

Application Form for Amending Amounts Allocated Free of Charge

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Content

- WHO needs to fill it in?
- WHAT sections are relevant to me?
- HOW do I complete it?
- Does it require verification?
- WHERE do I get more information?

Who?

- New Entrants (green field sites or significant capacity extensions)
- Significant Capacity Reduction
- Cessation or Partial Cessation of Operation

- Sheet A- General Information-All Operators
- Sheet B– Partial Cessation of Operation
- Sheet C, D and E- New Entrants (green field sites or significant capacity extensions) and Significant Capacity Reduction. Section D.III refers to waste gases and is not relevant in most cases, E.II only refers to measureable Heat and E.III is only required to be completed by electricity producers.
- Sheet F- New Entrants (green field sites or significant capacity extensions) and Significant Capacity Reduction data relating to Product benchmark

What Sections are Relevant to my facility?

- Sheet G- New Entrants (green field sites or significant capacity extensions) and Significant Capacity Reduction data relating to Fall Back (Heat, Fuel and Process) benchmarks
- Sheet H – New Entrants (green field sites or significant capacity extensions) and Significant Capacity Reduction special data relating to certain product benchmarks e.g. refineries, lime (Fill in before Sheet F)
- Sheet J- All Operators. All documents and files submitted with Application to be referenced here.
- Sheet K- Summary Sheet. Automatically fills in data from the previous sheets.

How to fill out template – General Guidance

- Functions will guide you through the form based on previous input so important to go through file from front to back (some exceptions e.g. H (special product BM must be filled in before F product BM))
- Sheet A Sections III to V are very important to ensure you can enter data properly in later sections.
- Error Messages when data entries are incomplete or inconsistent BUT non-appearance is not guarantee of correct calculations
- DO NOT CUT & PASTE as this may cause unintentional modification of formulae.

Template Guides: cells changing colour indicate whether input is needed.

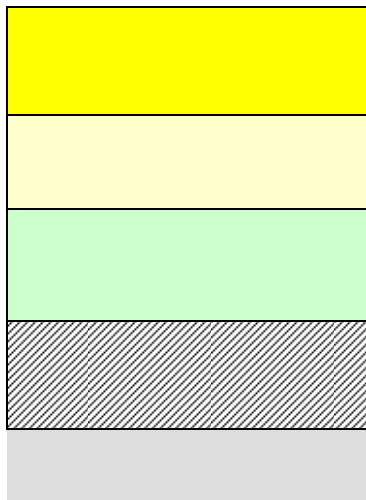
Colour codes and fonts:

Black bold text:

This is text describing the input required.

Smaller italic text:

This text gives further explanations.



Yellow fields indicate **mandatory inputs**. However, if the topic is not relevant for the installation, no input is required.

Light yellow fields indicate that an input is **optional**.

Green fields show **automatically calculated results**.

Red text indicates error messages (missing data etc.)

Shaded fields indicate that an input in another field makes the input here irrelevant.

Light grey areas are dedicated for navigation and hyperlinks.

Example 1 - Significant Capacity Extension

- Company A- One sub installation Heat CL-Incumbent
- New production line (same sub installation) commenced in 2013 (Physical Change)
- Added capacity greater than 10% of initial installed capacity for sub installation
 - ❑ Initial Capacity 300 TJ from NIMS 2005-2008
 - ❑ Added Capacity (calculated based on monthly total measureable heat (TJ) consumed for 6 months after start of changed capacity less initial capacity) 99 TJ
- Criterion satisfied
- Sheets A, C, D, E, and G to be filled by operator (Sheet K automatically filled out)
- Application must be verified

Company A Template example

A.	Navigation area:	Table of contents	Previous sheet	Next sheet	Summary
Installation Data	Top of sheet	Installation ID	Contact persons	Further information	Type of changes
	End of sheet	Eligibility	Verifier	Cancellation of operations	Initial allocation
		Current application	Initial installed capacity	Technical connections	

A. Sheet "InstallationData" - GENERAL INFORMATION ON THIS APPLICATION

I Identification of the Installation

1 General information:

(a) Name of the installation:

This name should be the same as has been already been used for correspondence with the competent authority.

(b) Member State in which the installation is situated:

"Member State" means here: State which participates in the EU ETS, i.e. EU-27, Croatia, and Iceland, Norway and Liechtenstein.

(c) Has this installation been included in the EU ETS before?

(d) Unique identifier provided by the competent authority:

This is usually the ID code used for NAP II (if applicable) or the NIMs, or any other ID used by the competent authority for correspondence.

For new installations ("greenfield plants"), operators are requested to contact the competent authority to receive such ID.

Competent authorities must ensure to have a unique ID available before notifying any data to the European Commission.

(e) Identification code of the installation in the registry:

This is usually a natural number, i.e. a code different from the permit identifier used in the registry.

For new installations ("greenfield plants"), such ID might not yet be available. For them this input field is optional. Operators are requested to contact the competent authority to receive such ID.

