



Climate Change Agreements IT Register User Guide

Version 2

December 2013

We are the Environment Agency. We protect and improve the environment and make it a better place for people and wildlife.

We operate at the place where environmental change has its greatest impact on people's lives. We reduce the risks to people and properties from flooding; make sure there is enough water for people and wildlife; protect and improve air, land and water quality and apply the environmental standards within which industry can operate.

Acting to reduce climate change and helping people and wildlife adapt to its consequences are at the heart of all that we do.

We cannot do this alone. We work closely with a wide range of partners including government, businesses, local authorities, other agencies, civil society groups and the communities we serve.

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Version control

This guidance document will be updated periodically. The table below lists the dates when new versions were published and the pages/sections where updates were made. If you are reading a printed copy of the manual rather than the on-screen version, please check the CCA web pages (www.environment-agency.gov.uk/cca) to make sure you are reading the latest version.

Version	Date of publication	Action taken
1	21 December 2012	First version issued to sector associations and consultants to assist with initial tasks in the CCA register.
1.1	26 March 2013	Small updates made to each page of this document. Changes made to simplify stepped guides following customer feedback and user experience when operating the register.
2	18 December 2013	Revised sections: Section 1 - Minor text revisions relating to presentation. No change to working methods Section 2 - Navigating around the register Section 3 - Variations and new agreements

Executive summary

Introduction

This manual provides guidance on climate change agreements (CCAs) for industry sector associations and operators. It has been produced by the Environment Agency. We have consulted with the Department of Energy and Climate Change (DECC), Ricardo-AEA (technical consultant to the CCA scheme) and representatives of industry sectors in the scheme to develop this manual.

The Environment Agency is the Administrator of the CCA scheme for all of the UK. The scheme was first introduced in 2003 and was administered by DECC. We are the Administrator for the current CCA scheme, which runs from 1 April 2013 to 31 March 2023. DECC remains responsible for policy and legislation, and for maintaining the Technical Annex [to the Climate Change Agreements] and Statutory Guidance that deal with specific issues.

Climate change agreements

CCAs are voluntary agreements containing targets to increase energy efficiency and reduce carbon dioxide (CO₂) emissions. They form part of a package of UK government measures to respond to the challenges of climate change while helping industry remain internationally competitive.

There are two types of CCA – ‘umbrella’ and ‘underlying’ agreements. Umbrella agreements set commitments for industry sectors – these are negotiated between the sector associations and DECC. Underlying agreements contain targets allocated by the sectors to specific facilities and target units. The scheme applies to 51 sectors with umbrella agreements, with about 4,000 underlying agreements covering approximately 9,000 facilities.

Industrial operators that enter into and abide by the terms and conditions of their CCA are entitled to a discount on the Climate Change Levy (CCL), a tax added to electricity and fuel bills to encourage operators to reduce the amount of carbon they emit. This discount will also apply to sites where energy is consumed within a European Union Emissions Trading System (EU ETS) installation.

How does the scheme work?

As the CCA Administrator we have set up an IT system, the CCA register, through which the sector associations manage underlying agreements for members of their sectors. Operators holding CCAs must monitor and report their energy consumption against agreed targets across four two-year target periods – each covering two calendar years – running from 2013 to 2020. At the end of each target period, operators meeting their targets will be certified to continue to receive the CCL discount. Every fortnight we publish on our website a report, known as the reduced rate certificate, listing operators and facilities certified in the scheme by sector.

Operators that don't meet their targets can continue to receive the CCL discount if they pay a ‘buy-out’ fee. This is set in legislation at £12 per tonne of CO₂ equivalent by which the target has been missed. This replaces the need to purchase allowances from the now discontinued UK Emissions Trading Scheme that applied in the old CCA scheme. Operators that miss a target and don't pay the buy-out fee will be decertified from the scheme, making them ineligible for the CCL discount. They can re-enter the scheme at the start of the next certification period if they pay any missed buy-out fees and any other outstanding penalties. They would also be required to meet the target previously set for the target period they were decertified for or pay buy-out. Where an operator overachieves against their target, there is a mechanism to allow operators to ‘bank’ surplus tonnes of CO₂. This surplus can then be used in future target periods to offset underachievement.

Content of this user guide

This guide provides help for users of the CCA IT register. It is divided into three sections. Section 1 covers user profiles and account maintenance of those user profiles. It includes how to set up a new user, change passwords and manage user accounts. Section 2 covers how a user can navigate around the register to undertake the tasks they will need to do to manage agreements. Section 3 covers user functions in the register for the key processes of applying for an underlying agreement and making variations to existing agreements.

We will add guidance on target reporting to this user guide when this function is required at the end of the first target period.

Contents

1. User profiles	7
1.1. Access levels for user profiles	7
1.2. Logging in to the register	8
1.3. Home Page	9
1.4. How to create and invite new users in the register.....	9
1.5. How to reset a user's password.....	11
1.6. How to unlock a user account.....	12
1.7. Disabling and reactivating user accounts.....	13
2. Navigating around the register	16
2.1. Navigating around the sector association menu	16
3. Variations and new agreements	17
3.1. A new application for an underlying agreement	17
3.2. Change of ownership application.....	19
3.3. Variations to an underlying agreement	20
3.4. Voluntary termination.....	23

1. User profiles

1.1. Access levels for user profiles

The register allows for a number of different levels of user with different levels of access depending on their role within the sector or as a consultant for a sector association. A list of all of the roles in the register is:

Category	Role	Acronym	Description
Sector	Sector Association Manager	SM	Responsible for managing all users within their sector and submitting applications, change requests and milestone reports on behalf of the target units
	Sector Association User	SU	Responsible for submitting applications, change requests and milestone reports on behalf of the target units
Consultant	Consultant Manager	CM	Responsible for managing all users within their consultancy and representing the sector association. This role can only be delegated by the sector association
	Consultant User	CU	Created by the CM and plays the same role within their consultancy by representing the sector association which has delegated it to do so

1.1.1. User roles and capabilities applicable to customers

For each sector, there will be one sector manager (SM). We created the SM account in the register when it was launched in 2013. The SM has the ability to invite additional users (known as sector users or consultant users) to assist them in managing the sector's operators and account information.

The register allows multiple users to be assigned to multiple sectors. For example, in a case where a consultant manages a number of sectors, they would be the consultant manager for all of their sectors. They would then be able to invite multiple users to each of those sectors and give those users access to multiple sectors where appropriate for their work.

The manager has an identical role to the user roles except the manager role has the additional responsibility of being able to invite new users to join the register for a sector.

1.2. Logging in to the register

1.2.1. First time login

When you are invited to join the register, you will receive an email invite from the Environment Agency with your login credentials. This email will contain your username and a temporary password and PIN number. You will receive this email when your sector or consultant manager has created your user role in the register. Once received, log in to the CCA register using the web link provided in the email or <https://cca.environment-agency.gov.uk>.

From the welcome screen:

- enter your username and temporary password – this will be given to you in the email
- select the 'login' button **Login**
- then enter the requested digits from your pin number and select the 'login' button **Login**
- you will be asked to read and accept the terms and conditions
- you will be prompted to set your own password and pin number for future logins
- note that user names and passwords are case sensitive

The image displays two screenshots of the CCA register login interface. The first screenshot shows the 'Welcome' screen with the following text: 'Please enter your username and password to access the CCA register. If you enter the wrong password more than three times since your last successful log on your account will be locked out. If your account is locked out, please contact your account manager to have your password reset.' Below this text are two input fields: 'Username:' and 'Password:'. A green 'Login' button is positioned at the bottom left. The second screenshot shows the 'Welcome' screen with the following text: 'Now please enter the following digits of your PIN number. If you enter the wrong PIN number or password more than three times since your last successful log on your account will be locked out. If your account is locked out, please contact your account manager to have your password reset.' Below this text are three input boxes: 'Please enter the 2nd number:', 'Please enter the 3rd number:', and 'Please enter the 5th number:'. A green 'Login' button and a yellow 'Back' button are positioned at the bottom.

After you have logged in for the first time, all future logins will require you to use your username, new password and new PIN number. Once you select the login button, you will be directed straight to your sector home page.

1.3. Home Page

Every time you login to the register, you will be taken to the sector home page screen. From there, you can do the following:

- update user account details
- change passwords
- view all alerts

Welcome

Welcome to the CCA Register, the on-line portal for managing the administration of underlying agreements, target units and facilities under the Climate Change Agreements Scheme.

Use the links on this screen to navigate to a particular function in the CCA Register or select a sector or trade association from the list to see a list of tasks and alerts relating to the selected sector.

- ▶ [Update user account details](#)
- ▶ Change password
- ▶ View all alerts

The following link provides access to the CCA scheme guidance provided on the Environment Agency's website.

 [CCA Scheme Guidance](#)

On the right hand side of the screen, you will see a list of sectors to which you have access. Most users will most likely only ever see one sector unless you are the sector manager, consultant manager or consultant user for multiple sectors. By selecting the sector you wish to view, this will take you to the sector main menu (section 2).

Sector / Trade Associations

A list of all sectors to which you have been granted access. Select one from the list in order to its view details.

- XXX - SUPPORT

1.4. How to create and invite new users in the register

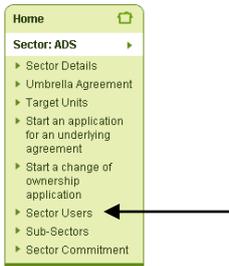
1.4.1. Creating a sector or consultant user

This option is only available to a sector manager or consultant manager

When the SM or CM creates a new user, this will be for one sector only. There will be an option to invite that user to work on additional sectors which is explained in the next section. The invite function is key, as only one email address can be stored against one user; you can't have multiple user accounts for one email address.

To create a new user, follow the steps below:

Step 1 - On your home page, select your sector to take you to the task menu page. Then locate the task menu (on the left hand side of the screen) and select 'Sector Users'.



Step 2 - From the sector users page select 'Create User'.

The 'Create User' page displays a number of blank fields you will need to complete to create the new user.

Step 3 - Enter the following into the blank fields:

- a username
- role (select 'user')
- complete contact details including email address - check you've typed it in correctly
- don't tick the 'Disabled' check box when creating a new user - only use this if you wish to disable the user at a later stage
- Select the 'save' button 

Once you have saved the new user details, a summary will be displayed on the next page. The register will automatically email the new user their username and a temporary password and PIN to allow them to log on to the register. The new user will have access to the sector that their user profile was created in. Once the new user has logged onto the register for the first time, they can then be given access to other sectors should this be required. This is done using the invite function.

1.4.2. Inviting users to another sector

Sector or consultant users can be users for multiple sectors, for example, where an individual works on behalf of more than one sector association. Once a user role has been created for one sector, the invite function in the register will allow this user to be invited to work on behalf of other sectors.

Account Details

These are the current details for your user account.

A screenshot of a user account details page. The page is titled 'User Details' and shows the following information: Username: Colettewhiting1, Locked: No, Last Login: 06 Nov 2012, Invite Code: 85745085, and Allow Impersonation: No. The 'Last Login' and 'Invite Code' fields are circled in red.

To do this you will need to obtain the invite code from the user you wish to add to a new sector. The user can locate their unique invite code in the 'update user account details' page.

Once the user has given you their invite code for the sector they wish to be included in you will be able to invite the user to the sector(s) they need to work on. The instructions for the manager role (sector or consultant) are shown in section 1.4.3.

1.4.3. Steps for the manager to invite an existing sector user

Step 1 - Login to the register. You will then be directed to your welcome page.

Step 2 - From here, select on the sector you wish to add the new user to and follow the steps below:



- select on sector user from the task menu
- select on 'Invite user'

Step 3 - The invite user page is displayed.

- enter the user's username
- enter the invite code supplied by the proposed sector user
- select role - 'sector user'
- select the 'submit' button 

Note: If you type the correct username but an incorrect code this error message will appear in red 'The user could not be invited with the supplied invite code'.

If you type in an incorrect username but a correct code this error message will appear in red 'A user was not found with the specified username'.

If the user is already added and you try to add the user again this message will appear in red 'The specified user is already associated with this sector'.

1.5. How to reset a user's password

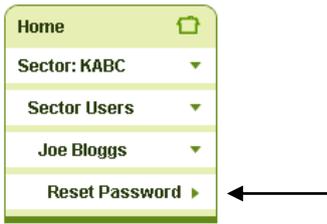
A SM is able to reset a user's password if the user has forgotten it or if it's been discovered by someone else. Once a request is received from the user, the SM sends the user a new temporary password which they must change when they next log-in. To do this, follow the steps below:

Step 1 – Login and select the sector that the user's details will be under. Then select on 'Sector Users'.

Step 2 - This will navigate you to a screen listing all the current sector users. Select the username of the user whose password you would like to reset.

User	Email	Role	Last Login
Data hidden for data protection		Sector Manager	Never
		Sector Manager	Never
		Sector User	06 Nov 2012
		Sector Manager	06 Nov 2012
		Sector Manager	06 Nov 2012
		Sector User	06 Nov 2012

Step 3 Select 'Reset Password' on the left hand side menu



Step 4 - On the next page select the 'Reset password' button, **Reset password** the user's password will be reset and they will be sent an email confirmation and instructions.

Step 5 - The next screen will confirm that the password has been reset. Select, **Continue** this returns you to the user details screen.

1.6. How to unlock a user account

A user's account will lock if they enter an incorrect password or PIN 3 times. A SM/AM is able to unlock a user's account. Once a request is received from the user the SM/AM should unlock the relevant user's account through the register.

Please note - you can only unlock accounts of users that have the same or lower permissions as yourself. That means, a sector manager can unlock another sector manager or sector user's account but a sector user can't unlock a sector manager's account.

Step 1 - On your home screen select the sector that the user's details will be under. Then select on 'Sector Users'.

Step 2 - This will navigate you to a screen listing all the current sector users. Select the username of the user you wish to unlock.

User	Email	Role	Last Login
Data hidden for data protection		Sector Manager	Never
Data hidden for data protection		Sector Manager	Never
Data hidden for data protection		Sector User	06 Nov 2012
Data hidden for data protection		Sector Manager	06 Nov 2012
Data hidden for data protection		Sector Manager	06 Nov 2012
Data hidden for data protection		Sector User	06 Nov 2012

Step 3 - The screen will show all the current user details. It will show under 'Locked' if the user has been locked out.



Select the 'Edit details' button **Edit Details** at the bottom of the page to change the details.

Step 4 - Select the check box making the tick disappear to unlock the user's account.

Disabled (this sector only):

Disabled (site wide):

Locked

Step 5 - Finally select the 'Save' button **Save** at the bottom of the page or 'cancel' **Cancel** to abandon.

The screen will now show the details of the user and show that the user is now no longer locked out.

User Details

Username:
Rebecca SU

Role:
Sector User

Disabled (this sector only):
No

Disabled (site wide):
No

Locked:
No

Last Login:
23 Nov 2012

1.7. Disabling and reactivating user accounts

1.7.1. Disable a user account

There may be instances where a user account has to be disabled - for example where a user has left the organisation they were previously representing or are on long term leave. If the user is later required to be active on the register again then the user account can be reactivated.

Step 1 - On your home screen select the sector that the user's details will be under. Then select 'Sector Users'

Step 2 - This will navigate you to a screen listing all the current users. Select the username of the user you wish to disable.

User	Email	Role	Last Login
Data hidden for data protection		Sector Manager	Never
Data hidden for data protection		Sector Manager	Never
Data hidden for data protection		Sector User	06 Nov 2012
Data hidden for data protection		Sector Manager	06 Nov 2012
Data hidden for data protection		Sector Manager	06 Nov 2012
Data hidden for data protection		Sector User	06 Nov 2012

Step 3 - The screen will show all the current user details. Select the 'Edit details' button **Edit Details** at the bottom of the page to change the details.

Step 4 - Select the check box to disable the user from a single sector or the entire CCA site.

Disabled (this sector only):

Disabled (site wide):

Step 5 - Finally select 'Save' **Save** or Cancel **Cancel** to abandon.

The screen will now show the details of the user and show that the user is now disabled for the single sector or the entire CCA site.

Disabled (this sector only):

Yes

Disabled (site wide):

No

1.7.2. To reactivate a disabled a user's account

A manager is able to reactivate a disabled user account if necessary.

Step 1 - On your home screen select the sector that the user's details will be under. Then select 'Sector Users'.

Step 2 - This will navigate you to a screen listing all the current sector users. Select the username of the user you wish to make active again.

User	Email	Role	Last Login
Data hidden for data protection		Sector Manager	Never
		Sector Manager	Never
		Sector User	06 Nov 2012
		Sector Manager	06 Nov 2012
		Sector Manager	06 Nov 2012
		Sector User	06 Nov 2012

Step 3 - Select the 'Edit details' button **Edit Details** to change the details.

Step 4 - Select the checked box or boxes, removing the tick to reactive the users account from a single sector or for the entire register.

Disabled (this sector only):

Disabled (site wide):

Step 5 - Finally select the 'Save' button **Save** or 'Cancel' **Cancel** to abandon your changes.

The screen will now show the details of the user and show that the user isn't disabled for the single sector or the register.

Disabled (this sector only):

No

Disabled (site wide):

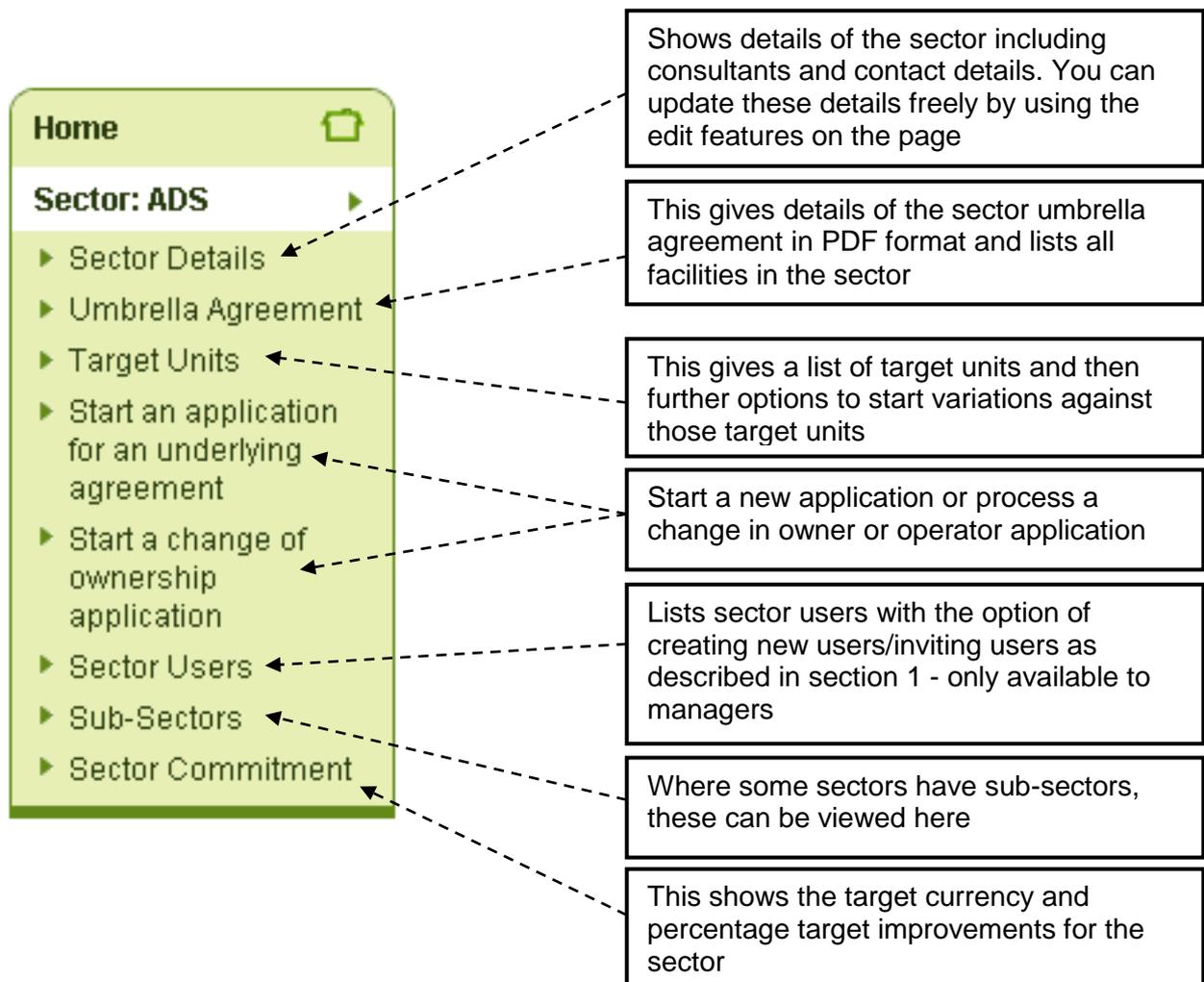
No

2. Navigating around the register

The manager and user roles have the same access rights to navigate around the register except for account maintenance as described in section 1.

2.1. Navigating around the sector association menu

To view details of the sector to which you are assigned, after logging in to the register, select the relevant sector on the right hand side available to you. The following menu will be displayed on the left hand side navigation bar:



3. Variations and new agreements

The register allows the sector and consultant to apply for a new agreement or a variation to an existing agreement. When the application is submitted in the register, the technical consultant will review the submission and make a recommendation to us to approve or refuse the application based on the evidence submitted. This section shows you how to navigate and complete these processes.

3.1. A new application for an underlying agreement

You should make a new application for an agreement when the facility is a new entrant to the scheme or has had a change to their existing agreement and a new entrant assessment is required. More information of these instances is outlined in section 7 of the CCA operations manual (<https://brand.environment-agency.gov.uk/mb/B9HHCe>).

A new application for an underlying agreement should be completed over 3 stages:



Step 1 - Create the new target unit operator

To do this, from the main target unit menu described in section 2, select the 'Start an application for an underlying agreement' option. This will take you to a screen where you will be asked to fill out details for the new target unit. This will include the following:

- Previous target unit ID number - this is mandatory if an agreement has existed previously in the scheme from April 2013.
- The target unit name (this will often be the name of the operator).
- The target unit address (this should be the main address for the operator).
- The responsible person's contact and address details.
- The administrative person's contact and address details.
- Financial arrangements for annual billing.

More information about what is required for the roles of responsible person, administrative contact and the operator are outlined in section 2 of the CCA operations manual.

Step 2 - Add the facilities to the new target unit

This step follows on from the completion of step 1. It's not possible to create facilities for the target unit until step 1 has been completed. You must add the facilities you wish to include in the agreement by selecting the 'add facility' button. This will take you to a new form where you will complete the facility details. The requirements for what is needed for each facility are outlined on the facility eligibility form (FEF) in Appendix G of the CCA operations manual.

Note: most of the fields in this are marked as mandatory.

Key points to note in step 2

The screen shot below outlines the 'application reason' and the option to add the previous 'facility ID'. If you are creating a new facility due to a change in owner or operator, it will be mandatory to add the old facility ID in the option below this.

History

Application Reason:

*

New Entrant
 Change of Ownership

has previously been submitted for this facility or it was previously covered by an underlying scheme (2013 onwards) please enter the facility ID.

If you selected "Change of Ownership" as the application reason, you must enter the previous facility ID.

