

Plan to Modify

Introduction

Before modifying the capacity of your shared ground loop system, you must first submit plans to Ofgem in line with the below guidance. Ofgem will then review these plans in accordance with The Renewable Heat Incentive Scheme Regulations 2018(as amended), before informing you whether your plan has been approved.

Please note that:

- This form must be completed by the Authorised Signatory.
- Ofgem must be notified of plan to modify capacity on or before 31st March 2023
- Our Guidance Volume 2: Ongoing obligations and payments and Easy Guide to Shared Ground Loops provides information on all plans to modify capacity
- Installation capacity must not be modified more than twice during the tariff lifetime for that installation.
- The tariff available for any newly added capacity will be in line with the existing installation, unless a tariff boundary is crossed.
- Additional heat pump(s) may only be used to provide space and/hot water heating.
- 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 save it in a compressed zip folder.
- The email must be titled MC:RHI000000000XXX.
- The completed form must be emailed to RHI.notification@ofgem.gov.uk

Application Details

1. What is your name?
 - **Answer:**
2. What is your RHI application number?
 - **Answer:**

Information Checklist

1. What is the existing capacity of your accredited RHI installation?
 - Answer:
2. How many times do you plan to modify your capacity – once or twice?
 - Answer:
3. What is the total intended installation capacity of the accredited RHI installation following the first planned modification (“total intended installation capacity”)
 - Answer:
4. If applicable, what is the total intended installation capacity of the accredited RHI installation following the second planned modification (“total intended installation capacity”)
 - Answer:
5. What is the date on which you expect each additional ground source heat pump to be commissioned (“expected commissioning date”);

Plan 1: Answer

Plan 2: Answer
6. What is the amount of heat in kWhth which you expect each additional ground source heat pump to generate each year for eligible purposes

Plan 1: Answer

Plan 2: Answer

7. Please provide the details of the process by which you plan to modify the installation capacity of the accredited RHI installation. i.e. timelines for the build, installation and commissioning of the additional heat pump(s); the no. heat pumps being added to the plant; contractual agreements; and if located outside of the building they serve, how heat is transferred from the pump(s) to the building.

Plan 1: **Answer**

Plan 2: **Answer**

8. What will heat, which is generated by your new heat pump(s), be used for?

Plan 1: **Answer**

Plan 2: **Answer**

Evidence Checklist

Please follow the guidance and upload your relevant evidence

Type	Evidence Requirements	
Schematic Drawing (Plan 1)	Updated schematic diagram showing the installation after the intended modification, including details of any additional pipework and metering	Upload
Schematic Drawing (Plan 2)	Updated schematic diagram showing the installation after the intended modification, including details of any additional pipework and metering	Upload
Updated HLA (Plan 1)	If required for payment purposes, please provide an updated Heat Loss Assessment confirming the details of any additional pipework.	Upload
Updated HLA (Plan 2)	If required for payment purposes, please provide an updated Heat Loss Assessment confirming the details of any additional pipework.	Upload
Heat Pump Details (Plan 1)	Details of the make and model of the intended additional heat pumps including data sheets	Upload
Heat Pump Details (Plan 2)	Details of the make and model of the intended additional heat pumps including data sheets	Upload
Capacity Confirmation (Plan 1)	Evidence of the capacity of the additional heat pump(s)	Upload Upload Upload
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Additional Supporting Evidence/ comments		Upload
		Upload
		Upload

Information about your attachments

You can view your attachments by selecting the paperclip icon to the left of the screen. Any documents attached to this form will be listed.

Declaration

I [name – text box] declare that the information provided in this form is accurate to the best of my knowledge and belief

I [name – text box] declare that I will be the owner, or one of the owners, of each additional ground source heat pump.

Please sign the form and email it to us at RHI.Notification@ofgem.gov.uk

Signature [box for signature]

Date [box for date – text is fine]

Many Thanks

RHI Amendments Team

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