



Department for
Business, Energy
& Industrial Strategy

OFFSHORE PETROLEUM REGULATOR FOR ENVIRONMENT AND DECOMMISSIONING

Guidance on Partial Cessations / Recovery from Partial Cessation

December 2017

A decorative blue curved line that starts from the left edge of the page, arches upwards, and then curves downwards to end with a small blue dot on the right side.

© Crown copyright 2017

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3 or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at www.gov.uk/government/publications.

Any enquiries regarding this publication should be sent to us at emt@beis.gov.uk.

Table of Contents

Abbreviations	3
Overview	4
1 Introduction	5
1.1 Partial Cessations	5
1.1.1 Context	5
1.1.2 What do I need to do?	5
1.1.3 What do I do if I do not have a free allocation?	6
1.1.4 Incumbent installations / additional information	6
1.2 New and / or a previously reported partial cessation	7
1.2.1 What is a new partial cessation?	7
1.2.2 What is an ongoing partial cessation?	8
1.2.3 What is a recovery from a partial cessation?	8
2 OPRED activity level assessment tool	9
2.1 Completing the OPRED assessment tool	9
3 Completing the UK NE&C Template	11
4 Completing the Change in Activity Workflow in ETSWAP	19

Document Revision Record

Revision	Issued Date	Description of changes
8	December 2017	Re-branding, minor changes throughout and clarity on history of change(s) to be included on NE&C template.

Abbreviations

BEIS	The Department for Business, Energy and Industrial Strategy
CIMs	Commission Implementation Measures of Decision 27/04/2011 determining transitions Union-wide rules for harmonised free allocation of emission allowances.
CSCF	Cross Sectoral Correction Factor
ETSWAP	Emissions Trading System Workflow Automated Process
EUA	European Union Allowance
EU ETS	European Union Emissions Trading Scheme
HAL	Historic Activity Level
IAL	Initial Activity Level
LRF	Linear Reduction Factor
NE&C	New Entrants and Closures
NER	New Entrant Reserve
NIMs	National Implementations Measures
OPRED	Offshore Petroleum Regulator for Environment and Decommissioning

Overview

Offshore permit holders under the European Union Emissions Trading Scheme (EU ETS) must submit a capacity / activity level change form via ETSWAP by 31 December annually to state if a change in capacity or activity has occurred in the reporting year. This guidance is important should be read in conjunction with completing the necessary submissions to ensure compliance is achieved with Articles 23 and 24 of the [Commission Decision](#) determining transitional Union-wide rules for harmonised free allocation of the emission allowances pursuant to Article 10a of Directive 2003/87/EC.

1 Introduction

This guidance provides offshore oil and gas operators with information on how to comply with the requirements of partial cessations that have or have not occurred during the current calendar year.

1.1 Partial Cessations

1.1.1 Context

It is a mandatory requirement to respond to report a change in activity (partial cessation) before **31 December annually**. Contrary to a significant capacity reduction, a partial cessation is not related to physical change(s). However, a physical change could result in a significant capacity reduction (not part of this guidance document) as well as a partial cessation in the same reporting year.

Definition: ‘Partial cessation’ is defined as: ‘when a sub-installation (heat or fuel), which contributes to either at least 30% of the installations final annual free allocated allowances **or** to the allocation of more than 50,000 allowances, *reduces its activity level* for that year compared to the *Historic or Initial Activity Level* (HAL / IAL) by more than 50%’.

1.1.2 What do I need to do?

Each year a task will appear in the Emissions Trading System Workflow Automated Process (ETSWAP) workbasket for every installation requiring you to: ‘Fill in the Capacity / Activity Level Change notification’ for the current reporting year. Any change that meets a relevant threshold activity level is referred to as a partial cessation, or a recovery from a partial cessation (Note: this is NOT the same as a Significant Capacity Increase (extension) or Decrease but is recorded in the same workflow).

