



CRC Energy Efficiency Scheme

Charging Scheme and Guidance

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1 SECTION 1: INTRODUCTION

1.1 Purpose of this document

The purpose of this document is to provide advice on CRC Energy Efficiency Scheme charges. It does not include guidance on purchasing allowances, which can be found in the document 'CRC Energy Efficiency Scheme - 2012 Sale, Allocation and Surrender of Allowances' and available on the Environment Agency's website.

In this document:

Section 2 details charges for all UK organisations that participate in the CRC Energy Efficiency Scheme (including those required to register, but are exempt) and any persons wishing to open a third party account.

Section 3 explains the methods of payment for each of the three UK administrators:

- Environment Agency - in respect of England and Wales
- Northern Ireland Environment Agency (NIEA) – in respect of Northern Ireland
- Scottish Environment Protection Agency (SEPA) – in respect of Scotland

Section 4 contains the legal charging scheme itself. We are required to publish this but you do not need to refer to it. Sections 2 and 3 are designed instead to be easier to read.

This document should be read in conjunction with the CRC Energy Efficiency Scheme guidance documents available on the Environment Agency's website at www.environment-agency.gov.uk/crc

1.2 The CRC Energy Efficiency Scheme

This is a mandatory energy efficiency scheme for the UK that aims to reduce carbon dioxide (CO₂) emissions.

Organisations required to participate must monitor their energy use and purchase allowances, for each tonne of CO₂ they emit that falls within the scheme. The more CO₂ an organisation emits, the more allowances it must purchase. This will provide an incentive for organisations to reduce their energy use.

Certain aspects of the scheme are administered solely by the Environment Agency, such as processing registrations, operating the on-line registry, compiling the achievement and performance tables and selling allowances for the whole of the UK. All 3 administrators (Environment Agency, SEPA and NIEA) are responsible for auditing, and enforcement as a result of any non-compliance in their respective countries.

1.3 The legislation

Charges for registration, annual subsistence and changes of representative are provided under Part 11 of the CRC Energy Efficiency Scheme Order 2010. Under this Order the three UK administrators are given the powers to revise these charges when required. However, we may only do so after consultation with stakeholders, the Secretary of State, the Scottish Ministers, the Welsh Ministers and the Northern Ireland departments. Final approval must then be sought from the Secretary of State.

Government has also enabled the Environment Agency to recover administrative costs in relation to the sales of allowances under The CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012. There are no plans however to levy any charges under this provision during the 2012 -13 financial year.

1.4 Changes to the 2011/12 scheme and guidance

There have been no changes made to the scheme.

The Environment Agency's bank account has changed however since the last version of the guidance and therefore the banking details in Section 3 have been amended.

2 SECTION 2: TYPES OF CHARGE

2.1 Types of charge

The following different charges are explained in this section:

- Registration for participants (including those holding a Climate Change Agreement)
- Registration to open a third party (or trading) account
- Annual subsistence for participants
- Annual subsistence for third party account holders
- Change of representative charge

2.2 Registration charge

A single charge of £950 applies where you need to register as a new participant.

If you are exempt from the scheme because you hold a Climate Change Agreement you will still need to register and pay this charge.

The charge covers a range of activities carried out by the Environment Agency, including:

- provision of registration guidance / instructions
- registration helpdesk
- processing registration payments
- registration auditing
- identity and 'due diligence' checks for your organisation, contacts and representatives
- some system costs (for maintenance and hosting)
- communication with participants, DECC and the other UK administrators

2.3 Registration charge for opening a third party account

You may open a third party account as a non-participant. Large or complex participants may also wish to open third party accounts. You may open these in addition to your compliance account, but you will not be able to surrender allowances, or buy allowances from Government sales. The charge for opening each account is £285.

The charge covers broadly the same areas of work as the participants' registration charge – with the exception of auditing which is not included. Furthermore the proportion of costs picked up by non-participants for each activity is less than for participants.

