorisation available on our website.	Upload the Letter of Authorisation.	Letter of Authorisation template.
HL181 -1	Please upload a copy of your	For further information and		Supporting information guidance.

Question reference	Question	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
	commissioning certificate or commissioning report.	possible alternatives, please see supporting information guidance on the "How to Apply" web page.		
HL181 -2	Please upload evidence of your non-single domestic status (e.g. multiple council tax bills or business rates evidence)	See above.		Supporting information guidance.
HL181 -3	Please upload a photo of the nameplate of the installation, clearly showing the capacity and serial number.	If you are unable to provide a photo, please see supporting information guidance on the "How to Apply" web page.		Supporting information guidance.
HL182	Please email the completed Heat Loss Assessment in macro-enabled excel format to RHI.Heatloss@ofgem.gov.uk, quoting your O RG number and upload supporting documents for the Heat Loss Assessment including pipework specifications and photographs			Please don't convert the heat loss assessment to a pdf before emailing it in. The pipework specifications should be available from the pipe manufacturer.
HL190	Please upload any further supporting evidence if necessary		Upload commissioning certificates and invoices which show the capacity of your installation, the date it was installed and the address at which the installation is located. You will also need to upload proof that your installation is supplying heat to a non-domestic property i.e. in the form of multiple council tax bills for a district heating scheme or a business	Please refer to chapter 4, volume 1 of the RHI guidance for more information on suitable evidence of non-domestic properties.

Question reference	Question	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
			rates bill. If your property is agricultural, we acknowledge that you may be exempt from paying business rates, therefore we require evidence e.g. from your local authority that supports this.	
Note that the following question (HL200-1) appears after each general upload slot as a reminder for you to provide a description for the document:				
HL200-1	Please provide a brief comment about this supporting evidence		Brief description of uploaded document.	Please make sure it is obvious to the RHI reviewer what this document is.
HM100 - HM240	Authorised signatory and company details		Enter details requested.	This may be all or part pre-populated, please review and amend as needed.

Technology specific questions

Heat pumps

Q uestion reference	Q uestion	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
HF120	Please enter the Coefficient of Performance (CO P) of the heat pump.	If applying for an installation comprised of multiple plants, please enter one plant's COP here, and the COP of remaining plants in the free text question towards the end of the application.	Number (1 decimal point allowed). If less than 2.9 is entered then the heat pump is not eligible as per the RHI regulations.	You must state the COP for the heat pump at the rated conditions. You will be required to upload documentation from the manufacturer which verifies the COP stated.
HF130	Please enter the value of the design Seasonal Performance Factor (SPF) of your heat pump.	Your installer may be able to help you with this information.	Number (1 decimal point allowed)	You should ask your installer to complete the 'Installer Declaration' form available on our website. They will need to enter the design SPF value in this.
HF130 -1	Please select which boundary you are using to calculate the SPF for your heat pump. This is based on which components you will be measuring the electrical input to and the heat output of.	<p>These boundary classifications are commonly used in the heat pump industry in relation to SPF measurement.</p> <p>Each of the boundaries in the list includes measurement of the equipment needed to make use of the energy source.</p> <p>For the purposes of the RHI, by 'distribution system components' we are referring only to those that require an electrical input. Examples are circulation pumps and motorised valves.</p> <p>Please refer to the RHI guidance document at the help and guidance link above for further details.</p>	Select from options	
HF130 -2	How many electricity meters are you using to measure the SPF?		Number	This should be the total number of electricity meters present. If you are using the heat pump controller to record electrical input then this should also be entered as an electricity meter. If you are metering an