Operators must complete the Offshore Petroleum Regulator for Environment and Decommissioning (OPRED) activity level assessment tool for each facility by entering the activity level for the current calendar year for each relevant benchmark (fuel and / or heat) against the HAL / IAL (do not enter the previous year’s activity level). Any activity data associated with electricity generation must not be included in this assessment. The form will calculate the activity level for the current reporting year and determine if the respective benchmark meets the critical level threshold for reporting a partial cessation or recovery from a partial cessation. See Section 2 below for further steps on completing this spreadsheet.

If there is a percentage reduction that it is extremely close to a critical level threshold please contact the Department for further guidance.

There are four critical levels for considering if a partial cessation should be reported:

- i) Activity level has fallen by < 50%

If an activity level has reduced by < 50%, a partial cessation has not occurred. There will be no change in the free allocation of allowances for the following year as the critical level threshold has not been met. However, all permit holders must complete the Change of Activity workflow in ETSWAP, and upload the completed OPRED activity level assessment tool as an attachment to this as evidence to support the statement that no partial cessation is relevant.

- ii) Activity level has fallen by ≥ 50 –74.9%;
- iii) Activity level has fallen by ≥ 75 -89.9%; or
- iv) Activity level has fallen by >90%

For options ii - iv, where activity level has reduced by $\geq 50\%$, there will be a change in the free allocation of allowances for the following year as one of the critical thresholds has been met.

Therefore operators must:

- a. Complete the Change of Activity workflow in ETSWAP; and
- b. Upload the OPRED activity level assessment tool; and
- c. Complete and upload the New Entrants & Closures (NE&C) spreadsheet which can be found on the [Department's website](#).

1.1.3 What do I do if I do not have a free allocation?

Operators that do not currently receive a free allocation as a New Entrant Reserve (NER) application has not been submitted as the permit application has only recently been approved or the NER applications is still being determined, must still complete the Change of Activity workflow in ETSWAP. Operators should select '*No to the question "Are there any planned or effective changes..."*'.

The OPRED activity level assessment tool does not need to be completed and uploaded as this tool is not relevant when an installation does not have a baseline to compare against.

1.1.4 Incumbent installations / additional information.

For incumbent installations, the HAL / IAL and baseline free allocation of allowances was determined using data submitted during the Phase II ETS300 data collection exercise for the determination of the National Implementation Measures (NIMs). Each operator will have received a copy of a spreadsheet from the Department which details the HAL / IAL and the free allocation allowances (allowing for the cross-sectoral cut factor (CSCF) /

linear reduction factor (LRF) applied to relevant sub-installations (fuel or heat) for each offshore facility).

Since 2013, the IAL and the free allocation of allowances for new facilities are determined through the New Entrant Reserve (NER).

The HAL / IAL is referred to as the initial activity level (IAL) in the NE&C template.

The change in activity for each year should be assessed against the HAL / IAL, not the activity level of the previous year, to determine if a partial cessation is relevant. This is critical in order to accurately report any changes.

Following a partial cessation or recovery from a partial cessation, the allowances for the affected sub-installation will be amended.

The fuel and heat sub-installations are assessed independently and neither may fulfil the partial cessation requirement (see definition in [Section 1.1.1](#)). If the heat benchmark reduction does not meet the threshold, the heat allocated allowances will not be affected. However, if the heat benchmark allowances are $\geq 30\%$ of total allowances or $\geq 50,000$ allowances, the free allocation for Heat will also be adjusted if partial cessation thresholds are met.

Note: If you have an allowance for Heat, it is important to include this into the respective NE&C Tables, *even if that sub-installation does not meet the criteria for a partial cessation*. This ensures that following adjustment to the fuel allowances, the total allowances are calculated correctly, recorded and issued. Failure to include the Heat information may result in your allocation being delayed or withheld until the form has been completed correctly.

If you do not have a free allocation of allowances for Heat, any references to Heat in the NE&C should be left blank.

1.2 New and / or a previously reported partial cessation.

You must report either:

- i. A new partial cessation i.e. at a *lower* threshold level;
- ii. An ongoing partial cessation i.e. at the *same* threshold level; or
- iii. A recovery from a partial cessation i.e. at a *higher* threshold level.

