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| Statutory Notice: Further Information | competent authority logo |

«${currentDate?date?string('dd MMMM yyyy'»

Aircraft Operator Name: «${account.name}»

CRCO Identification number: «${account.crcoCode}»

Emission plan reference: «${(permitId)!}»

«${(params.toRecipient)!}»

FAO «${account.serviceContact}»

Dear Sir / Madam

**THE GREENHOUSE GAS EMISSIONS TRADING SCHEME REGULATIONS 2012 (SI 2012, No. 3038) (“the Regulations”)**

The «${competentAuthority.name}», in exercise of its powers under Regulation 6 of the above Regulations, requires you to furnish such further information as is detailed in the attached Schedule. The information, which is for the purpose of determining or reviewing «${workflow.requestTypeInfo}», should be provided by completing the task in the ‘Manage your UK ETS reporting’ service before «${params.deadline?date?string('dd MMMM y».

|  |  |
| --- | --- |
| Signed | Date |
| signature | «${currentDate?date?string('dd MMMM yyyy'» |

«${signatory.fullName}»

Authorised to sign on behalf of the «${competentAuthority.name}»

**What the law says with regard to this notice**

The Greenhouse Gas Emissions Trading Scheme Regulations 2012 (S.I. 2012 No.3038) say:

**Schedule 3(1)(12)**

that the «${competentAuthority.name}» may require the applicant to provide such further information specified in the notice as it may require for the purpose of determining the application;

**Schedule 3(1)(13)**

that if the applicant fails to provide the required further information by the end of the specified period (or by such later date as may be agreed by the «${competentAuthority.name}»), the «${competentAuthority.name}» may treat the failure as a deemed withdrawal of the application if it sends a notice to that effect.

**Schedule 3(2)(2)(b)**

For the purposes of calculating the time allowed for the «${competentAuthority.name}» to determine your application, no account is taken of the period starting when this Notice is served and ending on the date the applicant provides the specified information.

**You should note that:**

The Data Protection Act requires the «${competentAuthority.name}» to advise its customers how data relating to individuals will be processed and disclosed.

The information provided by yourselves will be processed by the «${competentAuthority.name}» to deal with your application, to monitor compliance with the plan conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

offering/providing you with our literature/services relating to environmental matters;

consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive Local Authorities, Emergency Services, DECC) on environmental issues;

carrying out statistical analysis, research and development on environmental issues;

providing public register information to enquirers;

investigating possible breaches of environmental law and taking any resulting action;

preventing breaches of environmental law; and

assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

The information submitted in respect of this application will be subject to public access to information requirements, including the Environmental Information Regulations 2004. If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. However, you should be aware that under the provisions of the Freedom of Information Act 2000 and regulations made under it, the «${competentAuthority.name}» may be obliged to disclose information even where the applicant requests that it is kept confidential.

**SCHEDULE**

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| --- | --- |
| **Item number** | **Further information required** |
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