				integrated immersion heater separately then an additional meters should also be included.
<i>The following questions (HF130 - 3 to HF130 - 7) will repeat for the number of electricity meters stated on the application (up to 10):</i>				
HF130 -3	Please enter the manufacturer and model number of the electricity meter you are using for the SPF calculation.	If the electricity meter is integral to the heat pump, state the heat pump model and serial number.	Free text	This question is repeated for each of the electricity meters mentioned in HF130-2.
HF130 -4	Please enter the serial number of the electricity meter you are using for the SPF calculation.		Free text	This question is repeated for each of the electricity meters mentioned in HF130-2.
HF130 -5	Please enter a meter reading in kWh for the electricity meter detailed in the previous question.		Number	This question is repeated for each of the electricity meters mentioned in HF130-2.
HF130 -6	Please provide the date on which this reading was taken (this should be no more than three days before the date on which the application is first submitted to Ofgem).		DD/MM/YY	This should be taken no earlier than three days prior to the date of the first submission of your application. This question is repeated for each of the electricity meters mentioned in HF130-2.
HF130 -7	What is the electricity meter measuring?		Select from options	Describe the equipment metered by the electricity meter, e.g. electrical immersion heater. This question is repeated for each of the electricity meters mentioned in HF130-2.
HF140	Has your installation been designed and installed to use heat in air expelled either from a building or directly from a process which generates heat?		Select: Yes/No	This question is only asked if your technology type is a air source heat pump.
HF150	Has your heat pump been designed to provide cooling?	Please refer to the technical specification or manufacturer instructions of your heat pump to determine whether it is designed to provide cooling.	Select: Yes/No	
HF160	Is your heat pump capable of simultaneous heating and cooling?	For the purposes of the RHI, a heat pump is capable of simultaneous heating and cooling if it uses the heat extracted during the cooling process directly for heating elsewhere on the system,	Select: Yes/No	This question is only asked if your technology type is a ground or water source heat pump.

		by-passing the ground loop.		
If the answer to HF160 is 'Yes' you will be asked the following questions (HF170 to HF170-5):				
HF170	How many heat meters are you using on the ground loop?		Number	
The following questions (HF170-1 to HF170-5) will repeat for the number of heat meters on the ground loop stated on the application (up to 10):				
HF170-1	Please enter the manufacturer and model number of the electricity meter you are using on the ground loop.	If the ground loop meter is integral to the heat pump, state the heat pump model and serial number.	Free text	This question is repeated for each of the electricity meters mentioned in HF170.
HF170-2	Please enter the serial number of the electricity meter you are using on the ground loop.		Free text	This question is repeated for each of the electricity meters mentioned in HF170.
HF170-3	Please enter a meter reading in kWh for the electricity meter detailed in the previous question.		Number	This question is repeated for each of the electricity meters mentioned in HF170.
HF170-4	Please provide the date on which this reading was taken (this should be no more than three days before the date on which the application is first submitted to Ofgem).		DD/MM/YY	This question is repeated for each of the electricity meters mentioned in HF170.
HF170-5	Please confirm that the meter is capable of providing measurements for the heat drawn from the ground, and can exclude heat transferred to the ground.		Select: Yes/No	This question is repeated for each of the electricity meters mentioned in HF170.
HK130	Please provide the design conditions to support the Coefficient of Performance (COP) for the installation at its representative operational point.	In most cases, it would be appropriate to state the design conditions representative of the actual inlet and outlet temperatures for the heat pump installation. For further information, please see chapter 8, volume 1 of the RHI guidance.		It is also acceptable to provide the COP at rated conditions, and provide evidence to support this value as an alternative.
HL120	Please upload evidence to support your declaration of your heat pump's COP	For details of evidence requirements, please see chapter 8, volume 1 of the RHI guidance which can be found by clicking on	Upload document	Upload a copy of the technical specifications from the manufacturer of the heat pump unit. This should show the COP declared at the design conditions (also termed temperature conditions of the operational point)