These are discussed in more detail below.

1.2.1 What is a new partial cessation?

If the sub-installation has not reported a partial cessation in the previous year at any threshold level, this is a new partial cessation which will require a change to the allocation of allowances for the following year.

If the sub-installation has reported a partial cessation the previous year, you must consider the calculated activity level critical threshold this year and compare this against the HAL / IAL (NOT the previous year's activity level) to determine if there has been a further change where the activity now meets a *lower threshold level* (e.g. from 50% to 75%). If a lower threshold is met, this is also a new partial cessation and there will be a further change in the allocation the following year.

You must:

- a. Complete the Change of Activity workflow in ETSWAP, *specifying a New partial cessation*; and
- b. Complete and upload the OPRED activity level assessment tool as an attachment; and
- c. Complete and upload the NE&C spreadsheet.

1.2.2 What is an ongoing partial cessation?

If the calculated Activity Level is *in the same critical level band* as the previous year this is an *ongoing* partial cessation.

You must:

- a. Complete the Change of Activity workflow in ETSWAP, *specifying an ongoing partial cessation*; and
- b. Upload the completed OPRED activity level assessment tool as an attachment; and
- c. Complete and upload the NE&C spreadsheet.

However, there will be *no change* in the free allocation of allowances for the following year as activity is at the same level.

1.2.3 What is a recovery from a partial cessation?

A recovery from a partial cessation should only be advised if the calculated activity level for the current year is at i) $< 50\%$ or ii) $\geq 50-74.9\%$ compared to a partial / ongoing cessation notified in the previous year.

N.B. a recovery that puts the activity at critical level 3 ($\geq 75-89.9\%$) is NOT relevant, see Art. 23(3) & (4) of the Commission Decision (2011/278/EU).

You must:

- a. Complete the Change of Activity workflow in ETSWAP, *specifying a recovery from a partial cessation*; and
- b. Complete and upload the NE&C spreadsheet; and
- c. Upload the completed OPRED Activity Assessment tool as an attachment

There will be a change in the free allocation of allowances for the following year.

2 OPRED activity level assessment tool

Please follow the step by step guidance provided for completing the OPRED activity level assessment tool which is aimed to help determine if no partial cessation / partial cessation (new or ongoing) / recovery from a partial cessation is required to be reported.

It is important to follow the guidance to avoid any delays in processing the application and subsequent granting of allocations.

2.1 Completing the OPRED assessment tool

The OPRED activity level assessment tool has been designed to assist operators in determining the activity level for each relevant sub-installation during the reporting year compared to the HAL / IAL. All EU ETS permit holders must complete separate submissions for **each** live permit held. The tool can be found on the Department's oil and gas environment website

The Guidance tab provides information on partial cessations.

N.B. Newly permitted installations that have not yet received an allocation from the NER do not need to complete the tool.

Please complete the Tool tab which consists of three tables:

Table 1

Enter Installation details, contact details and the Reporting Year.

Table 2

For the Fuel benchmark, enter activity levels and associated emissions for the Reporting Year for all direct drive equipment using fuel gas and gas oil (diesel). Enter activity levels and associated emissions for Flare.

Activity for electricity generation must NOT be included as no free allowances are granted for the generation of electricity.

For the Heat benchmark, enter activity level if relevant for the facility.

Note: The Department is aware that only estimated values for each activity level may be available as the data must be submitted by 31 December. However, it is in operator's interests to make the best estimate possible to ensure compliance. If you subsequently find an error, please contact the Department as soon as possible to have this rectified, otherwise it is likely to result in compliance problems.

When the estimated activity levels have been entered, the form prompts you to enter the Historic Activity Level / Initial Activity Level (HAL / IAL). This information can be found in the spreadsheet of Initial Allocations for 2013-2020 previously forwarded to operators by

the Department. Do not change this data as it will be considered as provision of false and misleading information and result in compliance problems.

