

Standard information required for each installation <sup>i,ii</sup>

Information Required	Documents Required to support Information Required
<p><b>Direct Capital cost of installation (excluding VAT) / evidence of purchase</b></p>	<p>Please provide the quote for the installation, all supporting invoices and corresponding bank statements showing the invoice payment transaction.</p> <p>Direct capital costs relate to the purchase of the installation, such as, biomass boiler, buffer vessels, pressure vessels, fuel store, heat metering, pipework, valves and pumps, control systems and commissioning.</p> <p>Ideally, heat delivery equipment (e.g. new blowers or radiators and connecting pipework) non-renewable (backup) plants and plant room construction should be excluded or identified separately.</p> <p><b>Note:</b> To assist us to keep your financial details secure please ensure the bank statement information not pertaining to the RHI installation is redacted (blacked out) so as to be unreadable, and sent to us in a separate attachment to the other documents requested.</p>
<p><b>Indirect costs (excluding VAT)</b></p>	<p>Invoices or other evidence for items such as planning costs and other costs not attributable directly to the purchase or construction of the physical plant.</p>
<p><b>Source of Funds</b></p>	<p>As applicable, supporting evidence for:</p> <ul style="list-style-type: none"> <li>• Loans, such as a loan agreement and/or bank statement showing loan receipt and repayment;</li> <li>• Any public funds (grant or loan)</li> </ul>

	<ul style="list-style-type: none"> <li>○ If a Carbon Trust loan was obtained please provide Loan Offer and Loan Agreement.</li> <li>○ For any other public funds please provide the Letter of Offer or relevant contract.</li> <li>● Confirmation is required if no public support was received.</li> </ul>
<p><b>Fuel Records</b></p>	<p><b>For fuel purchases:</b> records including actual invoices of all relevant fuel deliveries to site from commissioning date to the present.</p> <p><b>If fuel is harvested/processed/produced on site:</b> records from commissioning to the present, e.g. weighbridge tickets, details of fuel composition and moisture content.</p> <p><b>Note:</b> If more than one type of fuel is used, separate records are required.</p> <p>If there are multiple RHI installations on site, the above information should be installation-specific rather than aggregated for the site. If records are not maintained per installation, please provide an explanation.</p>
<p><b>Other heating sources (including backup systems)</b></p>	<p>If other plant (for example, oil, gas, electric etc.) is also providing heat for the same purpose as the RHI installation(s), please provide details of the amount of heat used [i.e. meter readings, fuel purchases (invoices) etc].</p> <p>Where there is more than one backup system, please specify the space heated by each system.</p>

<b>Maintenance Records</b>	<p>Invoices for plant maintenance from provider(s) from commissioning date to the present.</p> <p>Any service or maintenance contract (if applicable) since the date of accreditation to the present.</p> <p>Information about the maintenance of the meter(s) including how it is periodically checked for errors (this may include records such as invoices)</p>
<b>Use of chemical additives</b>	<p>If frost/corrosion inhibitors are used, please confirm the name of the inhibitor and the percentage used.</p> <p>A copy of the inhibitor data sheet should be forwarded, where available.</p>
<b>Heat meter readings</b>	<p>A copy of your own records of heat meter readings submitted to Ofgem, such as a notebook, spreadsheet, meter photographs, etc since the accreditation date.</p>
<b>Commercial activity (Offices, factory, workshop, business premises)</b>	<p>Site opening/operational times</p> <p>Evidence of commercial activity (e.g. accounts / sales invoices) from commissioning date to the present.</p>
<b>Other regulatory requirements</b> Local Council contact details can be found at:	Please provide evidence of compliance with the following: <ul style="list-style-type: none"> <li>• <b>Planning permission</b> for new facilities associated with the RHI installation(s) or evidence of exemption (if applicable).</li> <li>• <b>Building control approval</b> covering the RHI installation or evidence of exemption (if applicable).</li> </ul>

<p><a href="http://www.nidirect.gov.uk/contacts/local-councils-in-northern-ireland">www.nidirect.gov.uk/contacts/local-councils-in-northern-ireland</a>;</p>	<p>If you do not have evidence of compliance, please confirm that you have contacted the relevant authority to obtain written confirmation of compliance.</p>
<p><b>Other regulatory requirements</b></p> <p>Local Council contact details can be found at:</p> <p><a href="http://www.nidirect.gov.uk/contacts/local-councils-in-northern-ireland">www.nidirect.gov.uk/contacts/local-councils-in-northern-ireland</a>;</p>	<p><b>NI Water Requirements</b></p> <p>Please provide the following information:</p> <ol style="list-style-type: none"> <li>1. Has the installation been notified to NI Water? (Water Regulation 5 requires advance notification and approval before any work shall commence) <a href="https://www.niwater.com/sitefiles/resources/pdf/water-regulations-notification-form.pdf">https://www.niwater.com/sitefiles/resources/pdf/water-regulations-notification-form.pdf</a></li> <li>2. Was the biomass boiler installed by an approved plumber? (Approved plumbers are listed on the WaterSafe web site <a href="http://www.watersafe.org.uk">www.watersafe.org.uk</a> )</li> <li>3. What is the source of water at the site, including for the installation, for example, mains, borehole etc.</li> </ol> <p>Note: The above questions has resulted in some participants contacting DAERA about <b>Private Water Supplies</b> and <b>Water Abstraction Licensing Regulations</b> when <b>not</b> required. <b>For ease of reference</b>, guidance about these requirements has been attached to the email.</p>

Please complete the following table for each RHI installation (Table 1) - **Please note you will be required to complete a table for each installation.**

RHI Number of installation	
A short description of all current heat use(s) – e.g. poultry house (name / number), workshop and / or dwelling etc	Required
If an amendment has been made to the heat use please provide a short description of any addition or removal of use including date of change.	If Applicable
Please provide supporting documentation for the amendment including a quote and invoices for the work undertaken and the cost of materials.	If Applicable

<sup>i</sup> Please note you will be required to provide information separately per installation.

<sup>ii</sup> Please note that the information detailed within each document is not exhaustive. Each individual inspection will be tailored specifically to each unique circumstances on site. Consequently further information may be requested in addition to those detailed in the documentation listed above.