

Non-Domestic Renewable Heat Incentive

Easy Guide to Amendments

Amending your application

28 Day notification

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

For more information on your ongoing obligations to the scheme please see our guidance on this: [Here](#)

Important information:

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

Made changes to your accredited installation?

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

[Replaced a Meter](#)

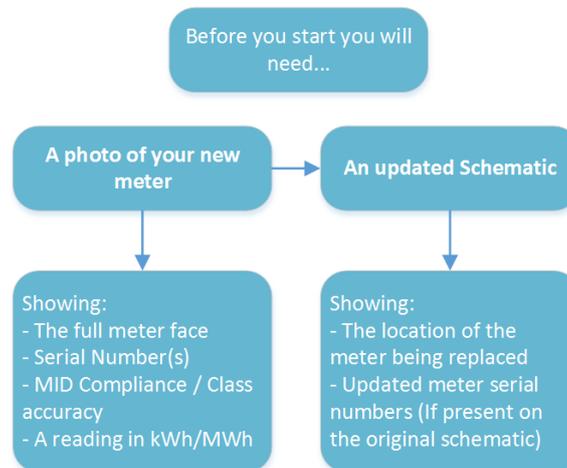
[Added new Heat Uses](#)

[Added an Ineligible Plant](#)

[Removed an Ineligible Plant](#)

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

Replacing a meter



Now that you have everything you need, you can begin to amend your application.

To do this, log on to the RHI register by clicking [>Here<](#)

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

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

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

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

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

AMENDMENT: Meter [SERIAL NUMBER AND LOCATION] has been replaced with a new meter [SERIAL NUMBER AND LOCATION] on [DATE] with an opening reading of [xxxx kWh]. The meter was replaced due to [FAULT/REASON FOR REPLACEMENT].

Meter Grid Enter details of your new meter;

Select **Replace and Add New** on the meter to be replaced

Complete the details in the pop up box

Pay special attention to your closing read and date for the old meter as well as the opening read and date for the new meter.

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

HL170-1 Please upload a revised schematic diagram here

Have you completed the following actions?

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

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

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

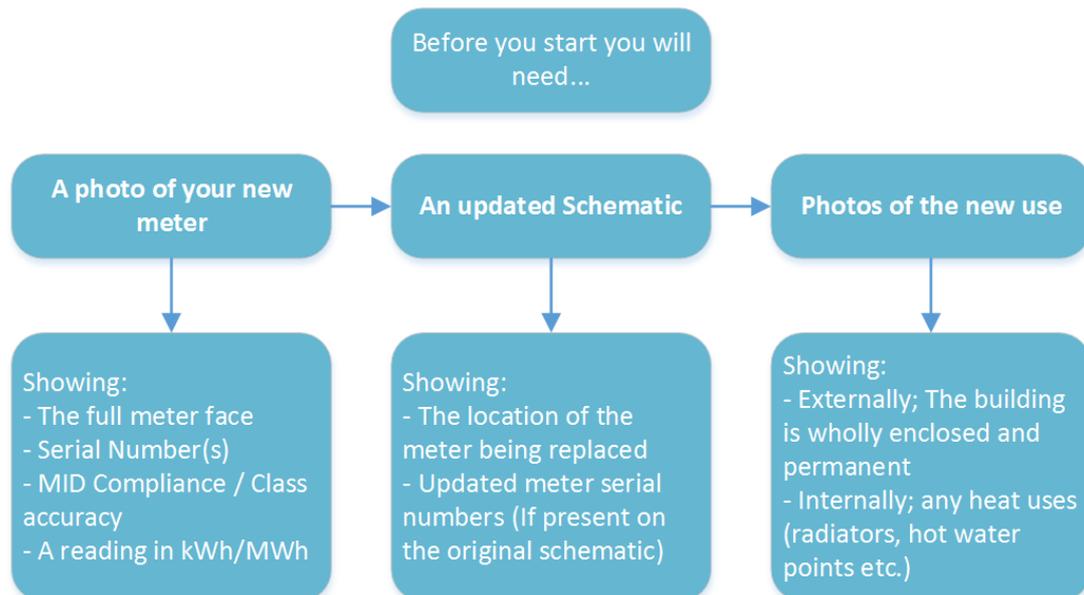
Adding new heat uses

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

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

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

Adding an additional heat use with a new meter



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

Logging on to the RHI register by clicking [>Here<](#)

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

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

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

AM 100 Select the relevant secondary amendment types.

