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

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

«${(account.legalEntityName)!}»

«${params.toRecipient}»

FAO: «${(account.serviceContact)!}»

Dear Sir / Madam

**THE GREENHOUSE GAS EMISSIONS TRADING SCHEME ORDER 2020 (SI 2020/1265) (the Order)**

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

**Variation reference:** «${(workflow.requestId)!}»

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

The «${competentAuthority.name}» has varied your permit in accordance with the Order. The Variation Notice and a consolidated permit are attached to this letter.

The Variation Notice and consolidated permit include conditions with which you must comply.

The free allocation conditions apply only to ‘FA installations’ as defined in the Order. They apply to you only if you have applied for a free allocation of allowances for the period 2021-2025 and only from the point at which the UK ETS authority publishes the allocation table for the 2021-2025 period that includes an entry for your installation.  The UK ETS authority is the Secretary of State, the Scottish Ministers, the Welsh Ministers and the relevant Northern Ireland department acting jointly.

Please quote your permit reference in all future correspondence with the «${competentAuthority.name}».

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}».

Yours faithfully

signature

«${signatory.fullName}»

CC: «[#list params.ccRecipients as cc]»«${cc}[#sep], [/#sep]»«[/#list]»

«[#if params.feeRequired]»

**SCHEDULE:**

**Online payment**

To avoid any delays in processing your application, you must complete the payment task in the ‘Manage your UK ETS reporting’ service, as well as making the actual payment.

For offline payments, simply click the button “Mark as Paid”. Once we have received your payment, the status will change to “Paid and Received” and the payment task will be removed from your work queue.

**Offline Payment Options**

**Payment by BACS**

All payments by BACS transfers must be made to the following account, using the reference code generated below

**Payment should be made to SEPA at the undernoted address or by bank transfer to:**

**Account Name: SEPA**

**Bank: Royal Bank of Scotland 30 Nicholson Street Edinburgh EH8 9DL**

**Sort code: 83-34-00**

**Account Number: 00137187**

**Reference: Please ensure that all payments reference the unique permit ID created when processing your application, this will be an AEM reference number.**

*Please cite this code in your BACS transfer. This will help us to ensure that we have received your payment.*

«[/#if]»

|  |  |
| --- | --- |
| Variation Notice | competent authority logo |

The Greenhouse Gas Emissions Trading Scheme Order 2020 (SI 2020/1265) (the Order)

# Variation Notice

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

**Variation reference: «${(workflow.requestId)!}»**

The «${competentAuthority.name}» in exercise of its powers under Schedule 6, paragraph 6 to the Order hereby varies the permit held by you

«${(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)!}»

to the extent set out in the Schedule to this Variation Notice, as incorporated into the attached consolidated permit.

This notice takes effect on .

«[#if params.feeRequired]»

A fee is payable in respect of this Variation Notice, as set out in the «${competentAuthority.name}»’s Charging Scheme. Please refer to the payment details given in the covering letter.

«[/#if]»

|  |  |
| --- | --- |
| Signed | Date |
| signature |  |

«${signatory.fullName}»

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

**Appealing this Notice**

You have a right of appeal against this notice under Article 70 of the Order to the Scottish Land Court. Written notice of the appeal must be submitted to the Scottish Land Court no later than 28 calendar days after the service of this notice.

Details of how to make an application to the Scottish Land Court can be found here: [Making an application [Using: The Scottish Land Court] (scottish-land-court.org.uk)](http://www.scottish-land-court.org.uk/using/making-an-application). The grounds on which an appeal can be made and the procedure for submitting it can be found in Schedule 9 of the Order.

Bringing an appeal against the terms of the variation does not suspend the effect of those terms.

**SCHEDULE**

The permit is varied as set out in the table below:

|  |  |
| --- | --- |
| **Item** | **Provisions varied** |
|  |  |

The variations are incorporated into a consolidated version of the permit attached to this notice.