

You can use this form if you:

- are setting up a new CCL group
- wish to add members to or remove members from an existing group, or
- amend a member's details.

If you are setting up a new group, your representative member must also complete forms:

- CCL1 *Application for Registration*
- CCL50 *Application for group treatment*.

Please note that to appoint a new representative member you should use form CCL50.

Each group member must complete and submit a separate form CCL51. However, the representative member details need only be entered on the first form CCL51.

The representative member must have an established place of business in the UK and all group members must be under the same control.

One of the group members must control each of the others, or an individual, partnership or corporate body must control all the group members. To control a group, a corporate body must either be:

- empowered by statute to control that body's activities, or
- that corporate body's holding company within the meaning of Section 736 of the Companies Act 1985.

Note that only companies which make taxable supplies subject to CCL and can be included in a CCL group should complete this form.

Use capital letters and write clearly in black ink.

For more information about Climate Change Levy see Notice CCL1/1. For a copy, go to www.hmrc.gov.uk and enter the notice number in the *Search* box or phone the Excise Helpline on **0845 010 9000**.

Where to send the completed form

Send the completed form and any accompanying documents to:

HMRC Central Collection Unit (CCL)
Alexander House
21 Victoria Avenue
Southend-on-Sea
SS99 1AY

<p>Representative member's full name</p> <input style="width: 100%; height: 40px;" type="text"/>	<p>Departmental Trader Registration number (if known) <i>This is the number which registered traders account for all their business with HMRC</i></p> <input style="width: 100%; height: 25px;" type="text"/>
<p>Business address</p> <input style="width: 100%; height: 80px;" type="text"/> <p>Postcode</p>	<p>Company registration number</p> <input style="width: 100%; height: 25px;" type="text"/>

For official use

Date of receipt *DD MM YYYY*

Keyer's initials

Checker's initials

Use this section to set up a group, add, change or remove a group member. If submitting more than one form CCL51 the representative details need only be shown on the first form.

Are you setting up a new CCL group?

Yes

If 'Yes' each member should complete and sign a separate form CCL51.

No

If 'No' give details of the members you are adding to or removing from your existing group. If a member is removed from the group it will need to be separately registered on form CCL1.

For a company leaving the group registration, form CCL1 should be completed if there is still a liability to be registered.

For both conditions above, the representative member must also sign the declaration.

Please tick

Include member

Remove member

Date member joined or left the group

DD MM YYYY

Change member's details

Change of member's name/company name

Former company name

Business address

Postcode

Company registration number

Contact numbers

Phone

Fax

Group member declaration

I confirm that the information on this form is correct and that the company is liable to be registered for CCL.

Full name *In capital letters*

Signature

Date DD MM YYYY

Status *For example, Director, Company Secretary*

Representative member declaration

I declare that the person named on this form is eligible to be treated as members of a group and the information given on this form and contained in any accompanying document is true and complete.

Full name

Signature

Date DD MM YYYY

Status *For example, Director, Company Secretary*

How many form CCL51s have you enclosed?