2.4 Annual subsistence charge for participants

A charge of £1,290 is payable in each year you are a participant. If you are exempt from the scheme because you hold a Climate Change Agreement you will not need to pay this charge. If only part of your organisation is exempt this charge is payable in full.

We will issue you with an invoice for this charge in April of each year and the charge covers the financial year ahead. It is a fixed charge per participant, and is not adjusted if you join or leave the scheme part way through the year.

If you join the scheme part way through the year the full subsistence charge is payable and will be invoiced as soon as practicable after registration.

The charge covers the work that the three administrators must undertake, and includes:

- dealing with enquiries and helpdesk
- administrative changes to accounts

- IT system maintenance and hosting
- compliance audits, visits and tracking
- receipt of evidence packs
- Government Gateway costs
- communication with participants, UK administrators and DECC
- administration costs, including annual billing

2.5 Annual subsistence charge for third party account holders

A charge of £390 is payable in each year you hold an account. We will send you an invoice for this in April of each year. The charge covers the financial year ahead. It is a fixed charge per account and is not adjusted if you have the account for only part of the year.

If you open an account part way through the year the full subsistence charge is payable and we will invoice you as soon as practicable after your account has been opened.

The charge covers broadly the same areas of work (albeit not at the same levels) as the participants' subsistence charge, without costs relating to compliance activities such as auditing.

2.6 Change of representative charge

If you wish to change one of your account representatives you will incur a charge of £70 for each individual to be changed. This charge covers our work in verifying the identity of the new individual, through correspondence with either the senior officer or primary and secondary contacts.

The registration charges (in paragraphs 2.2 and 2.3 above) include your initial identity verification checks. Therefore, this charge only applies if you wish to change your representatives following registration.

No charges are incurred if you wish to change the Senior Officer or other contacts.

3 SECTION 3: PAYMENT OF CHARGES

3.1 Method and terms of payment

This section provides details of how to pay charges, and where to send payments. It also deals with the procedure for withdrawing any registration or application, and the action that is taken on non-payment of charges.

3.2 Charges for registering and for changing your account representative.

These charges are paid to the Environment Agency, and are due in advance.

You will be able to choose your payment method via the CRC on-line system. You may pay by credit or debit card, or via BACS/CHAPS.

If you wish to pay by credit or debit card, the on-line system will take you to an external secure site where your payment details will be taken. There are no debit or credit card fees taken by the Environment Agency. You will receive an electronic receipt when the transaction is successful.

If you chose to pay by BACS or CHAPS, the system will provide you with a Unique Identifier. You must pass this identifier to your payments department, and request that they quote it on the transaction. Without this it will not be possible to link the payment to the relevant account.

BACS payments should be made to the following account:

*Citibank, Citigroup Centre, Canada Square, London E14 5LB
IBAN: GB23 CITI0833 0012 8005 43
SWIFTBIC: CITI GB2LXXX
Account number: 12800543 Sort code: 08-33-00*

If you need to contact us please email us at CRCHELP@environment-agency.gov.uk with the words 'Payment Query' in the subject line.

3.3 Annual subsistence charges

3.3.1 Annual subsistence for participants

These charges are paid to the administrator (Environment Agency, NIEA or SEPA) responsible for auditing your organisation.

Annual subsistence invoices will be issued in April each year, or as soon as practicable in the circumstances where a participant joins the scheme after this date. The invoice will provide full details on how to pay. It will be sent to the 'invoice contact' as supplied by you as part of the registration process. Charges are payable on receipt of the invoice, and should be sent to one of the following addresses - according to which administrator is appropriate:

For England and Wales:

*Environment Agency, Income Department 311, PO Box 263, Peterborough, PE2 8YD
Tel: 0845 607 0330*

*The account details for BACS/CHAPS payments is given in paragraph
3.2 above*

For Northern Ireland:

Northern Ireland Environment Agency, Goodwood House, 44 - 58 May Street, Belfast, BT1 4NN
Tel : 08456713133

