

Your ongoing RHI obligations

A Farm Energy Centre guide on how to comply with Ofgem's ongoing requirements under the RHI scheme



Congratulations on achieving RHI accreditation!

Now that your renewable heat installation has qualified for payments under the Renewable Heat Incentive (RHI) scheme, there are several **ongoing obligations** with which you need to comply.

These obligations are laid out by **Ofgem**, which administers the RHI scheme on behalf of the government.

This guide provides a summary of your obligations to Ofgem.

In order to meet Ofgem's requirements, you will need to submit data relating to your installation on a regular basis. (Read on to find out more about this.)

You will need to log in to your account on **Ofgem's dedicated RHI website** to submit this data:

<https://rhi.ofgem.gov.uk>

Please note that this guide is simply a summary of your ongoing RHI obligations.

For the 'definitive' guide, visit Ofgem's RHI website to download the **full guidance document**:

'Renewable Heat Incentive Guidance Volume Two: Ongoing obligations, payments'

Reporting to Ofgem

In order to receive payments under the RHI scheme, Ofgem requires you to submit information relating to your installation and your fuel.

Providing heat meter readings

Your heat meter(s) are used to calculate your regular payments, so **taking heat meter readings is very important**. If you are ever audited, these records will be required to prove that your system is functioning correctly and that you have received the correct payments.

We advise you to read your heat meter at least once a month — ideally once every week. You must report your heat meter readings to Ofgem when required.

How frequently you need to do this will depend on the size of your installation.

- If your biomass installation is **less than 1 MWth** in capacity:
 - ▶ You will need to report to Ofgem **once a quarter**.
- If your biomass installation is **greater than 1 MWth** in capacity:
 - ▶ You will need to report to Ofgem **once a month**.

Ofgem will not send you any reminders about this, so make sure you put the dates in your diary.

Make sure that all meter readings are taken within three days (either side) of the reading date given to you by Ofgem. You need to submit your meter reading within one month of taking it. Payments will be made quarterly in all cases.

Providing fuel data

Under the RHI scheme rules, biomass boilers using **fossil fuel** must use it for 'permitted ancillary purposes' only. If your boiler is approved to burn fossil fuels, this will have been stated in your accreditation. However, you must ensure that at least 90% of the energy provided by your boiler has come from biomass.

Ofgem requires you to periodically **provide data** relating to the fuel you have used to power your RHI-accredited installation. This data will need to prove that the scheme rules have been adhered to. How frequently you need to submit fuel data, and how this will affect your RHI payment, depends on the size of your installation.

- If your biomass installation is **less than 1 MWth** in capacity:
 - ▶ You must keep records of your fuel use, showing how much fossil fuel you have used.
 - ▶ You will only need to submit these records to Ofgem if asked to.
 - ▶ Ofgem will not deduct anything from your RHI payment for your fossil fuel use.
- If your biomass installation is **greater than 1 MWth** in capacity:
 - ▶ You must keep records of your fuel use, showing your fossil fuel use.
 - ▶ You will need to send this data to Ofgem every quarter.
 - ▶ Ofgem will then reduce your RHI payment in accordance with your fossil fuel use.



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Your ongoing RHI obligations

Making an annual declaration

The RHI scheme regulations require you to make an **annual declaration** to Ofgem.

This will confirm that your installation is meeting the RHI scheme's eligibility criteria and ongoing obligations.

You'll need make this declaration before the anniversary date of the accreditation — ideally 30 days before, if possible.

You will need to declare that:

- you're not generating heat for the predominant purpose of **increasing your RHI payments**.
- you're properly **maintaining** your equipment. If Ofgem has concerns, it can seek further evidence and take enforcement action where appropriate.
- the information you have provided for the previous 12-month period was **accurate** and **complete** to the best of your knowledge.
- there has been **no change in circumstances** which may affect your eligibility to receive the RHI.

Sustainability reporting

Currently, only those with boilers greater than 1 MW in capacity are required to provide **evidence of the sustainability of their biomass fuel** to Ofgem. From April 2014, this will apply to all biomass boilers. This information will need to be provided every quarter, as part of your periodic data.

The table below shows the information that Ofgem requires for each consignment of fuel, and example answers. Ofgem may conduct an audit on the sustainability information provided, so it's important to keep all your records up-to-date so they're available on request to an auditor.

Element	Detail	Example
Biomass type	The material from which the biomass is composed.	Wood
Biomass form	Where the biomass can take different forms (e.g. wood chips or wood pellets), the form of the biomass.	Wood pellets
Mass	Only complete if the biomass is solid in its mass.	6 tonnes
By-product mass	Whether the biomass was a by-product of a 'process' (as defined in the Regulations).	By-product of the paper production process
Biomass derived from waste	Whether or not the biomass was derived from waste.	No
Country of origin	If the biomass was plant matter or derived from plant matter, the country in which the plant matter was grown.	England
Country of purchase	Where the information specified in the row above is unknown, or the biomass was not plant matter or derived from plant matter, the country from which you obtained the biomass.	England
'Energy crop' (including types and proportions)	Whether any of the consignment was an "energy crop" (a term defined in the Regulations) or derived from an energy crop and, if so, the proportion of the consignment which was or was derived from an energy crop.	No

Maintaining your installation

Access to your installation

You need to allow reasonable **access to your accredited installation**, and its associated infrastructure, so that Ofgem can carry out audits and inspections.

Plant maintenance

As a general principle, Ofgem requires that you maintain your RHI equipment in line with the **manufacturer's instructions** (where available).

Keep any evidence of maintenance work carried out (e.g. servicing receipts), as you'll need to provide Ofgem with this on request.

Meter maintenance

You need to make sure that all RHI-relevant heat and steam meters, and associated pieces of metering equipment, are ...

- ... **continuously operating** in the normal course of business. You'll need to regularly check that the units work and that they have not been tampered with.
- ... **properly maintained** and periodically checked for errors. Check your manufacturer's service and maintenance information for details on how to do this.
- ... **re-calibrated** at least every ten years, or within the period of time specified in your manufacturer's instructions where available (whichever is sooner). Calibration needs to be done by either a UKAS-approved company or the manufacturer. You'll need to keep records of this.



Keeping information accurate

You must notify Ofgem within 28 days of:

- the discovery of any **incorrect information** in your RHI application.
- any **non-compliance change**, including:
 - ▶ the addition of non-eligible heat use
 - ▶ the addition of a fossil fuel boiler plant
 - ▶ the replacement of heat metering.
- any **major changes** to the system, including:
 - ▶ exporting heat off site
 - ▶ the addition of other heat uses
 - ▶ the addition of extra plant
 - ▶ the removal of any plant.

You must ensure you keep your **contact details**, bank details, and Authorised Signatory information **up-to-date**.