

Preparing to report at third target period

December 2018

Please find below some important reminders:

1. **Invoicing** – we will be issuing the invoices for 2019 CCA fees during January.

- If your company requires invoices to contain purchase order numbers please contact the helpline to inform us of the relevant PO number.
- If you have not yet informed us about any sites that have closed please do so immediately. If we are not informed before the 12th December then you will be liable to pay the Environment Agency fee.

2. **Target Period 3 reporting spreadsheet** – we will issue your data collection spreadsheet(s) during January to finalise your data for 2017 and 2018.

- Disrupted energy supplies – if your energy supplies have been interrupted then your ability to meet the CCA targets may have been compromised. In certain circumstances your target can be amended to account for such disruptions, for example when an electricity supply is lost and a site needs to run off a back-up generator. Please contact the help line as soon as possible if this has happened.

3. **Timetable** – please find below the timetable for reporting the third target period.

4. **Penalty Guidance Note** – please find attached a new Guidance Note to describe when the Environment Agency may issue a penalty for non compliance with the CCA rules and how such penalties will be calculated.

Timetable for reporting the third target period

January 2019	Reporting spreadsheets issued to collect 2018 data. Invoices for 2019 fees issued.
February 2019	28 th – deadline for returning 2018 completed data collection spreadsheets
March 2019	31 st – deadline for correcting any 2017 and 2018 data
April 2019	Craft Bakers CCA submit all data to the Environment Agency
May 2019	Buy-out fees invoices issued where buy-out fees due
June 2019	30 th – deadline for the Environment Agency to receive the buy-out money
July 2019	1 st – recertified to receive CCL discount for next 2 years (as long as you pass or pay the buy-out)