*Payment can be made by BACS/CHAPS to:
Northern Bank, 8 Donegal Sq North, Belfast, BT1 6JA
Account Details: Sort Code 95-01- 21; Account No. 51063634*

For Scotland:

Scottish Environment Protection Agency, Erskine Court, Castle Business Park, Stirling, FK9 4TR
Tel (01738) 448419

*Payment can be made, by BACS/CHAPS to:
Royal Bank of Scotland, 31 North Bridge, Edinburgh, EH1 1SF
Account Details: Sort Code 83-34-00; Account No. 00137187*

3.3.2 Annual subsistence for third party account holders

These charges are paid to the Environment Agency. We will send you an invoice in April each year to cover the financial year ahead. The invoice will provide full details on how to pay. It will be sent to the 'invoice contact' as supplied by you as part of the registration process. Charges are payable on receipt of the invoice, and should be sent to the address shown in 3.3.1 above.

3.4 Value Added Tax

No VAT will be added to any charges payable to the Environment Agency, SEPA or NIEA.

3.5 Withdrawn applications

If you withdraw a registration (or request for a change of representative) we reserve the right to retain any charge in full without refund. We may make a refund however where we have not undertaken any significant work in respect of the charge.

If you register and we subsequently discover that you were not required to, you will not be entitled to a refund.

3.6 Non-payment of charges

Requests for registration, or change of representative, which are not accompanied by the appropriate fee will not be processed. If the payment submitted is insufficient we will advise you accordingly and ask you to pay the balance. We will be unable to complete registration if there is any part of the fee outstanding.

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SECTION 4:

THE CRC ENERGY EFFICIENCY SCHEME ORDER 2010, ARTICLE 83(1)(A)

CRC Energy Efficiency Scheme Charges

Version 1

This document is version 1 of the CRC Energy Efficiency Scheme Charges referred to in Article 83(1)(a) of the CRC Energy Efficiency Scheme Order 2010 SI No. 768 (“the Order”). The charges set out in this document were published in the document “Consultation on the draft Order to implement the Carbon Reduction Commitment, Government Response and Policy decisions” published on 7th October 2009. These charges have been approved by the Secretary of State, following consultation with the Scottish Ministers, the Welsh Ministers and the Department of the Environment of Northern Ireland.

Commencement and citation

1. This document shall –
 - (a) be known as version 1 of the CRC Energy Efficiency Scheme Charges (“the Scheme”);
 - (b) come into force on 1st April 2010; and
 - (c) remain in force until revoked.

Interpretation

2. Unless otherwise specified, words and expressions used in this Scheme have the same meaning as those used in the Order.

Charges

3. The following charges apply to the following chargeable activities -
 - (a) the charge for registration as a participant is £950;
 - (b) the charge for maintaining a participant is –
 - (i) in relation to each year of a phase where it is a participant £1290;
 - (ii) in relation to each request to change an account representative £70;
 - (c) the charge for establishing an account other than a compliance account is £285;
 - (d) the charge for maintaining an account other than a compliance account is -
 - (i) in relation to each year of a phase where it is required is £390;
 - (ii) in relation to each request to change an account representative £70.

Liability to pay charges

4. The persons set out below are liable to pay charges under this Scheme –
 - (a) in respect of charges arising under paragraphs 3(a) and (c), the person making an application for registration or to establish an account;
 - (b) in respect of charges arising under paragraphs 3(b) and (d), the person who is registered as a participant or as the holder of an account other than a compliance account.

Time of Payment

5. Charges payable under this Scheme are due and payable in full at the following times on or after 1st April 2010 -

(a) in respect of charges arising under paragraphs 3(a), 3(b)(ii), 3(c) and 3(d)(ii) on the making of the application in question;

(b) in respect of charges arising under paragraphs 3(b)(i) and (d)(i), annually on demand in each period of 12 months commencing on 1 April.