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

«${(account.serviceContactEmail)!}»

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

«${(account.legalEntityName)!}»

«${(account.legalEntityLocation)!}»

Dear «${(account.serviceContact)!}»

**Voluntary monitoring plan reference:** «${(permitId)!}»

The «${(competentAuthority.name)!}» has completed its determination of your application for a greenhouse gas emissions permit under Part 1 of Schedule 6 to the Order and has decided to issue you with a permit. The permit is attached to this letter.

**It is important that you 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:**

Your permit authorises the regulated activities set out in the permit to be carried out at the installation.

* Part 1 describes your installation, the regulated activities carried out at the installation and the specified emissions from those activities
* Part 2 contains conditions with which you must comply
* Part 3 contains definitions of terms used in the permit
* 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 for a permit variation. All reports, notifications and applications must be submitted through the ‘Manage your UK ETS reporting’ service, which contains the relevant forms to assist operators in completing 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 Department for Energy Security and Net Zero.

Yours sincerely

signature

«${signatory.fullName}»