		'Help and guidance' at the top right of the screen.		declared at HK120, or alternatively for the COP at the rated conditions. For electrically driven heat pumps the COP value should have been determined in accordance with the EN 14511 standard.
HL122	Please upload the completed installer declaration form regarding your heat pump.	Please find a template installer declaration form on our website. Your installers should complete the declaration.		
HL181 -5	Please upload a copy of the technical specification or operating manual for the heat pump.	For further information, please see the supporting information guidance on the "How to Apply" web page.	Upload document	

Solar thermal installations

Q uestion reference	Q uestion	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
HF100	Please select the type of solar collector that comprises your installation.	If you are applying for an installation comprised of multiple plants, please answer this question for the plant with the earliest commissioning date, and provide details of the remaining plants in the free text question at the end of this application.	Select correct option from list: <ul style="list-style-type: none"> • Flat plate • Evacuated tube • Both 	If you are not certain of the correct answer here please refer to purchase documentation for the panel or speak to your installer or supplier.
HF110	Please enter the aperture area (surface area) of your installation in m².	The aperture area is the area over which the solar radiation enters the collector. It does not include the frame (if any). This will often be on the documentation provided by the manufacturer.	Only numeric values allowed (2 decimal places).	This information may be provided on your commissioning certificate.
HL181-6	Please upload a copy of the technical specification or operating manual for the solar thermal plant.	For further information, please see the supporting information guidance on the "How to Apply" web page.	Upload document	Supporting Information Guidance.

Biomass installations

Q uestion reference	Q uestion	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
HA160	From 5 October 2015 all fuel used must meet the sustainability requirements. From this date, participants must provide information about the sustainability of the fuels used in each quarter (even if the fuel was purchased/received prior to 5 October). Please state which route of compliance you intend to use to demonstrate you meet the sustainability criteria.	<p>You should be using fuel(s) which you can demonstrate to be sustainable from the date you submit your application since this is the date from which you may be eligible for RHI payments if accredited.</p> <p>Please see the Sustainability Guidance for details of what each route of compliance involves.</p> <p>Please note that these requirements are in addition to the air quality requirements (see chapter 9 of Volume One for more details)</p>	<p>Choice of answers will be:</p> <p>BSL</p> <p>BSL and self-reporting</p> <p>RO</p> <p>Self-reporting</p>	Please see Chapter 4 of the Volume 2 Guidance to find details of each compliance route.
HA160 -1	Please enter the authorisation number(s) of the fuel(s) you are using	<p>The authorisation number should be displayed on your fuel invoice or receipt.</p> <p>If you have used multiple different fuels, please enter all relevant authorisation numbers</p>		<p>This question will only appear if 'BSL' or 'BSL and self-reporting' were chosen in HA160.</p> <p>If you use are using the BSL, the authorisation number will be of the format: BSLXXXXXXX-XXXX, where each 'X' is a number. You must retain the invoices or receipts which display the authorisation number(s) you declare here.</p>
HG121	Please enter the number of boilers that comprise your installation.	CHP applicants should refer to the RHI Guidance document for further information at the help and guidance link above.		
HG122	Please enter the name of the boiler's manufacturer	This information should be contained in your boiler's instruction manual or your boiler nameplate.		
HG123	Please enter the boiler model	This information should be contained in your boiler's instruction manual or your boiler nameplate.		
HG124	Please enter your boiler's	RHI emission certificates will be		

