

## Climate Change Agreement for BPC

# Note 10: What happens if...

Dec 2015

*The purpose of this guidance note is to look at how your CCA may be affected in various common situations and advise CCA companies what to do. We will add to this document if further common situations arise.*

What happens if...	
...the contact details for the Administration Contact or Responsible Person changes?	<p>Please email the new contact details to the BPC CCA helpline. We'll then make the changes on the EA CCA Registry.</p> <p>If this change involves a change to the Responsible Person's address then a new CCA Underlying Agreement will be issued by the Environment Agency. Once the responsible Person receives this then they will need to provide their email assent to it within 20 working days. If the Administration Contact changes then no new Underlying Agreement will be issued.</p> <p><i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i></p>
...the ownership of a site or company changes?	<p>Please email the BPC CCA helpline to explain who the new owners are and we'll organise for the Climate Change Agreement of the site(s) to be transferred to the new owners. The new owners of the site will only be able to claim the CCL discount once their new CCA is in place.</p> <p><i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i></p>
...a site makes significant changes to its processes/ activities.	<p>Please contact the BPC CCA helpline to discuss what the changes are so that we can advise if your CCA also needs to be changed.</p>
...the boundaries of a site change?	<p>Please email a revised site plan to the BPC CCA helpline to show how the boundaries have changed. We'll then advise if further information is needed (i.e. this may include a revised 70/30 assessment) and then organise for the Climate Change Agreement to be amended.</p> <p>If the boundary change includes new supply meters then new PP10/11 forms may be needed to obtain the CCL discount.</p> <p><i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i></p>

What happens if...	
...we buy a site that already has a CCA?	<p>Please email the BPC CCA helpline to provide the address of the site and the current CCA facility number for the site (i.e. BPC1/F00XXX, BPC2/F00XXX). We'll then advise of what further documents are required and then organise for the Climate Change Agreement to be transferred to the new owner (it can go into an existing CCA that the new owner has or can be set up on its own).</p> <p>As new owners of the site you will only be able to claim the CCL discount once the CCA has been transferred.</p> <p><i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i></p>
...we buy a site that doesn't have a CCA?	<p>Please contact the BPC CCA helpline to discuss what activities are undertaken at the site and we'll advise if the site could join a CCA and if so what the next steps would be.</p>
...we sell a site?	<p>Please email the BPC CCA helpline to provide the address of the site and the current CCA facility number for the site (i.e. BPC1/F00XXX, BPC2/F00XXX). PP10/11 forms should be sent to energy suppliers to stop claiming the CCL discount.</p> <p>If the site carries on operating as previously the CCA can be transferred to the new owners and removed from the old owners 'bubble' CCA (i.e. its base year data removed).</p> <p>If the site will not carry on operating as previously then the site may not get removed from the old owner's CCA (i.e. its base year data may remain in a 'bubble' CCA).</p> <p><i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i></p>
...we close a site?	<p>Please email the BPC CCA helpline to provide the address of the site and the current CCA facility number for the site (i.e. BPC1/F00XXX, BPC2/F00XXX). Data for the site will not need to be reported in any future target period reporting.</p> <p><i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i></p>
...we stop doing the 'eligible' process at site but don't close it?	<p>Please email the BPC CCA helpline to provide the address of the site and the current CCA facility number for the site (i.e. BPC1/F00XXX, BPC2/F00XXX). Data for the site will not need to be reported in any future target period reporting.</p> <p>PP10/11 forms should be sent to energy suppliers to stop claiming the CCL discount.</p> <p><i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i></p>

What happens if...	
...we are considering closing a site?	Please contact the BPC CCA helpline to discuss the implications (if production steadily decreases it may be advantageous to withdraw the site from the CCA before it closes as its base year data could then be removed from the bubble).
...we have problems with our metering?	Please contact the BPC CCA helpline to discuss the implications and the alternative techniques for estimating your energy consumption.
...we find an error in our base year or target period data?	Please email the BPC CCA helpline to provide the corrected data and a brief explanation about why the data needs to change. We'll then process the change and advise if any further actions are required (i.e. the change could result in a need to purchase more CO2 for a previous target period, or, that more CO2 was bought than necessary and hence a refund may be possible). <i>Please note that the CCA states that notification of the error should be made within 20 working days of discovering it.</i>
...we change our energy suppliers?	A new PP11 form should be sent to the new energy suppliers to start claiming the CCL discount and a new PP10 form to HMRC for their records.
...what if the company name changes but it is not a Change of Ownership?	Please email the BPC CCA helpline to provide the new Company Name including proof that the Companies House Registration Number has not changed. We'll then make the changes to the EA CCA Registry. Upon approval of this change, the Environment Agency will issue a revised Underlying Agreement. Once received, the Responsible Person will need to provide their email assent within 20 working days. <i>Please note that the CCA states that this change should be made within 20 working days of it happening.</i>

***For further information please contact SLR's BPC CCA helpdesk:***

+44 (0)844 800 1880

[bpc@slrconsulting.com](mailto:bpc@slrconsulting.com)

or visit [www.slrconsulting.com/bpc](http://www.slrconsulting.com/bpc)

The full suite of BPC CCA Guidance Notes are listed below and can be accessed via contacting the helpdesk or visiting the website.

Guidance Note	Title
1	What is a CCA
2	Applying for a CCA
3	BPC CCA Administration Charges
4	Completing HMRC PP10 and PP11 Forms
5	Timetable of BPC CCA Activities
6	Obligations under your CCA including audits
7	Reporting data at each Target Period
8	How CCAs interact with other schemes
9	Glossary and Abbreviations
10	What happens if...
11	NOVEM targets