

## Renewable Energy Guarantees of Origin: Guidance for agents

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**Target audience:** This document is for the guidance of agents, and prospective agents, of those generating electricity from renewable energy sources ("relevant producers") or qualifying purchasers of such electricity ("relevant purchasers") who wish to claim REGOs. It will also be relevant to those producers or purchasers by whom an agent is or may be appointed.

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### Overview:

This guidance document explains how agents can manage a generating station's accreditation under the Renewable Energy Guarantees of Origin scheme, submit electricity production data to Ofgem, request the issue of a REGO for and on behalf of a relevant producer who has generated the quantity of electricity to which the claim for a REGO relates or the relevant purchaser of that electricity and receive REGOs on their behalf. An agent may only request and/or receive a REGO for and on behalf and for the benefit of the relevant producer/purchaser by whom they are appointed. **An agent cannot lawfully request or receive a REGO on its own behalf or for its own benefit.**

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## Context

Ofgem administers the Renewable Energy Guarantees of Origin (REGO) scheme. This work involves the accreditation of relevant producers under the scheme and the issue of REGOs via an electronic web-based system.

This is a new guidance document, for use from April 2007. Its intended audience is agents and prospective agents. We have tried to make it easy to follow, particularly for those unfamiliar with the REGO scheme.

## Associated Documents

This document should be read in conjunction with the **Renewable Energy Guarantees of Origin: Ofgem's Administration Procedures**.

Readers should also be aware of the REGO Register procedural documents and application forms under the REGO section of the Ofgem website, [www.ofgem.gov.uk](http://www.ofgem.gov.uk).

Readers may wish to look at the application forms for accreditation for REGOs. Four, technology-specific, forms are available for 'small relevant producers', having a Declared Net Capacity (DNC) of 50kW or less. One form for 'large generators', are for use by relevant producers whose station has a higher DNC. The application forms are to be found on the Ofgem website.

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## Summary

This summary briefly explains what each section of this guidance document is about.

### **Introduction and background**

This explains the legislative background to the REGO scheme, setting out what Ofgem's responsibilities are in respect of it. It summarises the purpose and status of this guidance document.

### **Acting as an agent**

Subject to certain conditions, we believe that under the REGO scheme an agent may act and perform certain tasks for and on behalf of the operator of a generating station generating electricity from renewable energy sources (a "relevant producer") or a qualifying purchaser of such electricity (a "relevant purchaser"). This section of the guidance explains the responsibilities of such an agent and the relevant producer or purchaser who appoints them.

### **Accreditation**

'Accreditation' is the process by which a relevant producer is determined eligible to receive REGOs. This section of the guidance explains what any duly appointed agent of such a producer must do to secure its accreditation.

### **The REGO Register**

The REGO Register is an electronic, web-based system for holding details, requesting the issue and recording the transfer of REGOs. The type of account an agent of a relevant producer or a relevant purchaser will use to request the issue of REGOs on their behalf and for their benefit will depend on the type of authorisation that producer or purchaser gives them.

### **Obtaining & Issuing REGOs**

This section explains how an agent may submit data on behalf of a relevant producer quantifying their monthly or yearly electrical output or relevant purchaser quantifying their monthly or yearly electrical purchase. We use this data to calculate the number of REGOs to which that relevant producer or relevant purchaser is entitled. This section also explains how we will issue REGOs.

## **The appendices**

The appendices to this guidance give additional information about the Authority's powers and duties, a copy of the agent appointment form and agent information declaration and a glossary of terms and abbreviations.

## 1. Introduction and background

### Status of this guidance document

1.1. This is a working guidance document. It represents our current views of what is or is likely to be permissible with regard to agents of relevant producers or relevant purchasers under the applicable primary and secondary legislation. We reserve the right generally to modify those views and to revise this guidance.

1.2. This document highlights significant points for agents managing a relevant producer's accreditation, submission of its output data, requests for the issue of Renewable Energy Guarantees of Origin (REGOs) on behalf and for the benefit of the relevant producer or relevant purchaser and receiving REGOs on that basis.

1.3. For full details on the REGO scheme, this document should be read in conjunction with the "**Renewable Energy Guarantees of Origin: Ofgem's Administration Procedures**". It cannot, and does not seek to, anticipate and address every situation that may arise. Where there is uncertainty or dispute, we shall consider the particular facts as the legislation applies to them. We shall also take into account any other relevant matters.

1.4. This document is not, and is not intended as, a definitive and/or binding interpretation of the relevant legislation. Where it is helpful to do so, it refers to the legislation, but users should obtain independent legal advice regarding the REGO scheme, including the requirements of the legislation and any points of statutory interpretation.

1.5. We aim to review this guidance, periodically. Accordingly, it would be helpful to receive comments or suggestions from those who use it.