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

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

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

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

Meter Grid Enter details of your new meter;

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

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

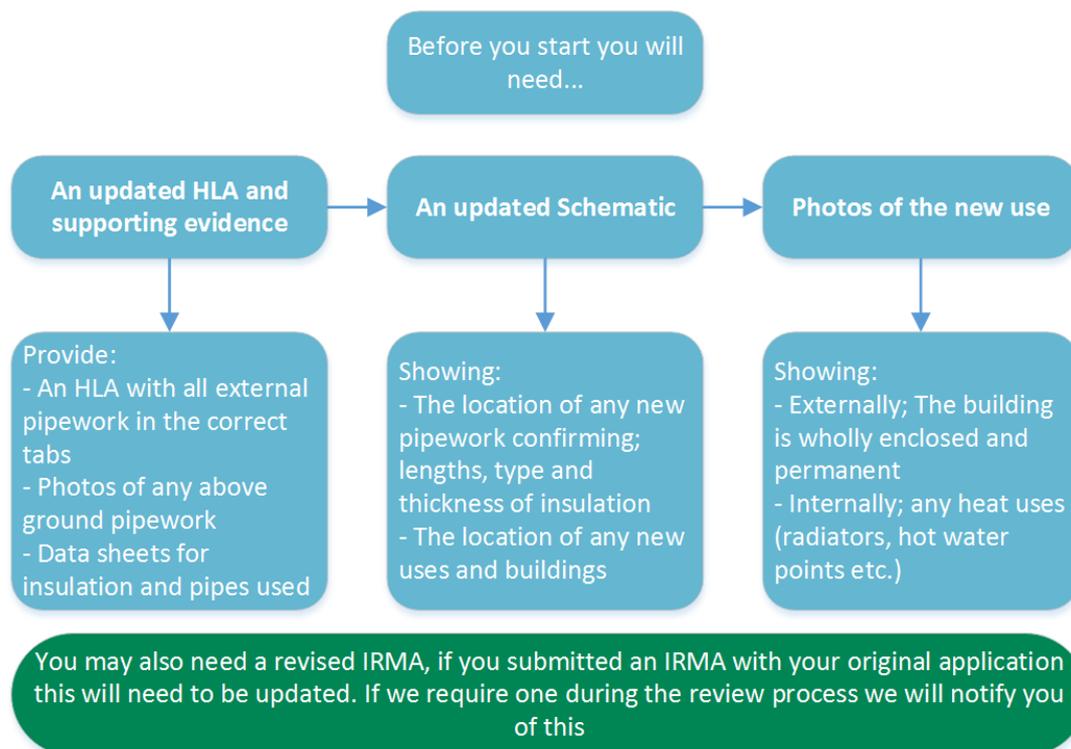
Have you completed the following actions?

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

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

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

Adding an additional heat use with an HLA



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

Logging on to the RHI register by clicking [>Here<](#)

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

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

- AM 090 Select; **Change in Heat Use** and **Change Relating to the Heat Loss Assessment**
- AM 100 Select the relevant secondary amendment types.
- HH 100-1 Update this question if you are adding any new heat use types.
- HH 120 Add a description of the amendment at the end of your existing answer. As a minimum, please copy the example below and fill in the boxes Please add any additional info if required;

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

If you have a Heat Loss Calculation for any external pipework on your site please send a copy of the relevant spreadsheet by email to - RHI.Notification@ofgem.gov.uk

