|  |  |
| --- | --- |
|  | 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)!}»

«${competentAuthority.name}» has revoked permit number «${(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 has been served because your 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.

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. However, the conditions of your permit will continue to apply in so far as they are not superseded by the requirements set out in the notice, until «${competentAuthority.name}» certifies that you have surrendered all necessary allowances.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:

If you fail to submit an emissions report in accordance with and by the date set out in the notice, you may be liable to a civil penalty. The Regulator also has powers to determine your reportable emissions and to recover the costs of making this determination.

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 workflow.params.feeCharged]»

Where a revocation notice is served pursuant to Regulation 14, 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 «${competentAuthority.email}».

Yours sincerely

signature

«${signatory.fullName}»

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

«[#if workflow.params.feeCharged]»

**Schedule:**

**Payment details**

**Payment by Credit/Debit card**

You can pay by Credit/Debit by calling (01925) 542059, (01925) 542612 or (01925) 542509 or by completing the payment task in the on-line store, accessible through PMRV.

We can currently accept payments using the following card types: Visa, Visa Debit, MasterCard, Maestro/Switch (UK) and American Express. (Please note that payments using American Express can only be made through the online store in PMRV).

We’re not currently able to accept payment using the following card types: Solo, Visa Electron

**Payment by Cheque**

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

The Environment Agency,

Emissions Trading Team

Richard Fairclough House

Knutsford Road

Warrington,

WA4 1HG

Please quote your operator name, installation name and permit reference to allow us to track receipt.

**Payment by BACS**

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

**Citibank, Citigroup Centre, Canada Square, London E14 5LB**

**IBAN:** GB23 CITI 0833 0012 8005 43

**SWIFTBIC:** CITI GB2LXXX

**Account Number:** 12800543

**Sort Code:** 08-33-00

**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. XXXX) (the Regulations)

Regulation 14

# Revocation Notice

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

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

whose (Registered) office address is

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

«${(account.siteName)!}»

«${(account.location)!}»

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

This notice has been served because: «${(workflow.params.reason)!}»

Unless you appeal against this notice, this notice shall take effect on «${workflow.params.effectiveDate?date?str» (“the effective date”). From the effective date your permit shall cease to have effect to authorise the carrying out of all Schedule 1 activities at the Installation and to require the monitoring of emissions. However the conditions of your permit shall continue to have effect in so far as they are not superseded by the requirements set out in the schedule to this notice until the «${competentAuthority.name}» certifies that either:

(a) you have complied with the requirements set out in the schedule to this notice

(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 «[#if (workflow.params.feeDate)??]»«${workflow.params.feeDate?date?string('d»N/A. 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**

The Schedule to this notice requires you to submit a report to «${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 of appeal against this notice under Article 73 of the Order to the First-tier Tribunal. Written notice of the appeal must be submitted to the First-tier Tribunal at the address provided below no later than 28 calendar days after the service of this notice. The Tribunal Procedure (First-tier Tribunal) (General Regulatory Chamber) Rules 2009 sets out the procedural rules relating to these appeals.

Hard copy: General Regulatory Chamber, HMCTS, PO Box 9300, Leicester, LE1 8DJ

or email: grc@justice.gov.uk

The notice of appeal must include:

* the name and address of the appellant;
* the name and address of the appellant’s representative (if any);
* an address where documents for the appellant may be sent or delivered;
* the name and address of any respondent;
* details of the decision to which the appeals relates;
* the result the appellant is seeking;
* the grounds on which the appellant relies; and
* a copy of any written record of that decision, and any statement of reasons for that decision that the appellant has or can reasonably obtain.

You may withdraw an appeal by notifying the First-tier Tribunal at the above address.

**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 «${competentAuthority.name}» by the date stated opposite a written report (the revocation report) specifying the reportable emissions from the beginning of the relevant year until the date on which this notice takes effect. | «[#if (workflow.params.annualEmissionsRep»«${workflow.params.annualEmissionsReportD»N/A |
| 2 | The operator must ensure that the surrender report is prepared and verified in accordance with the Monitoring and Reporting Regulation and the Verification Regulation. |  |
| 3 | The operator must satisfy the «${competentAuthority.name}», if an emission factor of zero has been reported in respect of the use of bioliquids, that the sustainability criteria set out in Article 17(2) to (5) of the Renewable Energy Directive have been fulfilled in accordance with Article 18(1) of that Directive. |  |
| 4 | Allowances must be surrendered by the date stated opposite. The Operator shall surrender allowances equal to:  (a) the reportable emissions specified in the revocation report;  (b) where an Operator has failed to comply with the surrender requirements of the permit in respect of the last scheme year for which the date for surrendering allowances in accordance with those requirements has passed, the annual reportable emissions in respect of which the operator failed to comply with that requirement in that year;  (c) where this notice has been served in a scheme year in which an error in an annual reportable emissions report submitted by an operator in relation to an earlier scheme year has been discovered, the annual reportable emissions in respect of which, as a result of that error, the operator failed to comply with the surrender requirements of the permit in respect of the scheme year to which the error relates; and  (d) where an operator has failed to apply to surrender the permit within the time limit set out in regulation 13(2) of the Regulations, the total number of allowances which by the date on which this notice is served have been issued in respect of the installation which would not have been issued if the operator had made its application on time. | «[#if (workflow.params.surrenderDate)??]»«${workflow.params.surrenderDate?date?str»N/A |
|  |  |