|  |  |
| --- | --- |
|  |  |

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

«${(account.legalEntityName)!}»

«${params.toRecipient}»

FAO: «${(account.serviceContact)!}»

Dear Sir / Madam

**THE GREENHOUSE GAS EMISSIONS TRADING SCHEME ORDER (SI 2020, No.1265) (the Order)**

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

**Issue of Notice of Conversion to:** «${(account.name)!}»

The Scottish Environment Protection Agency (SEPA) is converting your permit issued under the Greenhouse Gas Emissions Trading Scheme Regulations 2005 or 2012 (the EU ETS Regulations) into a greenhouse gas emissions permit which satisfies the requirements of the Order. The conversion is being effected in accordance with Article 77 and Schedule 11 of the Order. The notice of conversion and the converted permit are attached to this letter.

The converted permit is for the purposes of the UK Emissions Trading Scheme. It comes into effect on 1 January 2021 and you must comply with its conditions from that date.

The converted permit contains conditions relating to the monitoring and reporting of emissions as well as surrendering of allowances. It will be varied in January 2021 to include further conditions relating to the free allocation of allowances and a consolidated permit incorporating those variations will be issued at the same time.

The reasons for SEPA issuing the converted permit and then a variation in close succession is because amendments are being made to the Order in respect of free allocation; these will not come into force until 31 December 2020. We requested that you do not to make any applications for a permit variation after 6 November 2020; this request remains in place until you have received the varied permit from us in January 2021.

**2020 Scheme Year Compliance**

We would also like to take this opportunity to remind you that the Greenhouse Gas Emission Trading Scheme Regulations 2012 (as amended) are still in force for the purposes of emissions monitoring and reporting for the 2020 scheme year and preceding years. This means that you must continue to monitor your emissions in compliance with those Regulations. You must still make your final emissions report under the EU ETS Regulations by 31 March 2021 and you must surrender the relevant allowances to the Registry by 30 April 2021. Failure to do so will result in non-compliances under those Regulations.

Please quote your permit reference in all future correspondence with SEPA

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 [emission.trading@sepa.org.uk](mailto:emission.trading@sepa.org.uk)

Yours faithfully



«${signatory.fullName}»

|  |  |
| --- | --- |
| Conversion Notice |  |

**THE GREENHOUSE GAS EMISSIONS TRADING SCHEME ORDER (SI 2020, No.1265) (the Order)**

Article 77 and Schedule 11

# Permit Conversion Notice

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

The «${competentAuthority.name}» in exercise of its powers under Article 77 and Schedule 11 paragraph (1) (4) of the Order hereby converts the permit issued to you under the Greenhouse Gas Emission Trading Scheme Regulations 2005 or 2012 (the EUETS Regulations)

«${(account.legalEntityName)!}» (the Operator),

whose (Registered) office address is

«${(account.legalEntityLocation)!}»

which relates to the operation of (part of) the Installation(s) at

«${(account.siteName)!}»

«${(account.location)!}»

into a greenhouse gas emissions permit which satisfies the requirements of the Order.

The converted permit is attached to this Notice and comes into effect on 1 January 2021

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

«${signatory.fullName}»

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

**Your right to appeal**

You can appeal against this Notice to the Scottish Land Court within 28 days beginning with the effective date of this Notice on the grounds that:

* The **Notice** is based on an error of fact
* The **Notice** is wrong in law
* The **Notice** is unreasonable
* any other reason.

Your Appeal should be submitted using the appropriate application form obtained by contacting the Court or from the court website and including the supporting documents referred to in paragraph 2 of Schedule 9 of the Order.

The Scottish Land Court,

George House,

126 George Street,

Edinburgh,

EH2 4HH

**Email:**[**SLCourtMailbox@scotcourtstribunals.gov.uk**](mailto:SLCourtMailbox@scotcourtstribunals.gov.uk)

**Telephone**: 0131 271 4360

**Website**: <http://www.scottish-land-court.org.uk/using/making-an-application>

A copy of your appeal documentation should be sent to SEPA at [emission.trading@sepa.org.uk](mailto:emission.trading@sepa.org.uk)