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

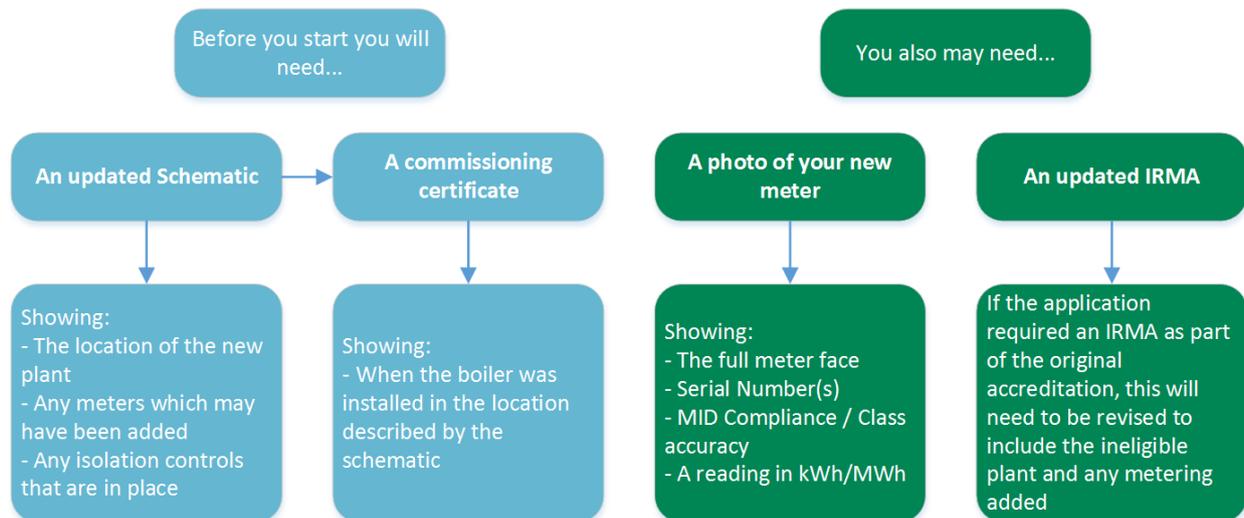
Have you completed the following actions?

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

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

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

Adding an Ineligible Plant



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

Logging on to the RHI register by clicking [>Here<](#)

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

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

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

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

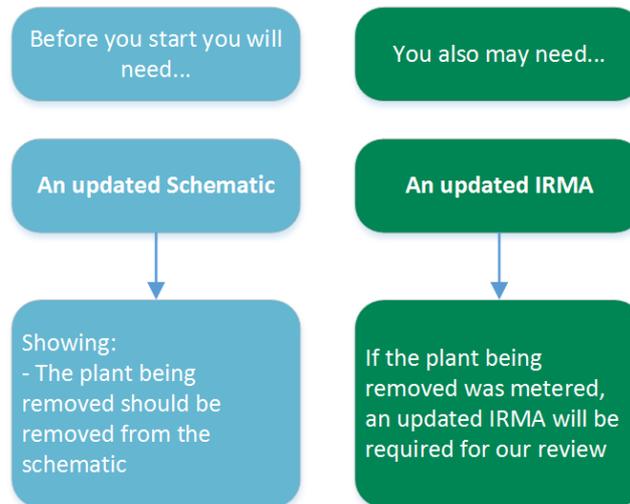
Have you completed the following actions?

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

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

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

Removing an Ineligible Plant



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

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

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

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

AM 100 Select the relevant secondary amendment types.

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

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

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

Meter Grid Remove any relevant meters;

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

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

HL170-1 Please upload a revised schematic diagram here

Have you completed the following actions?

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

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

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

Easy Guide series

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

[Easy Guide to Eligibility](#)

[Easy Guide to Applying](#)

[Easy Guide to Metering Requirements](#)

[Easy Guide to Compliance](#)

[Easy Guide to Periodic Data Submissions](#)

[Easy Guide to Sustainability](#)

[Easy Guide to Heat Pumps](#)

[Guide to Tariff Guarantees](#)

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

Contact us

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

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

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