

SCHEDULE 2

Regulations 30, 32, 33, 34 and 89

Information required for accreditation or registration

- 1.—(1) This Schedule specifies the information that may be required of an applicant.
- (2) The information is, as applicable to the applicant—
- (a) name, home address, e-mail address and telephone number;
 - (b) any company registration number and registered office;
 - (c) any trading or other name by which the applicant is commonly known;
 - (d) details of a bank account in the applicant's name which accepts pound sterling deposits in the United Kingdom;
 - (e) information to enable the Authority to satisfy itself as to the identity of the individual completing the application;
 - (f) where an individual is making an application on behalf of a company, evidence which satisfies the Authority that the individual has authority from the company to make the application on its behalf;
 - (g) details of the eligible installation owned by the applicant including its cost;
 - (h) evidence which satisfies the Authority as to the ownership of the eligible installation;
 - (i) evidence that the eligible installation was new at the time of installation;
 - (j) where an eligible installation has replaced a plant, details of the plant replaced;
 - (k) evidence which demonstrates to the Authority's satisfaction the installation capacity of the eligible installation;
 - (l) in the case of a plant which is a CHP system, evidence which demonstrates to the Authority's satisfaction any capacity to which paragraphs (2) and (3) of regulation 69 apply;
 - (m) details of the fuel which the applicant is proposing to use;
 - (n) in relation to applicants generating heat from biomass, notification as to whether the applicant is proposing to use solid biomass contained in waste and, if so, whether or not the applicant is regulated under the Environmental Permitting (England and Wales) Regulations 2010(1), the Environmental Permitting (England and Wales) Regulations 2016(2), or the Pollution Prevention and Control (Scotland) Regulations 2012(3);
 - (o) where the plant is a ground source heat pump or air source heat pump, evidence which demonstrates to the Authority's satisfaction—
 - (i) that the heat pump meets a coefficient of performance of at least 2.9;
 - (ii) in relation to an application for accreditation after 28th May 2014, evidence that the heat pump has been designed and installed to operate with a seasonal performance factor of at least 2.5;
 - (p) in the case of a ground source heat pump in respect of which an application for accreditation is made on or after 28th May 2014, a declaration from the installer that the size of the heat pump has been determined appropriately for the planned heat use;
 - (q) in the case of a ground source heat pump in respect of which an application for accreditation is made on or after 28th May 2014 and which is capable of heating and cooling, a declaration from the installer—

(1) S.I. 2010/675. Relevant amending instruments are S.I. 2011/988, 2012/630, 2013/390, 2014/255, and 2016/475.

(2) S.I. 2016/1154, as amended by S.I. 2018/110.

(3) S.S.I. 2012/360, as amended by S.S.I.2014/267. There are other amending instruments but none is relevant.

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- (i) as to the design heat load;
- (ii) that the design heat load has been calculated according to BS EN 12831:2003(4); and
- (iii) as to the outdoor temperatures used in the calculation of the design heat load;
- (r) in the case of a shared ground loop system—
 - (i) evidence and declarations as specified under paragraphs (o) and (p) in relation to each ground source heat pump which forms part of the shared ground loop system;
 - (ii) where a ground source heat pump is not installed in domestic premises, declarations as specified under paragraph (q);
 - (iii) evidence which demonstrates to the Authority's satisfaction that the shared ground loop system has been designed and installed to operate with a seasonal performance factor of at least 2.5;
 - (iv) where a ground source heat pump which forms part of the shared ground loop system is installed in domestic premises—
 - (aa) information about the ground source heat pump or any meters installed in relation to it which, if so requested by the Authority, is provided by the installer responsible for the installation of the ground source heat pump, by the certified installer responsible for, or who checked, the installation of the meters, or by the applicant and verified by the relevant installer;
 - (bb) a copy of any EPC or the unique reference number for any EPC specified by the Authority for any of the properties to which the ground source heat pump provides heat;
 - (cc) if the EPC referred to in paragraph (bb) includes a recommendation report that recommends the installation of loft or cavity wall insulation and the Authority is not satisfied that the loft or cavity wall insulation cannot be installed in the property for a reason set out in regulation 11(5)(c), details of a new EPC for the property which no longer includes a recommendation report that recommends the installation of that insulation;
- (s) in respect of a biogas installation or a biomethane producer, details of the feedstock which the producer of the biogas which is to be used to generate heat or produce biomethane is proposing to use;
- (t) details of what the heat generated by the eligible installation will be used for and an estimate of how much heat will be used, together with an estimate of the number of hours of operation per week in which heat will be generated for an eligible purpose;
- (u) details of the building in which the heat will be used;
- (v) the industry sector for which the heat will be used;
- (w) details of the size and annual turnover of the applicant's organisation;
- (x) details of other plants generating heat which form part of the same heating system as the eligible installation to which the application relates;
- (y) where regulation 18 applies, evidence from the installer that the requirements specified in that regulation are met;
- (z) such information as the Authority may specify to enable it to satisfy itself that the requirements of Chapter 3 of Part 2 have been met including—

(4) The ISBN for the English language version of this standard is ISBN 978 0 580 84107 1. This standard was published by the British Standards Institution on 22nd August 2003 and copies, including hard copies, can be obtained at www.bsigroup.com.

- (i) evidence that a class 2 heat meter, other heat meter or steam measuring equipment has been installed;
 - (ii) evidence that the class 2 heat meter, other heat meter or steam measuring equipment was calibrated prior to use;
 - (iii) in relation to all heat meters, details of the meter's manufacturer, model, and meter serial number;
 - (iv) a schematic diagram showing details of the heating system of which the eligible installation forms part, including all plants generating and supplying heat to that heating system, all purposes for which heat supplied by that heating system is used, the location of meters and associated components and such other details as may be specified by the Authority;
 - (v) where—
 - (aa) an eligible installation has an installation capacity of 1MWth or above; or
 - (bb) regulation 22 or 23 applies,if so requested by the Authority, an independent report by a competent person verifying that such of those requirements as the Authority may specify have been met;
 - (aa) in relation to plant generating heat from solid biomass, either—
 - (i) evidence which demonstrates to the satisfaction of the Authority that an RHI emission certificate has been issued in relation to that plant; or
 - (ii) evidence which demonstrates to the satisfaction of the Authority that an environmental permit subsists in relation to that plant;
 - (bb) evidence from the relevant planning authority that—
 - (i) any necessary planning permission has been granted; or
 - (ii) planning permission is not required;
 - (cc) such other information as the Authority may require to enable it to consider the applicant's application for accreditation or registration.
- (3) Information specified in this Schedule must be provided in such manner and form as the Authority may reasonably request.
- (4) The costs of providing the information specified in this Schedule are to be borne by the applicant.
- (5) For the purposes of sub-paragraph (2)(o)(ii)—
- (a) where the heat pump has an installation capacity of 45kWth or below, a declaration from the installer may be accepted as evidence that the heat pump was designed and installed to operate with a seasonal performance factor of at least 2.5 where the declaration states that the seasonal performance factor was calculated in line with the methodology used in version 1.0 of the document entitled "MCS 026 Seasonal Coefficient of Performance Calculator" published on 1st May 2015(5);
 - (b) where the heat pump has an installation capacity of more than 45kWth, a declaration by the installer that the heat pump has been designed and installed to operate with a seasonal performance factor of at least 2.5 may be accepted as evidence of that fact, provided that the installation design and supporting calculations are retained by the applicant and can be provided to the Authority on request.

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