

Definition of “variation” – Charging Scheme Guidance

A variation, by definition, requires an amendment of the permit.

The Regulations allow for a variation to be undertaken at no charge where the regulator considers that it relates to **minor changes** or **changes of a purely administrative** nature.

There will be a degree of judgement as regards what constitutes a minor change (and is therefore free of charge) and what is chargeable.

Administrative change

An administrative change should not require any technical input and should only affect the administrative aspects of the information contained in the permit. By definition, the permit will need to be varied. The following are examples of administrative changes:

- Change of company name (but not change of ownership, i.e. the company registration number changes – which would be a transfer)
- Change of installation name
- Change of registered office address
- Amendment to installation address
- Amendment of grid reference

There is no charge for an administrative variation.

A minor change

This is a small amendment of the technical information which appears in the permit document. The permit will need to be varied and reissued following the change.

There is no charge for a minor variation therefore the change must not require any significant input of time; or must not lead to the need for re-evaluation of, for example, the Monitoring and Reporting Plan.

In each case there will have to be a judgement made by the regulator as to whether the request fits the description of minor technical variation, or whether a substantive variation is required.

Examples are:

- Renaming a meter
- Change to the description of a meter location, but there is no actual change to the position of the meter and no re-assessment of the M&R Plan

- a change to the name of a release point/emission point description in Table 2 (but no actual change to the plant or other equipment)
- For variations associated with New Entrant applications where the **only change is the introduction into the permit of the capacity of the installation** (as given in Appendix 1 to the permit) there shall be no fee as this is a minor change of largely administrative nature.

Substantive change

A substantive variation requires the information held by the Agency to be amended and the permit to be varied, but differs from a minor variation in that a more detailed assessment of the information provided, or its effect on the information already held by the Agency, will be required.

Examples are:

- the addition of sources/emission points
- the removal of sources/emission points
- changes to metering devices
- moving a fuel meter to a different location
- changes to sampling/analysis arrangements
- a change in the types of fuels used on the installation/substitution of fuels
- changes to tiers

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