The tool automatically calculates the percentage reduction in activity against the HAL / IAL. Check the reduction against the critical threshold level bands and consider if there has been: no partial cessation; a partial cessation (new or ongoing); or a recovery from a partial cessation.

Table 3

A drop down menu will allow you to respond to queries on activity during the reporting year.

Please note that, even where you have not had any qualifying changes in activity level, you should complete this tool and use it as evidence of the facilities status and submit the completed document through the Change of Activity workflow in ETSWAP as additional information. In many cases, the Department is able to use the data when responding to Commission / policy queries, without further input required from industry.

If there is a relevant percentage reduction and it is extremely close to a critical level threshold please contact the Department for further guidance.

3 Completing the UK NE&C Template

PLEASE DO NOT amend any part of the NE&C Template in any way and do not use copy / cut and paste in any part of the form as this changes the background algorithms and the form will be returned to be corrected.

Complete ALL mandatory fields (yellow boxes) and note the entry specific guidance provided below to ensure correct completion of the form.

TAB A –Sheet ‘Installation Data’ – General information on this application

A.I - Identification of the Installation

A. I.1.a-c

Complete the relevant details

A. I.1.d

Enter the EU ETS Permit number (e.g. DTI1234)

A. I.1.e

Enter the Registry identification code (e.g. GB-12345). **This figure must be correct or the form will be returned.** The Registry identification codes have been forwarded to respective operators and should be saved along with the HAL / IAL data.

A. I.1.f

Auto-populated from the above responses, the form would appear as below.

21	(d) Unique Identifier provided by the competent authority: <i>This is usually the ID code used for NAP II (if applicable) or the NIMs, or any other ID used by the competent authority for correspondence. For new installations ("greenfield plants"), operators are requested to contact the competent authority to receive such ID. Competent authorities must ensure to have a unique ID available before notifying any data to the European Commission.</i>	DTI1234
22		
23		
24		
26	(e) Identification code of the installation in the registry: <i>This is usually a natural number, i.e. a code different from the permit identifier used in the registry. For new installations ("greenfield plants"), such ID might not yet be available. For them this input field is optional. Operators are requested to contact the competent authority to receive</i>	GB-12345
27		
28		
30	(f) Suggested unique ID for notification to the Commission:	UK-existing-GB-12345-DTI1234

A. I.1.i

Enter the LATITUDE and LONGITUDE for the installation address.

A. I.3.a

From the drop down menu choose – ‘Combustion of fuels in installations with a total rated thermal input exceeding 20 MW...’

A.I.3.b.i

Enter original NACE code as 1110.

A.I.3.b.ii

A new NACE¹ code is appropriate

- 0610 – extraction of crude petroleum; & / or
- 0620 – extraction of natural gas.

A.I.3.d

Enter 'False'

A.II – Information on this application

A.II.1 – Types of changes

A.II.1.a

Enter 'True'

A.II.1.b

Enter 'False'

A.II.1.c

From the drop down menu choose - 'Partial cessation of operations and/or recovery from partial cessations' (Art. 23 of the CIMs).

The green box below "Relevant sheets and sections in this template" then indicates the relevant sheets (tabs) and sections in the template you need to complete – it should say

A (except II.3 and II.4) and B (II.3 is Verifier info; II.4 is Cessation and not relevant).

A.II.2 – Eligibility for free allocation

A.II.2.a

Most operators will enter 'False', however, if your installation does sell electricity, it is classed as an 'electricity generator' and you should enter 'True'.

A.II.2.b

Enter 'False'

A.II.2.c

Enter 'False'

A.II.2.d

If you have a heat sub-installation annual allocated allowance answer 'True'. If you do not receive allowances for a heat sub-installation answer 'False'.

¹ Your Head Office will have chosen the relevant category – you may need to seek internal advice

A.II.2.e

Click the dropdown –‘The operator of this installation confirms...’

A.II.2.f

Click the drop down –‘The operator of this installation confirms...’

A.II.3

‘Verifier engaged for the data provided in this application’ - ignore this section. ‘Partial Cessation / Recovery after a Partial Cessation’ submissions do NOT require Verification in Phase III.

A.II.4

Cessation of operations - you should see ‘Not relevant’ and ‘False’ in green boxes auto-populated from previous responses.

A.III – Initial Allocation

A.III.1

‘Final free allocation calculated for incumbents’ – you should see ‘relevant’ in the green box auto-populated from previous responses.

Enter the baseline free allocation of allowances across all years.

Enter that data into the Table as follows:

- Row ‘11’ Heat benchmark sub-installation, CL’ (only relevant if annual allowances are allocated for a heat sub-installation), enter the free allowance allocation (EUA / year) for Heat across all years; and / or
- Row ‘13’ ‘Fuel benchmark sub-installation, CL’: enter the free allowance allocation (EUA / year) for Fuel across all years.

The ‘Total final free allocation’ will be auto-populated.

A.III.2

History of allocation ‘changes’ after 30th June 2011 (Amended following Commission guidance on completion of NE&C forms).

N.B. IGNORE this section if you have NEVER had a partial cessation prior to the current submission.

However, you **MUST** enter data into this Table for ALL previous partial cessations or recoveries from a partial cessation. This provides an audit trail of changes, failure to complete this may lead to delays in granting your respective allocation.

From the drop-down menus choose:

- 'Heat benchmark sub-installation, CL' and 'partial cessation' or 'recovery after partial cessation'(only if Heat is relevant);
- Fuel benchmark sub-installation, CL' and 'partial cessation' or 'recovery after partial cessation'.

A.III.3

'Changes to the allocation for free as consequence of significant capacity changes' this section is irrelevant for a partial cessation application – IGNORE

A.III.4

'Adjustment factors applied for partial cessation and recovery after partial cessation' – If you did not enter data at A.III.2 leave this section blank.

If you entered data at **A.III.2** you **must** enter the relevant partial cessation factors to be applied across all years 2013 - 2020 in this Table.

The partial cessation or recovery² in activity in the reporting year will affect the allowances for the following year, so the adjustment factor is entered *against the year following the partial cessation or recovery from partial cessation.*

Any relevant sub-installation is auto-populated from your previous responses, so against each sub-installation choose the relevant amendment factor to be applied to the allocated allowances from the drop-down menus for each year. Remember the amendment to the allocation has been/will be implemented the year *following* the year of the partial cessation / recovery.

The Factors are:

- = $\geq 90\%$ reduction in HAL / IAL; - (i.e. total loss of allowances);
- 0.25 = $\geq 75\%$ reduction in HAL / IAL; - (i.e. 25% of allowances to be allocated);
- 0.5 = $\geq 50\%$ reduction in HAL / IAL; - (i.e. 50% of allowances to be allocated);
- = $< 50\%$ reduction in HAL / IAL - (i.e. no loss of allowances).

Example below shows where a partial cessation occurred:

- In 2013, a reduction of $\geq 75 - 89.95\%$ occurred so 0.25 has been selected in 2014 column;
- A recovery occurred in 2014 to $\geq 50 - 74.9\%$ so 0.50 has been selected in 2015 column; and
- A further recovery occurred in 2015 ($> 50\%$) so 1.00 is selected for 2016.

² A recovery from a partial cessation can only be reported when the Activity Data recovers to levels equivalent to $\geq 25\%$ or $\geq 50\%$ of the HAL / IAL (see Art, 23 (3) & (4)).