Previous Facility ID:

-

Instructions are shown throughout the pages of the facility form. These include explanatory text for applying the 70% rule. An example of this is shown below for the 70% rule.

Facility Eligibility - Application of the 70% Rule

Items marked * must be completed

Application of the 70% Rule

* Application of the rule:

- The Facility occupies the entire site. I.e. the energy consumed by the installation defined in the 'Extent of Facility' section is greater than or equal to 70% of the primary energy used within the site.
- The Facility occupies part of the site. I.e. the energy consumed by the installation defined in the 'Extent of Facility' section is less than 70% of the primary energy used within the site. In this case the eligible facility can be defined to include other activities that consume no more than 3/7ths of the consumption of the installation.

* Provide the exact percentage of energy consumed in the installation (STU + DAA) as a proportion of the whole site energy use, excluding any additional energy that can be claimed under the 3/7ths provision.

Please enter a number between 0% and 100%.

Step 3 - Input the base year and target data for the target unit

Once you have created all of the facilities which are going to be included within the agreement, the final step is to input the base year information and target data for that target unit. Guidance on how to calculate the base year and target unit targets are outlined in sections 3 and 4 of the CCA operations manual respectively.

One important new addition to the register is how Greenfield and Brownfield sites are displayed. The new options allow sectors to enter estimated data for Greenfield sites and select options to review this once 12 months of full data has been collected. A screen shot example of this is shown on the next page.

Underlying Agreement Application - Targets

Print

Save Form

Close Form

Pr

Items marked * must be completed

Baseline

* Is at least 12 months of consecutive baseline data available?

Yes No

* Please propose a date when 12 months of data will be available and a target can be agreed:

Day Month Year 

* Is this a new site (Greenfield agreement) or an existing site with no data (Brownfield agreement)?

Greenfield

Brownfield

Targets

Please calculate your target using the methods described in the [Operations Manual](#) and using the 'Target calculator for new entrants spreadsheet' for relative or absolute targets or the 'Novem new entrant spreadsheet' for novem targets.

Add the targets calculated in the 'Target Calculator' to the table below for each target period by using the 'Edit Targets' button.

Please note:

- The assumed throughput is calculated as 2x your base year throughput (24 month target period)
- If your target unit is a greenfield site then please calculate your targets from the estimated baseline data.

Once all of the steps have been completed, the underlying agreement can be submitted for review. More about this review process can be found in section 6 of the CCA operations manual. This includes how the email assent will be processed.

3.2. Change of ownership application

The sector should make a 'change of ownership' application where the operator of the target unit has changed from one operator to another. More information about a change in owners and operators can be found in section 7 of the CCA operations manual (<https://brand.environment-agency.gov.uk/mb/B9HHCe>).

The change in owner application menu is very similar to the 'new application for an underlying agreement' menu. The key difference between these options are the options for step 1 and step 2 to select the previous agreement and facility ID numbers. This is mandatory for a change in owner application. Selecting this option will allow a full audit trail to be created between the operators covering full site ownership.

A screen shot below demonstrates the 'application reason' menu within the field which is mandatory for the change in owner process.

Application Reason & History

Please select the reason for the application.

Application Reason:

*

This option is automatically selected when you start a 'change on ownership application'

If an application has previously been submitted for this target unit or it was previously covered by an underlying agreement in the new CCA scheme (2013 onwards) please enter the target unit ID.

If you selected "Change of Ownership" as the application reason, you must enter the previous target unit ID.

Previous Target Unit ID:

-

For a 'change in ownership' application, this option is mandatory.

The remainder of the steps for a change of owner for the operator are the same as outlined in section 3.1 for applying for a new underlying agreement. This will involve creating the new (or a number of) facilities and entering the target information.

3.3. Variations to an underlying agreement

A variation is required within the CCA register to update information held within the underlying agreement. You (the manager or user) are responsible for completing and submitting the variation application form in order to request a change to the data and the underlying agreement. Section 7 of the CCA operations manual outlines greater detail for each type of variation and includes a description of the information you will need to supply when you raise a variation.