Q uestion reference	Q uestion	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
	tested emissions value for oxides of nitrogen (NO x). This can be found on your RHI emission certificate.	available from the installer, manufacturer, or on-site emissions tester of your biomass installation. For further information on the air quality requirements please see chapter 9, volume 1 of the RHI guidance. This can be found by clicking on 'Help & Guidance' at the top right of the screen.		
HG125	Please enter your boiler's tested emissions value for particulate matter (PM). This can be found on your RHI emission certificate.	RHI emission certificates will be available from the installer, manufacturer, or on-site emissions tester of your biomass installation. For further information on the air quality requirements please see the chapter 9, volume 1 of the RHI guidance. This can be found by clicking on 'Help & Guidance' at the top right of the screen.		
<i>The following 3 questions (HG130 – HG150) are displayed only for installations with a capacity of over 45kW:</i>				
HG130	What fuel(s) are to be used in your biomass boiler(s)?	For example, virgin wood.	Select the correct option(s) from the list.	You can select more than one answer for this question. To select more than one answer hold down the 'Ctrl' key and select the options required. The answer options are as follows: <ul style="list-style-type: none"> - Energy crops - Wood pellets - Wood logs - Wood chip - Waste/recycle wood - Fossil fuel - Agricultural residues - Food waste - Other
HG140	Please describe in more detail the fuel being used at your installation.	Please provide details of source of fuel/origin and where applicable the grade.	Your answer text is limited to 500 characters	When describing the fuel, please also explain whether there are any possible fossil fuel contaminants such as plastic, glue, paint or varnish. If there are any fossil fuel contaminants, please upload a document at the end of the application to demonstrate that the contamination will be under 10% by energy content each quarter (e.g. a fuel specification, contractor initial testing of the proposed fuel).

Question reference	Question	IT system help text (you will see this help text when you are	Answer tips	Comments, references
				Please see chapter 4, volume 2 of the RHI guidance for further details of fuel use.
HG150	Will the installation use any of the following fossil fuel-derived fuels?	<p>Ancillary purposes are listed in regulations as:</p> <p>(a) Cleansing other fuels from the accredited RHI installation's combustion system prior to using fossil fuel to heat the combustion system to its operating temperature</p> <p>(b) The heating of the accredited RHI installation's combustion system to its normal operating temperature or the maintenance of that temperature</p> <p>(c) The ignition of fuels of low or variable calorific value.</p> <p>(d) Emission control.</p> <p>(e) In relation to a accredited RHI installations which are CHP systems, standby generation or the testing of standby generation capacity</p> <p>Electrical ignition of the boiler does not count as fossil fuel. You will be asked more about these uses in the fuel measurement and sampling questionnaire.</p> <p>CHP applicants should refer to the RHI guidance document for further information at the help and guidance link above.</p>	Select the correct option(s) from the list.	<p>You can select more than one answer for this question. To select more than one answer please hold the 'Ctrl' key and select the options required:</p> <ul style="list-style-type: none"> - Fossil fuel (e.g. gas or oil) for permitted ancillary purposes - Contaminated biomass (or contaminated biomass feedstock into gasification or pyrolysis plant) (e.g. wood coated in paint) - Neither of the above (no fossil fuel)
The following question (HG160) will display if you have selected any option other than 'no fossil fuel' in HG150:				
HG160	Please select one or more permitted ancillary purposes	CHP applicants should refer to the RHI guidance document for further information at the help and guidance link above.	Select the correct option(s) from the list.	<p>You can select more than one answer for this question. To select more than one answer please hold the 'Ctrl' key and select the options required:</p> <ul style="list-style-type: none"> - cleansing other fuels from the combustion system prior to using fossil fuel to heat the combustion system

Question reference	Question	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
				<p>to its normal temperature</p> <ul style="list-style-type: none"> - the heating of the combustion system to its normal operation temperature or the maintenance of that temperature - the ignition of fuels of low or variable calorific value - emission control - in relation to installations which are CHP, standby generation or the testing of standby generation capacity.
HG170	Are you regulated under the Environmental Permitting (England and Wales) Regulations 2010 or the Pollution Prevention and Control (Scotland) Regulations 2000?		Select: Yes/No	
HL121	For each boiler listed in your application, please upload the associated RHI emission certificate or environmental permit	<p>RHI emission certificates will be available from the installer, manufacturer, or on-site emissions tester of your biomass installation. Environmental permits are required for larger installations and are available from your local authority or the Environment Agency. For further information on the air quality requirements please see chapter 9, volume 1 of the RHI guidance. This can be found by clicking on 'Help & Guidance' at the top right of the screen.</p>	Upload document	

