

[Detailed guide: Managing your climate change agreement \(CCA\)](#)

Updated: Added under section: CCA: financial penalties 'We publish a summary of the penalties imposed on data.gov.uk'. Updated link to our revised Enforcement and Sanctions policy.

CCA register

Your sector association manages your account on the CCA register and will make any changes needed to your details.

Your responsible person or administrative contact can ask for 2 people to have read-only access to your account information on the CCA register. One of these must already be named on your account; the other could be a nominated consultant.

Log on to the [CCA register](#) for sector associations.

CCA: changes to your account, organisation or operations

You can change the address details for your administrative contact by asking your sector association to make the change.

For other types of changes, the Environment Agency will need to amend your agreement and issue you with a new one. This is called making a variation.

You need a variation when:

- an operator takes over a facility from another operator, or buys target units from another operator
- the operator or facility name has changed, or the operator address has changed
- there has been a structural change or a change to the extent of the eligible facility
- errors have been discovered in the base year data used to set the target

You must tell your sector association immediately if any changes to your operations or organisation will result in a variation to your agreement. Under the terms of your agreement, they need to notify the Environment Agency within 20 working days of the change.

This page only provides a summary of the types of changes to your operations that would affect your CCA. Download the [CCA operations manual](#) for more guidance.

CCA reporting timetable

You must submit a report at the end of each target period.

Target period ends Deadline for submitting data

31 December 2014	1 May 2015
31 December 2016	1 May 2017
31 December 2018	1 May 2019
31 December 2020	1 May 2021

CCA data to report

You must report specified data at the end of each target period, including either the:

- energy use for your target unit
- total number of units of carbon emitted by your target unit

What you report depends on whether your target unit holds a carbon target or an energy target.

The [CCA operations manual](#) shows how to calculate energy use, carbon emissions and performance against your target.

CCA: target not met or exceeded

If your target unit does not meet its target at the end of the target period you may pay a buy-out fee to make good your underperformance. This will allow your facilities to remain with the CCA scheme and continue to receive the climate change levy (CCL) discount in the next certification period.

The buy-out fee is £14 per tonne of CO₂ (equivalent) emitted over your target. For example, exceeding your target by 1,000 tonnes of CO₂ (equivalent) would mean a buy-out fee of £14,000.

For target period 1 (2013 and 2014) and target period 2 (2015 and 2016) the rate was £12 per tonne of CO₂ (equivalent).

If you need to pay a buy-out fee, we will send you a notice with details of:

- how much to pay
- when you need to pay
- how to pay
- what will happen if you do not pay

If you do not pay the buy-out fee by the deadline, we will issue you a decertification notice. Your target unit facilities will be decertified from the CCA scheme and you will not be eligible to claim the CCL discount.

If your emissions are lower than your target, the surplus will be converted into equivalent tonnes of CO₂ and recorded in the CCA register. This surplus

will be used at the end of future reporting periods in case you do not meet your targets.

CCA report submission

You need to send your reporting data to your sector association. It will enter your data onto the CCA register and submit this to the Environment Agency. Further information on reporting is available in the [CCA operations manual](#).

CCA: financial penalties

The Environment Agency may issue financial penalties to an operator that:

- fails to report by 1 May following the end of the target period
- fails to provide any further information the Environment Agency has requested by the deadline set
- provides inaccurate information
- does not tell them about any changes to their operations that would affect its CCA

The process we use when considering imposing a financial penalty is explained in annex 2, section F of the [Enforcement and Sanctions policy](#).

Where we consider it may be appropriate to impose a penalty, we will serve a notice of intent giving the person an opportunity to make representations about the penalty within a reasonable time (normally 28 calendar days). We will take account of any representations received in response to that notice before making our final decision. Where we impose a penalty, we will provide a summary of our reasons and notify the person of their right to appeal.

If we decide to impose a financial penalty on a target unit we will issue a notice to the operator, setting out:

- the amount of the penalty
- the reason for the penalty
- what steps need to be taken to remedy the matter that has led to the penalty (and a deadline for doing this)
- how to pay the penalty

If the operator does not pay by the deadline, or fails to make expected progress to remedy the matter that led to the penalty, the Environment Agency may terminate the agreement.

We publish a summary of the penalties imposed on [data.gov.uk](#).

CCA audits

The Environment Agency will carry out audits each year on selected target unit operators and sector associations, to verify eligibility and performance.

We will select facilities for audit either on a risk based approach, or by random selection to ensure there is a representative sample.

We will send an email to the administrative contact for those operators selected for audit. The auditor will contact the operator to agree the date of the audit.

There are 2 types of audit:

Full site audit

We will ask the operator to supply data in advance. The auditor will then visit the site to examine the data and facility in greater detail.

Desktop audit

We will ask the operator to supply data by an agreed date. The auditor will review this remotely and call representatives from the target unit on an agreed date. These audits are light touch and take only a few hours on the agreed date.

CCA further guidance

The information on this page is only a summary of how to manage a CCA. For more help you can:

- download the [CCA operations manual](#)
- email cca-help@environment-agency.gov.uk
- telephone: 03708 506 506
- write to:

CCA Team

Environment Agency

Richard Fairclough House

Knutsford Road

Latchford

Warrington

Cheshire

WA4 1HT

Find out about [call charges](#).

Detailed guide: CRC Energy Efficiency Scheme: evidence, audits and penalties

Updated: Section: CRC non-compliance: details of civil penalties issued are now published on data.gov.uk.

