|  |  |
| --- | --- |
|  | competent authority logo |

«${(account.serviceContactEmail)!}»

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

«${(account.legalEntityName)!}»

«${(account.legalEntityLocation)!}»

Dear «${(account.serviceContact)!}»

**THE GREENHOUSE GAS EMISSIONS TRADING SCHEME REGULATIONS 2012 (SI 2005, No.0000) (the Regulations)**

**Permit reference:** «${(permitId)!}»

The «${(competentAuthority.name)!}» has completed its determination of your application for an excluded installation emissions permit under regulation 11 of the Regulations and has decided to grant you a permit. The permit is attached to this letter.

**It is important that you now take time to read your permit to ensure that the information remains accurate and to familiarise yourself with the requirements. A brief summary of your permit is as follows:**

* Part 1 describes your installation and sets out the regulated activities and specified emissions from those activities as authorised by the permit;
* Part 2 contains conditions with which you must comply;
* Part 3 contains definitions of relevant words and phrases; and
* Appendix 1 contains your monitoring plan.

The conditions in Part 2 of your permit include a number of reporting and notification requirements and sets out the circumstances in which you are required to apply to vary your permit. All reports, notifications and applications must be submitted through the ‘Manage your UK ETS reporting’ service, which contains the relevant forms to help you complete these tasks.

If you require any clarification of the above, please do not hesitate to contact a member of the Emissions Trading Team either directly or by e-mail to «${(competentAuthority.email)!}». Please quote your permit number in all future correspondence with both the «${(competentAuthority.name)!}» and DECC.

Yours sincerely

signature

«${signatory.fullName}»