333

334 **Adjustment factors applied for partial cessations and recovery after partial cessation**

335 *This section is mandatory for all installations that have already reported partial cessation or recovery from partial cessation prior to this current application.*

336 *Please enter in the table below for all partial cessations and recoveries after partial cessation listed in section A.III.2 above the relevant adjustment factor to be applied for each year.*

337 *Note that in case of several changes of the same sub-installation, all values have to be entered in the same row of the table.*

338 *The required values are given in sheet K, Summary section K.V.2.b of previous applications (subject to approval by the competent authority).*

340 Sub-installation	2013	2014	2015	2016	2017	2018	2019	2020
341 Fuel benchmark sub-installation, CL	1.00	0.25	0.50	1.00	1.00	1.00	1.00	1.00
342 Heat benchmark sub-installation, CL	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
343								
344								
345								
346								
347								
348								
349								

Ready | a_Contents | b_Guidelines & conditions | **A_InstallationData** | B_PartialCessation | C_Startir | 70%

Please ensure when you complete this Table, you enter the relevant Factor as applied in previous years for the relevant sub-installation, failure to record the history accurately will result in the form being returned to be corrected.

Note: The value for the appropriate adjustment factor is confirmed in TAB B. I.1.f. (Sheet 'Partial Cessation')

A. IV – Description of the current application

A.IV.1a

Enter 'False'.

A.IV.1b

In the Table, 'Existing sub-installations' and 'CL exposed?' will be partially auto-populated from previous responses. Under 'change type':

- 'Heat Benchmark sub-installation, CL' - choose 'none' – if partial cessation criteria is not met (this is critical); choose 'partial cessation' if partial cessation criteria is met or choose 'recovery after partial cessation'; and / or
- 'Fuel Benchmark sub-installation, CL' - choose 'partial cessation' or 'recovery after partial cessation'.

A.V – Determination of the initial installed capacity

Sections a & b are irrelevant for a partial cessation application for incumbents.

A.VI – List of Technical connections

Sections a & b are irrelevant for offshore installations.

TAB B – Sheet 'Partial Cessation' – Adjustment factors for partial cessation

B.I – Determination of adjustment factors

B.I.1

Sub-installation: Note that the document auto-populates and includes either:

-
- the 'Heat Benchmark sub-installation' (at 1 – Sub-installation) and the 'Fuel Benchmark sub-installation' (at 2 – Sub-installation) (if heat sub-installation is relevant); or
 - the 'Fuel benchmark sub-installation' only, (at 1 – Sub-installation) (if heat sub-installation is not relevant); and
 - the criteria 'partial cessation' or 'recovery after partial cessation'

B.I.1.a

Enter 201x (the relevant year in which the partial cessation/recovery occurred).

B.I.1.b

You should see the 'Heat and/or Fuel allowances' and the 'Total allowances' auto-populated in the green boxes for each sub-installation from previous entries in Tab A.

- Note the 'Check: 30% / 50 000 EUA criterion' automatically advises if the partial cessation meets the relevant criterion and is 'fulfilled' and is therefore applicable.

B.I.1.c

'History of changes of the activity level' - against '0' initial activity level for NIMs - enter the relevant HAL / IAL. (Note this is NOT the same as the EUA / year).

B.I.1.d

This box auto-populates from data in B.I.1.c.

B.I.1.e

Enter the activity level during the past year for the relevant sub-installation. The check reduction box figure (e.g. 78%) will auto-populate the green box at B.I.1.f.

B.I.1.f

Adjustment factor to be applied – This should equate to the value you entered at A.III.4 (e.g. 0.25 for a 78% reduction in IAL or 1.00 if no reduction/recovery is relevant).

B.2

If you only have allowances for a Fuel sub-installation, subsequent section(s) in this Tab are not relevant. However, if you have a Heat sub-installation you will have completed the section B.1 for the Heat sub-installation and you will now have to repeat the above steps for the Fuel sub-installation within B.2.

The next relevant Tab is TAB K – you can ignore all other Tabs i.e. Tabs C to J.

TAB K – Sheet 'Summary' – Overview of most important data

This section auto-populates from data in previous fields and you will find values entered at:

K.I – Installation data

K.I.1

General information.

K.I.2

Type of applications (section A.II.1).

K.II

Eligibility and Cessation.

K.II.1

Eligibility for free allocation (section A.II.1).

K.II.2

Cessation of operations.

Scroll down to:

- K.IV.11 – Fall-back sub-installation 1 - Heat benchmark sub-installation, CL; and
- K.IV.13 – Fall-back sub-installation 3 Fuel benchmark sub-installation, CL.

