**Non Domestic questionnaire**

We require some additional details regarding how the heat generated by your installation is used. Please complete and return this questionnaire to us, along with any requested supporting information. Please complete only the sections that are relevant to your installation.

Where we have requested additional information to support your answer, please ensure that this information is provided to us along with this questionnaire. Where this information is not supplied or is incomplete, this may cause a delay in processing your application. You may either upload these documents to the online application form or return them to us by email to [RHI.Accreditation@ofgem.gov.uk](mailto:RHI.Accreditation@ofgem.gov.uk)

It may be helpful to you to refer to our applicant guidance documents- you will find these [here](https://www.ofgem.gov.uk/publications-and-updates/non-domestic-rhi-main-guidance)

**All installations**

**Please enter your RHI number: RHI…**

What is the heat generated by your installation being delivered to? Please select all options that are appropriate to your installation

1. Two or more domestic properties - please complete Section A
2. A completely non-domestic space or process - please complete Section B
3. A single domestic property and a non- domestic space(s) - please complete Section C
4. A single domestic property that incorporates a non- domestic use - please complete Section D
5. Other - Please complete Section E

**Section A- Two or more domestic properties**

**Supporting information required:**

We will require you to provide copies of council tax bills for two or more domestic properties that are being heated. Council tax bills should be from the current financial year.

If two or more Council Tax bills **cannot be provided,** please provide a thorough explanation as to why in the text box below. You will need to provide internal and external photographs of each property to demonstrate that these are separate dwellings (these images should be clearly labelled and referenced to the properties on the schematic; images of the living spaces, kitchens and bathrooms should be provided at minimum)

Text Box:

**Section B- completely non-domestic space or process**

**Supporting information required:**

**Please supply a copy of the Business Rates bill for the current financial year. You should also supply photos of the heat emitters within this space**

**If you do not have a Business Rates Bill,** please provide the following information:

1. Please provide a through description of what the space is used for.
2. Has the space been structurally modified for its current use? Please provide details of any modifications made.
3. Have any other modifications have been made to the space to facilitate the non- domestic use e.g. specialist machinery or equipment has been fitted?
4. Who has access to the space?
5. Are staff employed to work within this space? Please provide details of the number of staff and the proportion of time they spend in the space.
6. Please provide internal and external photographs of this space, including the heat emitters and any associated pipework.
7. Please provide copies of any invoices or other documentation that supports the non- domestic activities taking place within this space.

**Section C- A single domestic property and a non-domestic space(s)**

**Supporting information required:**

1. What is the heat load requirement of the domestic property and how has this been calculated?
2. What is the heat load requirement within the non- domestic space(s and how has this been calculated)?
3. How many hours per year will the domestic property be heated?
4. How many hours per year will the non- domestic space be heated?
5. Please make a through case that the installation is not generating heat predominantly for the use of one domestic premises? If the heat is being generated predominantly for one domestic property please detail the reason for this?

**Please supply a copy of your Council Tax Bill for the domestic property for the current financial year**. If more than one domestic property is heated, please send council tax bills for each property.

**Please supply a copy of the Business Rates bill for the current financial year for the non domestic space. You should also supply photos of the heat emitters within this space**

**If you do not have a Business Rates Bill**, please provide the following information:

1. Please provide a thorough description of what the space is used for?
2. Has the space been structurally modified for its current use?
3. What other modifications have been made to the space to facilitate the non-domestic use e.g. specialist machinery or equipment has been fitted?
4. Who has access to the space?
5. Are staff employed to work within this space? Please provide details of the number of staff and the proportion of time they spend in the space.
6. Please provide internal and external photographs of this space, including the heat emitters and any associated pipework.
7. Please provide copies of any invoices or documentation that demonstrates the non- domestic activities taking place within this space
8. Please make a through case that the installation is not generating heat predominantly for the use of one domestic premises? If the heat is being generated predominantly for one domestic property please detail the reason for this?

**Section D - A single domestic property that incorporates a non- domestic use**

**Supporting information required:**

1. What is the heat load requirement of the domestic property and how has this been calculated?
2. What is the heat load requirement within the non- domestic space(s and how has this been calculated)?
3. How many hours per year will the domestic property be heated?
4. How many hours per year will the non- domestic space be heated?
5. Please make a through case that the installation is not generating heat predominantly for the use of one domestic premises? If the heat is being generated predominantly for one domestic property please detail the reason for this?

**Please supply a copy of your Council Tax Bill for the domestic property for the current financial year.**

**Please supply a copy of the Business Rates bill for the current financial year.** You should also supply:

* Photos of the heat emitters within this space and any associated pipework.
* A floor plan showing the domestic and non-domestic spaces
* Copies of any invoices or documentation that demonstrates the non-domestic activities taking place within this space

**If you do not have a Business Rates Bill**, please provide the following information:

1. Please provide a thorough description of what the space is used for?
2. Has the space been structurally modified for its current use?
3. For what percentage of the time is this space used for non-domestic purposes
4. How can the space be accessed? Can it be access without passing through any of the domestic areas?
5. What other modifications have been made to the space to facilitate the non- domestic use e.g. specialist machinery or equipment has been fitted?
6. Who has access to the space?
7. Are staff employed to work within this space? Please provide details of the number of staff and the proportion of time they spend in the space.
8. Does the space receive any non-domestic visitors? Please provide details of any visitors, number and frequency?
9. Please provide internal and external photographs of this space, including the heat emitters and any associated pipework.
10. Please provide copies of any invoices or documentation that demonstrates the non- domestic activities taking place within this space.
11. Please provide a floor plan of the building showing the domestic and the non- domestic spaces and how they are accessed.

**Section E- Other heat uses**

If you are using heat for any other circumstances, please provide a thorough description of the heat use in the text box below. You should also provide internal and external photographs of this space, and any other supporting documentation you feel is relevant. Ofgem will assess this information and request any clarification required. Please supply as much detail as possible at the outset in order to allow us to assess your installation as efficiently as possible.

Text Box: