

Non-domestic renewable heat incentive (NDRHI) Scheme

Extension application guidance

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Extension applications

Non-TG NDRHI projects that are not expected to be commissioned before scheme closure on 31 March 2021 but can show that significant capital, human or material resource has been invested in project development on or before 17 August 2020 may make an **extension application** to secure extra time to join the scheme.

Extension applications, including **all** required information and evidence, (as outlined below) must be submitted on or after 1 March 2021 and before midnight on 31 March 2021.

If a properly made extension application meets the regulatory requirements and is approved by Ofgem, applicants will then have until 31 March 2022 in which to commission their plant and submit a properly made full application for accreditation. Applicants must also meet all the usual NDRHI scheme eligibility requirements when a full application is made.

Excluded Installations

As only Non-TG NDRHI plants are eligible for an extension application, the following technologies are excluded:

- Solid biomass CHP, geothermal and biomethane applications of all sizes
- Biomass greater than or equal to 1MWth
- Biogas greater than or equal to 600kWth
- Ground source and water source heat pumps (including Shared Ground Loops,[SGLs]) greater than or equal to 100kWth

Extension applications may not be made in respect of a plant which is additional RHI capacity.

Information and evidence required

- Extension applications must be properly made and contain all the information and evidence specified in the guidance.
- One piece of **primary evidence** or two of the required pieces of secondary evidence will be considered sufficient to satisfy Ofgem that significant capital, or significant human or material resource has been invested in project development on or before 17 August 2020.
- Ofgem may, in granting an extension application, attach conditions.
- Ofgem may revoke the granting of an extension application at any time before the applicant applies for accreditation if the applicant fails to comply with any conditions imposed.

Further details are available at Guide to extension applications.

Important Information

Please read the following information before you proceed with your application:

- You can only submit extension applications on or after 01 March 2021 and before midnight at the end of 31 March 2021
- Extension applications cannot be amended
- To make a further extension application in relation to the same plant, you must first withdraw your original application

Please be advised that:

- You must be the designated Authorised Signatory of an account to manage an account, sign declarations associated to the account and to submit applications to Ofgem for review.
- Ofgem will require personal information relating to the Authorised Signatory of an account in order to verify their identity and assist in fraud prevention.
- To receive payments for accredited installations associated to an account, the Authorised Signatory must provide Ofgem with details for a valid bank account. This must be an account that can accept payments in the UK in pounds sterling. The Authorised Signatory must also agree for this information to be shared, by Ofgem in accordance with data protection legislation, with third parties in order to organise payment.
- Any applications that are created on an account and not submitted within 3 months (since the application was last saved) will be removed from system and you will not be able to retrieve them

Website and Privacy Policy

- By proceeding with this application to the Non- Domestic RHI, you ('the applicant') agree to comply with the Privacy Policy and Terms and Conditions for use of the Ofgem RHI register which can be found [here](#).
- Additionally any information you provide will be subject to Freedom of Information and Environmental Information Regulations summary provided [here](#).

When completing an application

- To complete your application you will need to provide information relating to your installation. This may include details about the type of technology and equipment used, the capacity of the installation, the premises where the heat is used and financial information.

Once your application has been submitted

Our extensions team will endeavour to process all applications as quickly as possible, however, this will rely heavily on the standard of applications which are submitted and the quality of evidence provided

In order to assist with a speedy review process we encourage you to provide satisfactory primary evidence where possible.

Confirmation

I can confirm that I have read all the above information and I am happy to proceed.

Apply for an extension application

HA099 – Location of installation

Is your installation physically located in England, Scotland, or Wales?

Please select from the drop down

*insert drop down

HA100 – Name of installation

Please enter the name of your installation

Text box with *New installations name*

HA110 – Installation technology

Please select from the following installation types:

Make the below a drop down

HA120 – Installation capacity

Please enter the installation capacity in kWth. If you have a heat pump that is capable of cooling as well as heating, the capacity entered must be the capacity based on the design heat load only.

Please ensure that this is within the eligible capacity for extension applications. Guidance for this can be found [here](#).

HA130 – Re-enter the installation capacity

Please re-enter the capacity in kWth

text box for answer

HC110 – Date of commissioning

Please enter the expected commissioning date. this must be on or before 31/02/2022.

HC130 – Installation address and account address

What is the installation address?

Address line 1

Address line 2

Address line 3

Postcode

HH100 – Using heat generated

Please select how heat generated by your installation is used. Please select options that apply to you:

HH120 – More details on how the heat is used on site

Please further describe how heat generated by your installation is used. Where appropriate, this should include:

- A description of any ineligible heat uses supplied by the heating system, and how the metering arrangements will ensure heat supplied to such uses will not be included in the meter readings submitted for RHI payment purposes.
- Details of any heat customers to which heat is supplied for separate use
- A brief description of the building or enclosed structure(s) in which the eligible heat is used
- (For processes other than in a building) A description of the commercial cleaning and/or drying process
- For ground source heat pumps (GSHP), a description of the source of heat (for example, naturally occurring in the ground, heat transferred from cooling process, heat gathered by solar collector, etc)

Insert text box for answer

HH130-1 – Expected annual heat generation

Please provide a figure for the heat in kWth you expect eligible installation to generate for eligible purposes each year.

HD140 – Ownership status

Is the installation jointly owned with any other party(s);

No

Yes

If No continue to **HL180-1**, If Yes please go to **HD150**

HD150 – Joint ownership

Do you have the consent of the other parties to apply for the RHI.

Yes

No

If Yes, please go to HD160.

If No, the installation is ineligible for the RHI scheme as you have not gained consent of the other parties.

HD160 – Other owner(s)

Please provide the Name, address and contact details of each owner(s)

Name	Address	Contact Tel	Email

HL180-1 – Letter of Authorisation

Please provide a letter of authorisation (LOA) from your organisation. Non-domestic RHI Letter of Authorisation can be found [here](#).

You must email your LOA, along with this form to RHI.Extension@ofgem.gov.uk.

HL173 – Investment of significant capital or significant human or material resource

You must provide evidence which demonstrates the investment of significant capital, human or material resource in relation to your plant. Please complete and upload the extension application document, which can be downloaded [here](#). Supporting documents should be uploaded within the extension application document. All evidence must be dated on or before 17 August 2020. You must email the document, along with this form, to RHI.Extension@ofgem.gov.uk.

Once you have finished uploading your documents, please continue with the rest of your application.

Confirm personal details

The information you give to us on this form and any documents you provide will be used by Ofgem to process your application for accreditation for the renewable heat incentive scheme (RHI).

We must protect public funds we handle so we may use the information you have given us to prevent and detect fraud. As part of this process, your information may be supplied to a third-party agency to make sure the information you have given to us is correct. We may also share this information, for the same reasons, with other government organisations involved in the prevention and detection of crime.

This information will be held and processed in accordance with the GDPR May 2018. The data controller is Head of Information Management (Ofgem) and nominated representative is the Head of RHI operations.

Personal Information	
Authorised Signatory Name	
Date of birth	
Telephone Number	
Authorised signatory email	
Authorised signatory – Address	
Town	
Country	
Postcode	

Sign declaration

I ,

declare that, to the best of my knowledge and belief, the information submitted in support of this application for an extension application is complete and correct in all aspects.

I understand that the granting of an extension application does not automatically entitle that installation to a full accreditation, which must be done before 31 March 2022. I understand that an application for full accreditation must meet the eligible criteria for the RHI under the regulations in force at that time.

I understand that the authority may withdraw, amend, or attach conditions to an extension application and is not obliged to accredit a plant where it considers that:

- That there has been a material change in circumstances since the extension application was granted such that, had the application been made after the change, it would have been refused
- Any condition attached to the extension application has not been complied with

- The information on which the decision to be grant the extension application was based was incorrect in a material particular such that, had the Authority known the true position when the application for the extension was made, it would have been refused

I accept

You have now completed all the relevant sections of the application. If you are happy with the information provided, please submit the application by emailing this document, along with the evidence document and LOA, to RHI.Extension@ofgem.gov.uk. You will no longer be able to amend your application unless you obtain permission from the RHI extensions team.

*Please note, emails over 30MB cannot be received, if your email is greater than this please send across multiple emails

Extension application submitted

Thank you for submitting your application. We will contact you within 10 working days for extension applications. Please await contact from our team.

PDF applications received after 31 March 2021 will not be considered.

Kind Regards

RHI Extensions