

## Note 03a: FDFS CCA Administration Charges

November 2017

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### **Introduction**

The cost of administering a CCA is recovered from the owning organisations, or Operator, of each facility that is part of a CCA. Administration is undertaken by both the Environment Agency and the Sector Association; FDF CCA, as part of their Responsibilities under the Climate Change Agreements.

### **FDFS CCA Fees**

To cover the cost of all the administration activities of the CCA, FDF CCA agreed a set of charges that will be applied on a per site basis. The charges include a fee to join the CCA, an Annual Fee and the Environment Agency Fee to remain a part of the CCA.

The joining fee is invoiced when your Application is processed and is non-refundable. The Annual Fee and Environment Agency fee will be invoiced in December of each year for the following year.

Fees have been structured on the basis of small and large sites. This has been done to spread the burden of administrative costs fairly between different sizes of sites and it reflects the significantly higher level of Climate Change Levy discount that larger sites will obtain.

Fees may, in the future, increase by RPI each year and current fees are summarised in the table overleaf. The size banding is based on the size of the energy bill.

The table below shows the fee rates.

		<b>FDFS Fees £ per site</b>
<b>Joining Fee</b>	Small (below £75k*)	60
	Large (£75k* or above)	120
<b>Annual Fee</b>	Small (below £75k*)	60
	Large (£75k* or above)	120

\* Based on an electricity price of 8p/kWh

In addition to these fees, each site has to pay an Environment Agency fee of £185 per year.

The CCA year runs 1st January to 31st December.

Annual fees are payable in advance and cover the 12 month period above. Existing sites will be invoiced in December for the Annual Fees. If a site is included in the scheme for only part of a year, the annual payment for that site will be invoiced on a pro-rata quarterly basis once their agreement has been activated.

1<sup>st</sup> Quarter 100%, 2<sup>nd</sup> Quarter 75%, 3<sup>rd</sup> Quarter 50%, 4<sup>th</sup> Quarter 25%

Joining Fees apply per site for new CCA applications. These cover administration for the application process and are due on submission of an application regardless of whether successful or not.