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

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

«${(account.legalEntityName)!}»

«${email.toRecipient}»

FAO: «${(account.serviceContact)!}»

Dear Sir / Madam

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

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

which relates to the operation of the installation at

«${(account.siteName)!}»

Further to your application of «${workflow.requestSubmissionDate?date?st» to surrender the above permit, the has determined the application and a surrender notice is enclosed with this letter.

The notice sets out a number of requirements with which you must comply. You should note that from the date the notice takes effect, your permit will cease to authorise the carrying out of all regulated activities at the Installation. However, the conditions of your permit will continue to apply in so far as they are not superseded by the requirements set out in the notice, until the certifies that you have surrendered all necessary allowances.

It is in your interests to be aware of the consequences of failing to comply with the requirements set out in the notice:

The Regulator has powers to determine your reportable emissions if you fail to submit a verified report by the date set out in the notice and to recover the costs of making this determination.

Failure to surrender sufficient allowances as stated in and by the date specified in the notice will lead to imposition of a civil penalty of €100 per tonne of carbon dioxide equivalent emitted in addition to the outstanding requirement to surrender allowances. Please note that **even if you have submitted your verified emissions report**, you will still be liable for this penalty if you have not surrendered sufficient allowances to cover these emissions by the date specified.

If you should 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 .

Yours sincerely

signature

«${signatory.fullName}»

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

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| --- | --- |
| Surrender of Permit | competent authority logo |

The Greenhouse Gas Emissions Trading Scheme Regulations 2012 (SI 2012, No. 3038) (the Regulations)

Regulation 13

# Surrender Notice

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

To: «${(account.legalEntityName)!}» (the operator),

whose (Registered) office address is

«${(account.legalEntityLocation)!}»

in relation to the operation of (part of) the installation(s) at

«${(account.siteName)!}»

«${(account.location)!}»

Further to your application to surrender the above permit pursuant to regulation 14(1) of the Regulations, dated «${workflow.requestSubmissionDate?date?st», the , in exercise of its powers under regulation 14(6) of the Regulations, hereby gives notice of the surrender of the above permit and sets out requirements with which you must comply in the schedule to this notice.

Unless you appeal against this notice, this notice shall take effect on «${workflow.params.noticeDate?date?string» (“the effective date”). From the “effective date”, your permit shall cease to have effect to authorise the carrying out of all regulated activities at the Installation and to require the monitoring of emissions. However, the conditions of your permit shall continue to have effect in so far as they are not superseded by the requirements set out in the schedule to this notice until the certifies that either:

(a) you have complied with the requirements set out in the schedule to this notice and the condition of your permit imposed pursuant to Schedule 4(2)(4) of the Regulations; or;

(b) there is no reasonable prospect of further allowances being surrendered in respect of the Installation.

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

«${signatory.fullName}»

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

**About this notice**

The Schedule to this notice requires you to submit a report to the «${competentAuthority.name}» specifying your reportable emissions from the beginning of the scheme year in which this notice was served until the date this notice takes effect. It also sets out the requirements for surrendering allowances. You need to surrender all necessary allowances before we will certify that your obligations in this notice and in your permit have been complied with.

You have a right to appeal against the terms of this notice of surrender but you must lodge your appeal before the date on which the notice of surrender takes effect.

The bringing of an appeal shall have the effect of suspending the operation of the notice pending the final determination or the withdrawal of the appeal.

You should refer to the Regulations for details of the appeal process.

Under Regulation 53(1), it is an offence to fail to comply with a condition of your permit (except where Regulation 54 applies). The requirements in the Schedule to this notice are treated as if they were conditions of your permit.

Under Regulation 54, you will be liable to a civil penalty if you fail to comply with requirement 4 in the Schedule to this notice.

**SCHEDULE**

In this Schedule, the following words and phrases have the same meanings as in the permit:

“Annual Reportable Emissions”, “the Directive”, Monitoring and Reporting Regulations, “Reportable Emissions” and “Verifier”.

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| **Requirements** | **Date by which action must be completed** |
| 1. The Operator shall submit to the «${competentAuthority.name}» by the date stated opposite a written report specifying the Reportable Emissions from the beginning of the current scheme year until the date this notice takes effect. The report shall be in the format required by the Monitoring and Reporting Regulations. | «[#if (workflow.params.reportDate)??]»«${workflow.params.reportDate?date?string»«[#else]»N/A«[/#if]» |
| 2. The Operator shall ensure that the report submitted in accordance with requirement 1 above is verified by a Verifier before its submission in accordance with the criteria set out in Annex V of the Directive and in accordance with the Monitoring and Reporting Regulations. The Operator shall inform the «${competentAuthority.name}» in writing of the results of such verification, at the same time as submitting the report. |  |
| 3. The Operator shall make available to its Verifier any information and data relating to greenhouse gas emissions which the Verifier requires in order to assess the report referred to in requirement 1 above. |  |
| 4. By the date stated opposite, the Operator shall surrender allowances equal to:  (a) the Reportable Emissions specified in the report referred to in requirement 1 above;  (b) where the Operator has failed to comply with the condition of the permit imposed pursuant to Schedule 4(2)(4) of the Regulations in respect of the last scheme year for which the date for surrendering allowances in accordance with that condition has passed, the Annual Reportable Emissions in respect of which the Operator failed to comply with that condition in that year;  (c) where this notice has been served in a scheme year in which an error in an Annual Reportable Emissions report submitted by an Operator in relation to an earlier scheme year has been discovered, the Annual Reportable Emissions in respect of which, as a result of that error, the Operator failed to comply with the condition of the permit imposed pursuant to Schedule 4(2)(4) of the Regulations in respect of the scheme year to which the error relates;  (d) where an Operator has failed to apply to surrender the permit within the time limit set out in the Regulations, the total number of allowances which on the date on which this notice takes effect have been issued in respect of the Installation which would not have been issued if the Operator had made his application on time. | «[#if (workflow.params.allowancesSurrende»«${workflow.params.allowancesSurrenderDat»«[#else]»N/A«[/#if]» |