

Extension applications

Additional information required

Introduction

You must provide one item of primary evidence to satisfy Ofgem that significant capital or significant human or material resource has been invested in project development.

Where primary evidence cannot be provided to support an extension application, the following secondary evidence will be considered sufficient—

- (a) two items of Category A evidence; or
- (b) one item of Category A evidence and one item of Category B evidence.

Two items of Category B evidence will not be considered sufficient.

All evidence must be dated on or before 17th August 2020.

Evidence which must be both signed and dated must be signed and dated on or before 17th August 2020.

Applications that do not provide the minimum evidence will be rejected.

Evidence upload guidance

We recommend using Adobe software. Please use this document to upload the evidence which you wish to present as part of your extension application. All files must be in PDF format. Once you have uploaded your PDF files it can be viewed by selecting the attachment icon on the left hand side of this document.

Please be aware that the document file size must not be greater than 10MB. You will have the opportunity to upload any additional evidence and supporting comments as you progress further with your application.

If you have used all of the upload slots available in the on-line application form, and would like to provide further evidence, you can email it across to us at RHI.Extension@ofgem.gov.uk . Please be aware that we cannot receive emails over 30MB, if you exceed the email maximum please distribute the documents over multiple emails.

If further evidence is emailed to us, please upload the documents within another copy of this form. The subject header of the email must include the RHI number.

Please note:

- NDRHI scheme requirements can be found here
- Extension application guidance can be found here

Primary evidence

Please follow the guidance and upload your relevant primary evidence				
Primary Evidence				
No.	Type	Evidence requirement x1 from the below...		
1.1	Contract		Signed and dated contract held between two parties for the construction of the plant	UPLOAD
1.2			Dated evidence of funding secured for the plant, such as signed loan, funding agreement or similar.	UPLOAD
2.1	Energy Supply Contracts		Dated evidence signed heat supply agreements are in place with heat consumers on a heat network	UPLOAD
2.2			Signed and dated fuel supply contract for the plant	UPLOAD
2.3			Dated acceptance of an offer to connect with the local network operator	UPLOAD
3.1	Invoices		Dated invoices for construction works relating to the plant	UPLOAD
3.2			Dated invoices for the purchase and installation of equipment relating to the plant	UPLOAD
3.3			Dated invoices for the commissioning of pre-build development work relating to the plant	UPLOAD
4.1	Planning		Dated grant of, or application for, planning permission from the relevant planning authority	UPLOAD
4.2			Dated evidence from the relevant authority that planning permission is not required	UPLOAD

Secondary evidence – Category A

If unable to provide primary evidence, please follow the guidance for providing secondary evidence			
Secondary Evidence - Category A			
No.	Type	Evidence requirement - x2 from the below or; x1 Cat A plus x1 Cat B	
1.1	Planning	Dated correspondence to the relevant authority seeking confirmation that the plant does not require planning permission	UPLOAD
2.1	Application for Energy Supply Contract	A dated enquiry to the local network operator about the grid connection of the plant	UPLOAD
3.1	Feasibility and project development	Detailed, dated evidence (which can be from within the applicant's organisation) that the applicant has allocated funding for the development of the plant	UPLOAD
4.1	Estimated cost of works	<i>Dated evidence (which does not have to be contained in a single document, but may be contained in multiple documents) that an estimated cost of works has been provided to the applicant. An estimated cost of works must contain the following 3 pieces of information:</i>	
		1. Legal identity and address of the person providing the estimated cost of works	UPLOAD
		2. Project name	UPLOAD
		3. The proposed location of the plant	UPLOAD
		<i>In addition, an estimated cost of works must contain at least 7 of the following pieces of information (which does not have to be contained in a single document, but may be contained in multiple documents):</i>	
		4. The source of energy, technology and proposed capacity (in kWth) of the plant	UPLOAD
		5. Key contract terms	UPLOAD
		6. Itemised list of goods to be supplied and itemised list of costs for these goods	UPLOAD
		7. Itemised list of services (including survey, design and installation) and itemised list of costs for these services	UPLOAD
		8. A statement of the Items and services that are not included	UPLOAD
		9. A statement of the site conditions or special circumstances which may result in extra chargeable work	UPLOAD
		10. Timetable for supplying goods and carrying out work on the site	UPLOAD
		11. Business terms, including the payment method and timetable, and how long the quote will be valid for	UPLOAD
		12. Completion dates for the plant	UPLOAD
		13. Performance estimate in line with product standards	UPLOAD
		14. Explanation of VAT specific to the plant.	UPLOAD
		15. Carbon intensity comparisons specific to the plant	UPLOAD
16. Illustrations of expected rates of return specific to the plant	UPLOAD		
17. Warranty statements	UPLOAD		
<p>**NB. There are multiple upload slots available to use for providing information on Quotations. You do not have to upload evidence in each slot, if all of the evidence requirements can be found across 3 documents, only use 3 upload slots. We have created a helpful checklist box to help track what requirements listed appear within your overall evidence uploads</p>			

Secondary evidence – Category B

Secondary Evidence - Category B				
No.	Type	**x1 Cat B evidence is ONLY acceptable in addition to x1 piece of Cat A Secondary Evidence**		
3.2	Feasibility and project development		Dated feasibility studies	UPLOAD
3.3			Detailed, dated architectural drawings for the site showing the location of the plant	UPLOAD
3.4			Detailed dated system schematics or technical drawings of the plant	UPLOAD
3.5			Dated evidence of a room-by-room heat loss assessment	UPLOAD
3.6			Dated evidence of intended heat use	UPLOAD

Additional supporting evidence

Additional Evidence		
Should you require to upload anything additional to what is listed above, please upload in the below upload slot and provide supporting comments.		
Comments		UPLOAD

I have attached x1 piece of Primary evidence

I have attached x2 pieces of Category A - Secondary evidence

I have attached x1 piece of Category A and x1 piece of Category B - Secondary evidence

I have checked that all my files have been uploaded to this document

I declare that all evidence provided is dated on or before 17th August 2020

Once completed please save the PDF and upload it to question HL173 then continue with the rest of your application.

Many Thanks
 RHI Extensions Team