Biogas installations

Question reference	Question	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
HA160	From 5 October 2015 all fuel used must meet the sustainability requirements. From this date, participants must provide information about the sustainability of the fuels used in each quarter (even if the fuel was purchased/received prior to 5 October). Please state which route of compliance you intend to use to demonstrate you meet the sustainability criteria.	You should be using fuel(s) which you can demonstrate to be sustainable from the date you submit your application since this is the date from which you may be eligible for RHI payments if accredited. Please see the Sustainability Guidance for details of what each route of compliance involves.	Choice of answers will be: Self-reporting	Please see the Sustainability Self-Reporting Guidance for details of how to ensure you meet the sustainability requirements using the self-reporting route of compliance.
HG100	Which of the following conversion processes is used to convert the biomass feedstock into biogas?	Anaerobic digestion (which includes sewage gas).	Please select one of the following options from the list: - Gasification - Pyrolysis - Anaerobic digestion	Please be advised that anaerobic digestion includes sewage gas, and that such plants may be eligible for the RHI. If your installation is biogas, please upload evidence at the end of the application to demonstrate the capacity in one of the supporting evidence sections. For gasification/pyrolysis plants, please also upload a document to demonstrate that the installation does not generate heat from solid biomass (e.g. a diagram detailing the process from the feedstock, through the gasifier/pyrolyser and through to combustion). Please refer to chapter 10, volume 1 of the RHI guidance for further information.
HG110	Is any heat derived from an external source inputted to the biogas production plant?	For example, where water heated by fossil fuel is used at the biogas production plant.	Select: Yes/No	This question only relates to heat that is provided, not electrical ignitions.
HG120	Please explain how you will measure any heat in kWhth supplied to the		Free text.	Please describe the metering arrangements that will measure the heat (hot liquid/steam) used to produce the biogas from biomass. Please add any meters at the

Question reference	Question	IT system help text (<i>you will see this help text when you are completing the question</i>)	Answer tips	Comments, references
	biogas production in each quarter			end of the application alongside the meters used to measure heat generated/used etc. If you are unsure, please contact the RHI enquiry line.
HG150	Will the installation use any of the following fossil fuel-derived fuels.	<p>Ancillary purposes are listed in regulations as:</p> <p>(a) Cleansing other fuels from the accredited RHI installation's combustion system prior to using fossil fuel to heat the combustion system to its operating temperature</p> <p>(b) The heating of the accredited RHI installation's combustion system to its normal operating temperature or the maintenance of that temperature</p> <p>(c) The ignition of fuels of low or variable calorific value.</p> <p>(d) Emission control.</p> <p>(e) In relation to accredited RHI installations which are CHP systems, standby generation or the testing of standby generation capacity</p> <p>Electrical ignition of the boiler does not count as fossil fuel. You will be asked more about these uses in the fuel measurement and sampling questionnaire.</p>	Select the correct option(s) from the list.	<p>You can select more than one answer for this question. To select more than one answer please hold the 'Ctrl' key and select the options required:</p> <ul style="list-style-type: none"> - Fossil fuel (e.g. gas or oil) for permitted ancillary purposes - Contaminated biomass (or contaminated biomass feedstock into gasification or pyrolysis plant) (e.g. wood coated in paint) - Neither of the above (no fossil fuel)
<i>The following question (HG160) will display if you have selected any option other than 'no fossil fuel' in HG150:</i>				
HG160	Please select one or more permitted ancillary purposes		Select the correct option(s) from the list.	<p>You can select more than one answer for this question. To select more than one answer please hold the 'Ctrl' key and select the options required:</p> <ul style="list-style-type: none"> - cleansing other fuels from the combustion system prior to using fossil fuel to heat the combustion system to its normal temperature - the heating of the combustion system to its normal operation temperature or the maintenance of that temperature - the ignition of fuels of low or variable calorific value