(f) Suggested unique ID for notification to the Commission:

(g) Information on the Greenhouse gas emissions permit:

Please provide here information on the greenhouse gas emissions permit (=permit issued in accordance with Articles 5 and 6 of the EU ETS Directive).

Member States may make this information optional if the competent authority is in possession of this information already.

Name of Competent authority:

First GHG permit received when the installation was included in the ETS for the first time:

i. Permit ID:

ii. Date of issuance:

Most recent update of the permit, if applicable:

iii. Permit ID:

iv. Date of issuance:

(h) Operator data:

The operator is the (natural or legal) person who operates or controls an installation or, where this is provided for in national legislation, to whom decisive economic power over the technical functioning of the installation has been delegated.

i. Operator Name:

ii. Street, Number:

iii. ZIP Code:

iv. City:

v. Country:

vi. Name of authorized representative:

vii. Email:

viii. Telephone:

ix. Fax:

(i) Installation address:

i. Street, Number:

ii. ZIP Code:

iii. City:

iv. Country:

2 Contact persons:

Please nominate persons here whom the competent authority can contact in case of questions regarding this report, including its verification.

(a) Primary contact person for technical questions regarding installation data:

i. Name:

ii. Email:

iii. Telephone:

iv. Fax:

(b) Alternative contact person:

i. Name:

ii. Email:

iii. Telephone:

iv. Fax:

3 Further installation data:

(a) Activities according to Annex I of the EU ETS Directive:

Significant Capacity Extension (Product Benchmark)

- Differences from Example 1
 - ❑ A.V (a) optional for product BM sub-installation to enter highest monthly production data as included in NIMS but A.V (b) must be completed with initial installed capacity.
 - ❑ Only needed to enter data in D.I, D.II and E.I relating to total CO2 emissions, TJ from fuels and fuel and emissions relating to product benchmark.
 - ❑ Sheet F must be completed. SCUF will be displayed automatically*
 - ❑ Sheet G is not relevant and greyed out as is Sheet H (certain product benchmarks) in this example.

Greenfield New Entrant

- Differences from Example 1
 - ❑ A.III not relevant as it was not an incumbent and therefore there was no initial free allocation
 - ❑ AV.1(b) is populated from the data input in Sheet G
 - ❑ Sheet C – no option for total activity or relevant as all is relevant activity.
 - ❑ Sheets D and E - Input of CO2 emissions and total energy input from fuels before start (must be verified)
 - ❑ Sheet G- new installed capacity is not applicable and is left empty while initial installed capacity is calculated.
 - ❑ Sheet K – allocation includes 2013 emissions before start

Significant Capacity Reduction

- Differences from Example 1
 - ❑ Sheet C- Design Capacity is the remaining design capacity and relevant activity level is the remaining activity level
 - ❑ Sheet G- check that $C_{\text{new}}/C_{\text{initial}}$ is less than 0.9
 - ❑ Sheet K- Reduced allocation is applied and cross sectoral correction factor rather than linear factor is applied as the installation is not an electricity producer.

Example 2- Partial Cessation

- Company B- One sub installation Heat CL-Incumbent
- Reduction in annual activity level in 2012 (No Physical Change)
 - ❑ Initial Activity Level (HAL) 176 TJ (From NIMS Section K.IV)
 - ❑ Current Activity Level 74TJ
- Criterion satisfied-58% reduction; sub-installation contributes more than 30% to the installation (100%)
- Sheets A and B to be filled by operator (Sheet K automatically filled out and reduction factor applied)
- Does not need to be verified

Cessation

- Differences from Example 2
- Only some sections of Sheet A needs to be filled in- Sections I, II.1, II.2,II.4 and VI(if there are technical connections). The template highlights the relevant sections.
- Does not need to be verified

Reminder

- Operators should indicate to the EPA in early October where there may be a partial cessation of activity at the installation for 2012.
- The completed application form should be submitted by 31 December to allow the EPA adequate time to submit all relevant information to the Commission including the revised preliminary total annual amount of emission allowances allocated free of charge.
- To expedite the assessment, it is very important that a complete application is submitted and that all calculations used and supporting documents are attached and submitted with the completed template.

Information Sources

European Commission website

- http://ec.europa.eu/clima/policies/ets/benchmarking/documentation_en.htm (Link to the CIMS and Guidance Documents)
- Relevant Commission guidance documents include:
 - ❑ Guidance Document (GD) No. 7 New Entrants and Closures.
 - ❑ GD 1 General, GD 2 allocation methodologies, GD 3 data collection, GD 4 Verification, GD 5 Carbon Leakage, GD 9 sector specific.

EPA website

- <http://www.epa.ie/whatwedo/climate/emissionstrading/etscheme/phase/> (Link to Phase III section of EPA website contains guidance and a link to the application form for amending amounts allocated free of charge)

Send queries to [GHGpermit @epa.ie](mailto:GHGpermit@epa.ie)