3.3.1. Starting a variation

To start a variation, you should navigate to the target unit menu for the target unit for which you wish to vary the agreement. This is displayed below in the screen shot.



Select 'Start Variation' to start a variation to the target unit.

3.3.2. The variation form for including and excluding facilities (bubbling and unbubbling)

After selecting the 'start variation' form, a menu will be displayed with the options to:

- create a new facility
- exclude facilities
- open variation form

You should select the option relevant to your situation.

For any variation to include or exclude facilities from agreements, you must create and exclude the relevant facilities before opening the variation form. Once the new facilities have been created or old facilities removed, you should select the 'open variation form' button to submit updated base year and target data (see section 3.3.3).

Facilities Included with the Application

If you have a facility that is to be included as part of this variation, a facility eligibility application is to be submitted and approved prior to it joining the target unit's underlying agreement.

For further information on including new facilities, please see the [Operations Manual](#).

Use the "Create a New Facility" button to include a new facility as part of this application. All new facilities should be created and their corresponding facility eligibility forms submitted before the underlying agreement application / variation form is submitted.

Create a New Facility

There are no facilities that are to be included in the underlying agreement as part of this application.

Facilities Excluded from the Underlying Agreement

If you have a facility that is to be excluded as part of this variation, use the exclude facilities button to select the facility that is to be excluded.

Exclude Facilities

There are no facilities that are to be excluded from the underlying agreement as part of this variation.

Task: Submit Variation Form

For any variations that are needed to be made to this underlying agreement (including facility entrants and exits) please complete the underlying agreement variation form using the "open variation form" button.

- **Complete underlying agreement variation**

Open Variation Form

3.3.3. The variation form

The variation form gives a number of options for possible variations to the agreement. The following menu of options is displayed when selecting the 'open variation form'.

Variation Actions

Please select all of the actions that are relevant to this change request from the list below (note that you can submit multiple changes in a single variation application):

- Amend the operator name
- Amend a target unit address
- Amend a facility name
- Include and/or exclude facilities
- Review of the baseline due to structural change or discovery of an error 
- Change the target currency (Switch between novem and relative targets)
- Other.

Each option for variation is summarised with its associated link to the CCA operations manual.

- **Amend the operator name** - this option is used to amend the name of the operator for a target unit. It should not be used when there has been a change in owner or a change in the legal entity. See section 7.3.2 in the CCA operations manual.
- **Amend a target unit address** - this option is used when the lead address for the operator has changed. See section 7.4 in the CCA operations manual.
- **Amend a facility name** - this option is used when the individual name of the facility needs to be amended. See section 7.3.3 in the CCA operations manual.
- **Include and/or exclude facilities** - this option is used when you need to amend the base year and target data for a target unit. Before this option is selected you must have included and/or excluded your facilities for the target unit from the previous menu. See section 7.1 in the CCA operations manual.
- **Review of the baseline due to a structural change or discovery of an error** - this option is as described. See section 7.5 in the CCA operations manual.
- **Change the target currency (Switch between novem and relative targets)** - this option is as described in its title. See section 4 in the CCA operations manual for calculating targets.
- **Other** - this option should be used when there is any other change not listed above. See section 7.6 in the CCA operations manual. The only exception to this option is where a facility has physically moved to a new address. This change will require a new agreement for that facility to be made as described in section 3.1 as the eligibility for the site must be reassessed.

3.4. Voluntary termination

You can process a voluntary termination when a facility or target unit closes or no longer requires its agreement. More detail of the conditions around termination is outlined in the Environment Agency operations manual section 8.3.1. There are some changes to the way in which this is processed - and the screens have changed. There is now an option to terminate with immediate effect or on a predetermined date.

Voluntary Termination - Reason for Termination

Items marked * must be completed

Reason for Termination

* Do you want this termination to take effect immediately? Yes No

* Please enter the date on which you would like this voluntary termination to take effect Year 

Please enter the reason for terminating this Climate Change Agreement

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