|  |  |
| --- | --- |
|  | 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)!}»

The «${competentAuthority.name}» has decided to revoke permit number «${(permitId)!}» as shown in the attached Revocation Notice. The notice sets out the reason for the revocation and the date that it will take effect.

The notice also 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 and to require the monitoring of emissions. However, the conditions of your permit will continue to apply in so far as they are not superseded by the requirements set out in the notice, until the «${competentAuthority.name}» certifies that you have surrendered all necessary allowances.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 «${competentAuthority.name}» has powers to determine your reportable emissions if you fail to submit a verified revocation 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 in addition to the outstanding requirement to surrender allowances. Please note that **even if you have submitted the revocation report as required by the revocation notice**, you will still be liable for this penalty if you have not surrendered sufficient allowances to cover these emissions by the date specified.

The notice requires you to surrender allowances by a specified date. However, you are not obliged to wait until that date to carry out the surrender process and SEPA would encourage you to comply with the surrender obligation as soon as practicable.

«[#if workflow.params.feeCharged]»

Where a revocation notice is served pursuant to Regulation 14(2), the Operator is required to pay a fee of £«${workflow.params.feeAmount}» to the «${competentAuthority.name}» in respect of this Revocation. The requirement is specified in the Revocation Notice and your remittance should be sent by the date specified. Payment details are given in the attached Schedule.

«[/#if]»

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 emission.trading@sepa.org.uk

Yours faithfully

signature

«${signatory.fullName}»

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

«[#if workflow.params.feeCharged]»

**Schedule:**

**Payment details**

**Payment by Quick Pay**

To make an online payment please follow the instructions in PMRV.

**Payment by Cheque**

Cheques should be made payable to “Scottish Environment Protection Agency” and sent to:

Emission Trading,

Heriot Watt Research Park North,

Scottish Environment Protection Agency,

Clearwater House,

Riccarton,

Edinburgh,

EH14 4AP

Please quote your operator name and permit number.

**Payment by BACS**

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

**The Royal Bank of Scotland, 31 North Bridge, Edinburgh EH1 1SF**

**IBAN:** RBOSGB2L

**SWIFTBIC:** RBOSGB2L

**Account Number:** 00137187

**Sort Code:** 83-34-00

**Your unique reference code to be used in your BACS transfer is:** «${(workflow.requestId)!}»

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

«[/#if]»

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| Revocation of Permit | competent authority logo |

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

Regulation 14

# Revocation Notice

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

whose (Registered) office address is

With reference to permit number «${(permitId)!}» (“the permit”)

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

«${(account.siteName)!}»

«${(account.location)!}»

and in exercise of its powers under Regulation 14 of the Regulations, the «${competentAuthority.name}» hereby gives notice of the revocation of the permit and sets out requirements with which you must comply in the schedule to this notice.

This notice has been served because the installation will be an ultra-small emitter under the UK Emissions Trading Scheme or an Article 27a installation under the carbon emissions tax for the period 2021-2025.  You are therefore not required to hold a permit authorising the carrying out of regulated activities from 1 January 2021.

This Notice shall take effect on «${workflow.params.effectiveDate?date?str» (“the effective date”). From the effective date, your permit will cease to have effect to authorise the carrying out of regulated activities at the installation. However the conditions of your permit shall continue to have effect in so far as they are not superseded by the requirements set out in the schedule to this notice until the «${competentAuthority.name}» certifies that either:

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

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

«[#if workflow.params.feeCharged]»

A fee of £«${workflow.params.feeAmount}» is payable in respect of this Revocation Notice, as prescribed by the «${competentAuthority.name}»’s Charging Scheme. Payment should be received by us no later than the effective date. Please refer to the payment details given in the covering letter.

«[/#if]»

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

«${signatory.fullName}»

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

**About this notice**

This notice requires you to submit a revocation report to the «${competentAuthority.name}» specifying your reportable emissions from the beginning of the scheme year in which this notice takes effect until the date this notice takes effect. It also sets out the requirements for surrendering allowances in respect of the reportable emissions in that period. You are also required to comply with the reporting and surrender obligations in your permit in respect of any previous scheme years. You need to surrender all necessary allowances before we will certify that your obligations under this notice and under your permit have been complied with.

Please note that if the revocation report understates any reportable emissions, the requirement to surrender allowances equal the amount of the understatement is not superseded by the requirements specified in this revocation notice.

You have a right to appeal against the terms of this revocation notice but you must lodge your appeal before the expiry of the period of 24 days beginning with the effective date of this revocation notice.

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.

Notice of any appeal including a statement of the grounds of appeal and any other required documents must be given in writing. A copy of the appeal should also be forwarded to SEPA.

Appeals should be sent to:

**Scottish Government Directorate for Planning and Environmental Appeals,**

**4 The Courtyard,**

**Callendar Business Park,**

**Callendar Road,**

**Falkirk,**

**FK1 1XR**

**Tel: 01324 696400  
Email: DPEA@scotland.gsi.gov.uk**

You should refer to Schedule 11 of the Regulations for details of the appeal process.

Under Regulation 53 you will be liable to a civil penalty if you fail to comply with requirements 1, 2 and 3 in the Schedule to this notice as they 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 (the surrender requirement) in the Schedule to this notice.

**Schedule**

In this Schedule words and phrases have the same meanings as in the Regulations.

|  |  |  |
| --- | --- | --- |
|  | **Requirements** | **Date by which action must be completed** |
| 1 | The Operator must submit to the «${competentAuthority.name}» by the date stated opposite a report (“the revocation report”) specifying the reportable emissions from the beginning of the scheme year in which this notice takes effect until the effective date. | «[#if (workflow.params.annualEmissionsRep»«${workflow.params.annualEmissionsReportD»N/A |
| 2 | The Operator must ensure that the revocation report submitted in accordance with requirement 1 is prepared and verified in accordance with the monitoring and reporting requirements of the permit. |  |
| 3 | The Operator must satisfy the «${competentAuthority.name}», if an emission factor of zero has been reported in respect of the use of bioliquids, that the sustainability criteria set out in Article 17(2) to (5) of the Renewable Energy Directive have been fulfilled in accordance with Article 18(1) of that Directive. |  |
| 4 | By the date stated opposite, the Operator must surrender allowances equal to:   1. the Reportable Emissions specified in the revocation report; 2. where an operator failed to comply with the surrender requirements of the permit imposed in respect of the last scheme year for which the date of surrendering allowances in accordance with those requirements has passed, the annual reportable emissions in respect of which the operator failed so to comply; 3. where this notice has been served in a scheme year in which an error in the report submitted by an operator under the monitoring and reporting requirements in relation to any earlier scheme year has been discovered, the annual reportable emissions in respect of which, as a result of that error, the operator failed to comply with the surrender requirements of the permit in respect of the scheme year to which the error relates; 4. where an operator has failed to apply to surrender the permit within the time limit set out in the Regulations, the total number of allowances which by the date on which the revocation notice is served have been issued in respect of the Installation which would not have been issued if the operator had so complied. | «[#if (workflow.params.surrenderDate)??]»«${workflow.params.surrenderDate?date?str»N/A |