

## Climate Change Levy (CCL) Group member details

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
- 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
- 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, go to www.gov.uk/government/collections/climate-change-levydetailed-information or contact the Excise Helpline on 0300 200 3700.

## Where to send the completed form

Send the completed form and any accompanying documents to:

HMRC payments Climate Change and Alcohol Duties HM Revenue and Customs **BX9 1XL** 

Representative member's full name	Departmental Trader Registration number (if known) This is the number which registered traders account for all their business with HMRC.
Business address	Company registration number

## For HM Revenue and Customs use

Date of receipt DD MM YYYY

Kever'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?	Group member declaration
Yes	I confirm that the information on this form is correct and that the company is liable to be registered for CCL.
If 'Yes' each member should complete and sign a separate	Full name - use capital letters
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	Signature
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	Date DD MM YYYY
must also sign the declaration.	
Put 'X' in the box	Status, for example, director, company secretary
Include member	
Remove member	<b>Representative member declaration</b> I declare that the person named on this form is eligible to be treated as members of a group and the information
Date member joined or left the group DD MM YYYY	given on this form and contained in any accompanying
	document is true and complete.
	Full name
Change member's details	
Change of member's name/company name	
	Signature
Former company name	
	Date DD MM YYYY
Business address	Status, for example, director, company secretary
	How many form CCL51s have you enclosed?
Postcode	
Company registration number	
Contact numbers	
Phone	
Fax	