Easy guide to compliance - the scheme rules
Your responsibilities when accredited – for new and existing scheme participants

Introduction

You’ve received the formal letter of approval - which tells you that your installation has been accredited under the Non-Domestic Renewable Heat Incentive (RHI). Congratulations, but it is only the start. To comply with the scheme requirements you have ongoing obligations which you must adhere to for as long as you are a participant. This guide will help introduce you to the main requirements.

It is intended only as an overview, please refer to our main guidance for more detailed information on compliance for the Non-Domestic RHI scheme. RHI Guidance Volume Two.
Overview of what you have to do

1. **Submit periodic data**
   Take and submit meter readings on a regular basis. You do this on the RHI Register and we rely on correct information to work out payments. Our Easy Guide to Meter Readings can help you with this. You can also see more detail in chapter 3, of RHI Guidance Volume 2.

2. **Keep fuel log and receipts (for biomass)**
   If you have a biomass installation, keep a log of the type and quantity of fuel you use and keep all your fuel receipts. OR, if you harvest from your own woodland, keep a log of the type and quantity of each delivery made to the boiler house including a record of where the harvesting has taken place.
   a. If you’ve not been doing this then you should start immediately.
   b. For help, see our guidance note, Keeping Fuel Records. It gives examples of how you can comply with maintaining fuel records depending on your circumstances and also an example of a boiler log template.

3. **Notify us of any changes**
   Notify us of any changes to your installation, heat uses or circumstances which may affect your eligibility to receive RHI payments within 28 days of the change. If you do not comply with an ongoing obligation you must contact us within 28 days of the non-compliance. If it’s gone on for longer than this you should contact us right away. See Chapter 2 of RHI Guidance Volume 2.

4. **Maintain all equipment**
   Carry out regular maintenance of the equipment and heat meters in line with manufacturer instructions and keep a record of the maintenance schedule. See RHI Guidance Volume 2.

5. **Make an annual declaration**
   Make an annual declaration on the RHI Register. This will confirm that:
   a. your RHI installation meets the eligibility criteria
   b. you have met the ongoing obligations of the scheme
   c. there has been no change in your circumstances which may affect your ability to receive the RHI
   d. the information you have provided over the previous 12 months has been accurate to the best of your knowledge. See Chapter 2 of RHI Guidance Volume 2.

What else?

1. If your biomass installation is 1MW or above you must supply us with quarterly reports on sustainability of fuel and feedstock. See Chapter 9 of RHI Guidance Volume 2.

2. If your biomass installation is 1MW or above and does not use 100% biomass fuel you must complete ‘fuel measurement and sampling’ (FMS) on a quarterly basis. This also applies to biogas installations. See the Fuel Measurement and Sampling Guidance.

3. If you add capacity or a plant to your RHI installation, or to the heating system of which it’s a part, regardless of whether you intend to apply for RHI support for it, you must notify us within 28 days of the commissioning date of the additional capacity. See Chapter 10 of RHI Guidance Volume 2.

4. You must notify us of a change in ownership of an RHI installation. The Regulations allow ownership to be transferred provided conditions are satisfied. See Chapter 11 of RHI Guidance Volume 2.

Audits and site inspections

You need to know that we operate a programme of site inspection audits and desktop audits for which any installation may be selected. An installation can be selected for an audit as part of a pre-accreditation check, or at any time during it's participation on the scheme. During an audit our team of experts will:

- carry out spot-checks on equipment
- check meter readings
- verify general eligibility in terms of both upfront and ongoing requirements for the scheme.

For more information see chapter 14, Audit and Inspection Powers in RHI Guidance Volume 2.
Compliance and enforcement

As administrators of the RHI we have a responsibility to protect the public purse by ensuring that participants comply with the rules of the scheme. Where we uncover non-compliance we do have a range of enforcement powers that we can exercise under the scheme Regulations including:

- withholding RHI payments (temporarily and permanently)
- recover overpayments
- revoking the accreditation of a participant.

For more information see chapter 13, (Compliance and Enforcement) and chapter 15 (Dispute Resolution) of RHI Guidance Volume 2.

Fraud

Irrespective of any enforcement action that we take, if we uncover evidence of possible criminal conduct such as fraud, we may refer the case to the relevant authorities for investigation.

Other Easy Guides

Easy Guide Introduction to the Non-Domestic RHI
Easy Guide to Eligibility for the Non-Domestic RHI
Easy Guide to Applying to the Non-Domestic RHI
Easy Guide to Metering Requirements for the Non-Domestic RHI

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

Help is at hand if you need it. Our enquiries staff are experts on the RHI and will do all they can to help and provide information.

Telephone: 0845 200 2122   Email: rhi.enquiry@ofgem.gov.uk

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