CRC evidence packs

You must keep records to validate any information you have submitted about your organisation, energy supplies and use. You should keep this in an evidence pack that the regulators can examine during an audit.

You also need to carry out your own internal audit of your records at least once a year. Your evidence pack must include an audit certificate signed by a senior officer.

There is no prescribed format for an evidence pack but you can use the tools the Environment Agency has provided to develop yours. These include workbook calculators, tables, checklists and templates.

Appendix K of [‘CRC guidance for participants in phase 2’](#) will help you develop your evidence pack.

CRC: enforcement and penalties for non-compliance

Our approach to CRC enforcement is explained in annex 2, section C of our [Enforcement and Sanctions policy](#).

The Environment Agency can issue civil penalties to organisations that don't comply with the CRC obligations by the deadlines set. It can also publish the name of the organisation receiving the civil penalty, details of the failure and the penalty amount.

You could incur civil penalties if you don't:

- register
- disclose information on registration
- submit an annual report on time
- provide accurate information or notifications (in relation to registration or designated change)
- provide an accurate annual report
- surrender allowances
- maintain an evidence pack

CRC non-compliance: details of civil penalties issued

[Details of penalties](#) are usually published for one year, or longer if justified by the seriousness of the failure.

CRC audits

Your regulator may carry out an audit to check you are keeping sufficient records in your evidence pack and reporting your emissions accurately.

The regulator will either carry out the audit itself or use trained and approved contractors.

Organisations are selected for audit based on:

- risk of non-compliance
- complexity of organisational structure
- compliance history

If you are selected for audit, your primary and secondary contact will receive an email requesting to arrange a mutually convenient time to hold a teleconference or meeting with you.

You may be asked to provide information prior to this, including:

- a summary of your evidence pack
- details of your energy usage
- a copy of your most recent audit report

CRC: help and guidance

[‘CRC guidance for participants in phase 2’](#) provides more information about creating an evidence pack and audits.

The [‘Compliance audit need to know guide’](#) and [‘Preparing for the compliance audit’](#) will help you prepare if you are selected for an audit.

Email the Environment Agency CRC helpdesk CRCHelp@environment-agency.gov.uk

Call 03708 506506

Find out about [call charges](#)

Detailed guide: Access the public register for environmental information

Updated: Updated link to access end of life vehicle authorised treatment facilities public register.

Use the links below to access the public register for:

- [Electronic Public Register homepage](#)
- [environmental permits for waste operations](#)
- [environmental permits for end of life vehicle authorised treatment facilities](#)
- [environmental permits for industrial installations](#)
- [environmental permits for discharge consents to water and groundwater](#)
- [environmental permits for radioactive substances](#)
- [waste carriers, brokers and dealers](#)
- [waste exemptions](#)
- [water quality exemptions](#)
- [scrap metal dealers](#)
- [enforcement actions](#)

Waste carrier, dealer and broker licences

From 1 April 2016 for all waste carriers, dealers and brokers registration, please use the [Waste Carriers register](#)

Waste electrical and electronic equipment (WEEE)

The Environment Agency hold the registers for WEEE:

- [EEE producers](#)
- [WEEE approved producer compliance schemes](#)
- [WEEE approved authorised treatment facilities and approved exporters](#)

Packaging and batteries

We have public register information on the [National Packaging Waste Database](#).

Large raised reservoirs

We also have public register information for the [register of large raised reservoirs](#).

Viewing public registers in Environment Agency

offices

The Environment Agency holds public register information in its local offices, either electronically or hardcopy. You can contact them using the Customer Contact Centre general enquiries details if you can't access the information you need online.

They will confirm if the information you want is available and where you can visit to access it. They can also advise if any information can be sent to you.

General enquiries

National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY

Email
enquiries@environment-agency.gov.uk

Telephone
03708 506 506

Telephone from outside the UK (Monday to Friday, 8am to 6pm GMT)
+44 (0) 114 282 5312

Minicom (for the hard of hearing)
03702 422 549

Monday to Friday, 8am to 6pm

[Notice: Blaydon Quarry Landfill, Newcastle upon Tyne](#)

Updated: Information updated 19 October 2018

This explains how the Environment Agency is working with Octagon Green Solutions Ltd, operators of Blaydon Quarry landfill, to reduce odour coming from the waste site. Also included is a list of which organisation is responsible for regulating the various issues which could arise during landfill site operations.

Collection: Technical guidance for regulated industry sectors: environmental permitting

Updated: We have withdrawn the technical guidance note for combustion activities. We have added a link to the BREF technical guidance for large combustion plant.

Changes to EPR guidance

The Environment Agency is currently updating EPR guidance to meet Smarter guidance and Government digital service requirements. Some of the generic guidance documents referred to in these technical guides have been withdrawn and replaced with new versions.

These sector technical guides are still current and how the Environment Agency regulates you and your legal requirements have not changed.

Changes to generic guidance documents are as follows:

- the generic How to comply with your environmental permit has been withdrawn and replaced with new guides about [developing a management system](#) and [controlling and monitoring emissions](#)
- H1 risk assessment overview guidance and related annexes have been withdrawn and replaced with a [new risk assessment overview guide](#) with supporting specialist risk assessment guides

You need to read these generic guides in addition to your sector technical guidance.

Paper, pulp and cardboard manufacturing

See the [BREF technical guidance for paper, pulp and cardboard manufacturing](#).

Combustion activities

See the [BREF technical guidance for large combustion plants](#).