K.V

‘Calculation of annual allowances allocated free of charge’.

K.V.1

Latest final annual amount of allowances allocated free of charge prior to this application

- K.V.1.a – latest allocation without adjustment factors - shows current allowances; and
- K.V.1 b – latest final allocation including adjustment factors resulting from partial cessations - shows adjustment of allowances.

K.V.2

‘Total final added annual amount of allowances allocated free of charge’.

- K.V.2.a – is not relevant; and
- K.V.2b – partial cessations - shows the adjustment factor applied.

K.V.3

‘Indicative expected final amount of free allowances’, presents the adjustment to the free allowance for all years³.

³ If a partial cessation is relevant, these values assume that there is no partial recovery in subsequent years (this will change when data is entered in subsequent years)

Please remember the NIMs have been subject to the CSCF or the LRF cuts from the Commission and you should be applying for the revised free allowance allocations.

Each operator received a spreadsheet from the Department with the HAL / IAL and free allowance allocation (including the split for each sub-installation if relevant) and you should use that data to populate the NE&C template.

Please only use the NE&C template found on the offshore oil and gas environment website.

4 Completing the Change in Activity Workflow in ETSWAP

In ETSWAP select the Task to notify a Change in Capacity / Activity level in the workbasket.

Open Capacity / Activity Level Changes

Under Documentation - check either 'Yes' or 'No' in respect to reporting a partial cessation during the past year.

If you answer 'No', **upload** the completed OPRED activity level assessment tool as an attachment, complete the Confidentiality statement and complete the Submission.

Figure 1.

If the OPRED activity level assessment tool indicates a partial cessation, ongoing partial cessation or recovery from a partial cessation check 'Yes'.

- This opens up a text box – enter relevant text to describe the change(s); and
- 3 additional questions – please ensure these are checked correctly (see example screenshot below). You should answer 'No' to a 'significant reduction in capacity' and 'significant increase in capacity' and 'Yes' to a 'qualifying partial cessation'

When you check 'Yes' to a qualifying partial cessation, 3 additional questions are revealed - please ensure these are checked correctly (see example screenshot below).

Items marked * must be completed

* Are there any planned or effective changes to the installation's capacity, activity level or operation that have an impact on the installation's free allocation for Phase III of the EUETS or is this a new installation that has started normal operation?
 Yes No [?](#)

* If so please describe details of the changes/enter details of when the installation started normal operations here.

* Has there been a significant reduction in capacity in this calendar year?
 Yes No [?](#)

* Has there been a significant increase in capacity in this calendar year or is this a new installation that has started normal operations?
 Yes No [?](#)

* Is a qualifying partial cessation relevant to your installation in this calendar year, i.e. if you have had, have recovered from or are continuing an existing partial cessation?
 Yes No [?](#)

* Have you had a new partial cessation?
 Yes No

* Have you had a recovery from a partial cessation?
 Yes No

* Are you continuing an existing partial cessation?
 Yes No

* Please attach a completed copy of the new entrants and closures template to provide the relevant information in relation to the partial cessation at the installation.
 [Attach](#) [?](#)

Please attach any other supporting evidence.

Attachment	Description

[Add Attachment](#)

- The form asks you to attach a completed copy of the UK NE&C template.
- The form asks you to attach any other supporting evidence and you should attach the completed OPRED activity level assessment tool here. See example below:

Please attach any other supporting evidence.

Attachment	Description
edit delete OPRED Activity_Level_Assessment_Tool.xlsx	OPRED Activity_Level_Assessment_Tool

[Add Attachment](#)

If you have any queries on completing the above please contact the Environmental Management Team (EMT) at emt@beis.gov.uk and **not the** Environment Agency as they will not help you and will defer your question to OPRED, which will only create delays in resolving your query.



© Crown copyright 2017
Department of Business, Energy and Industrial Strategy
3 Whitehall Place
London SW1A 2AW
www.gov.uk/beis