Question reference	Question	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
				<ul style="list-style-type: none"> - emission control - in relation to installations which are CHP, standby generation or the testing of standby generation capacity.
HG170	Are you regulated under the Environmental Permitting (England and Wales) Regulations 2010 or the Pollution Prevention and Control (Scotland) Regulations 2000?		Select: Yes/No	

Biomethane installations

Question reference	Question	IT system help text (you will see this help text when you are	Answer tips	Comments, references
HA140	Please provide a figure for the volume in cubic meters of biomethane which you expect to produce for injection each year		Number	The figure you provide should be what you expect to produce rather than what you are entitled to supply injection.
HA140 -1	Please provide the maximum initial capacity in cubic metres that you are entitled to supply every quarter. This can be obtained from your Network Entry Agreement.		Number	This figure should be taken from your Network Entry Agreement.
HA160	From 5 October 2015 all fuel used must meet the sustainability requirements. From this date, participants must provide information about the sustainability of the fuels used in each quarter (even if the fuel was purchased/received prior to 5 October). Please state which route of compliance you intend to use to demonstrate you meet the sustainability criteria.	You should be using fuel(s) which you can demonstrate to be sustainable from the date you submit your application since this is the date from which you may be eligible for RHI payments if accredited. Please see the Sustainability Guidance for details of what each route of compliance involves.	Choice of answers will be: Self-reporting	Please see the Sustainability Self-Reporting Guidance for details of how to ensure you meet the sustainability requirements using the self-reporting route of compliance.
HL160-3	Please upload evidence of a signed agreement from all persons who produce the biogas used to make the biomethane that confirms you are authorised to be the participant.		Upload document	
HL160 -4	Please upload a copy of		Upload document	

	your Network Entry Agreement			
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CHP installations

Q uestion reference	Q uestion	IT system help text (<i>you will see this help text when you are</i>	Answer tips	Comments, references
HA160	From 5 October 2015 all fuel used must meet the sustainability requirements. From this date, participants must provide information about the sustainability of the fuels used in each quarter (even if the fuel was purchased/received prior to 5 October). Please state which route of compliance you intend to use to demonstrate you meet the sustainability criteria.	You should be using fuel(s) which you can demonstrate to be sustainable from the date you submit your application since this is the date from which you may be eligible for RHI payments if accredited. Please see the Sustainability Guidance for details of what each route of compliance involves. Please note that these requirements are in addition to the air quality requirements (see chapter 9 of Volume One for more details)	Choice of answers will be: RO Self-reporting	Please see Chapter 4 of the Volume 2 Guidance to find details of each compliance route.
HE110	Is the installation currently registered as a CHP generating station under the Renewables Obligation (RO)?		Select: Yes/No	
<i>If the answer to question HE110 is 'Yes' you will be asked the following questions (HE120 to HE123):</i>				
HE120	Please enter the generation station's name and accreditation number under the RO			
HE121	Are you receiving support as a CHP station under the Renewables Obligation for heat generated for which you are applying for support?	Please refer to the RHI guidance document at the help and guidance link above for further information on CHP installations that are accredited under the RO.	Select: Yes/No	
HE122	Are you applying for a CHP system for which specific combustion units will be eligible for support (as	Please refer to the RHI guidance document at the help and guidance link above for further information regarding the	Select: Yes/No	

[Type text]

	opposed to all plants on the system)?	definition of 'combustion unit' and 'CHP system'.		
HE123	Is there any heat generated by any capacity of the system that is receipt of support under the RO?		Select: Yes/No	
HE130a	If your system is registered with the Combined Heat and Power Quality Assurance (CHPQA) scheme please enter your registration number.		Number	
HE130b	Please enter the date on which your most recent CHPQA registration commenced.		DD/MM/YY	
HL172	Please upload a copy of your current CHPQA certificate for your installation.		Upload document	