### Renewable Energy Guarantees of Origin

1.6. EU Directive 2001/77/EC on the promotion of electricity from renewable energy sources in the internal electricity market ("the Directive") came into force in October 2001. The purpose of the Directive is to promote an increase in the contribution of renewable energy sources to electricity production in Member States. Article 5 of the Directive requires that Member States ensure that a Guarantee of Origin (GoO) is issued, on request, in respect of electricity produced from renewable energy sources.

1.7. The Electricity (Guarantees of Origin of Electricity Produced from Renewable Energy Sources) Regulations 2003<sup>1</sup> ("the Regulations") implement Article 5 of the Directive. The Regulations came into force on 27 October 2003.

1.8. We issue REGOs electronically through the REGO Register as evidence that a relevant producer has produced or a relevant purchaser has purchased eligible renewable source electricity. Suppliers use REGOs as evidence to support their Fuel Mix Disclosure and green supply tariffs.

## Ofgem's responsibilities

1.9. The applicable legislation gives the Gas and Electricity Markets Authority ("the Authority") responsibility for the administration of the REGO scheme. Ofgem is the non-ministerial Civil Service department that supports, and performs the day-to-day functions of, the Authority. As such, Ofgem is responsible for:

- accrediting renewable generating stations<sup>2</sup>;
- establishing and maintaining a Register of REGOs (the REGO Register - [www.regoregister.ofgem.gov.uk](http://www.regoregister.ofgem.gov.uk));
- issuing REGOs in response to properly made requests;
- refusing to issue REGOs in certain circumstances;
- transferring REGOs;
- revoking REGOs;
- recognising GoOs issued by other Member States;
- refusing to recognise REGOs in certain circumstances;
- making certain information in relation to the issue and recognition of REGOs/GoOs publicly available; and
- recording where a plant is accredited for the Renewables Obligation, Renewables Obligation (Scotland) or Climate Change Levy exemption for renewables.

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<sup>1</sup> S.I. 2003 No. 2562. This Regulation is available on the website of the Office of Public Sector Information (OPSI) [www.opsi.gov.uk](http://www.opsi.gov.uk)

<sup>2</sup> Ofreg has responsibility for accrediting stations and issuing REGOs in Northern Ireland and the Republic of Ireland.

## 2. Acting as an agent

### Chapter Summary

Under the REGO scheme an agent may perform certain tasks for and on behalf of a relevant producer or a relevant purchaser. This section of the guidance explains the basic responsibilities of such an agent and the producer or purchaser by whom they are appointed.

### Introduction

2.1. The operator of a generating station generating electricity from renewable energy sources (a relevant producer) or a qualifying purchaser of such electricity (a relevant purchaser) may, if it so wishes, appoint an agent to manage some, or all, of the administrative functions necessary to receive REGOs under the REGO scheme.

2.2. It is the responsibility of such agents and those appointing them to ensure that the terms of their appointment, including the extent of their authority, and their actions are in accordance with the relevant primary and secondary legislation and other requirements of the REGO scheme. This document provides guidance for agents and those appointing them on how we shall generally view any such agency arrangements.

### Who may be appointed as an agent

2.3. The regulations governing the REGO scheme do not directly address the appointment of agents. Accordingly, they do not expressly permit or preclude the appointment of an agent. We believe that in principle any relevant producer/purchaser so wishing may appoint an agent. When an agent is appointed, we require written notification **from the operator** of the generating station saying that it has authorised an agent to act on its behalf. We have developed a standard form for this, a copy of which can be found in Appendix 3. The operator should send this form directly to Ofgem, along with a covering letter.

### What an agent may be appointed to do

2.4. A relevant producer/purchaser may appoint an agent to manage on its behalf all or some of the administrative tasks required to enable it to receive REGOs. Some of the tasks necessary to receive REGOs are:

- the accreditation of the generating station;
- routine contact with us;
- sign relevant declarations;
- manage a relevant producer or purchasers REGO Register account;
- submission of output data and requests for the issue of REGOs; and



- the receipt of REGOs *for and on behalf of, and for the benefit of* the relevant producer/purchaser. **For the avoidance of any doubt, REGOs may not be issued to an agent for their own use or benefit or for the use or benefit of another operator.**

### How a relevant producer or a relevant purchaser appoints an agent

2.5. The selection of an agent is the responsibility of a relevant producer or a relevant purchaser. The terms of that agent's appointment, including the extent of their authority, ensuring that their actions are in accordance with those terms and the relevant primary and secondary legislation and other requirements of the REGO scheme are the responsibility of the relevant producer/purchaser and the agent.

2.6. Before we agree to deal with an agent, we shall require written notification **from the operator** of the generating station saying that it has authorised an agent to act on its behalf. We have developed a standard form for this, a copy of which can be found in Appendix 3. The operator should send this form directly to Ofgem, along with a covering letter.

2.7. Since the agent acts as an agent for a generating station in an administrative capacity we will hold the relevant producer/purchaser liable for complying with the Regulations.

### Contact with Ofgem

2.8. Once we have agreed to deal with an agent, we shall consider the agent to be the sole contact only for those functions specified by the relevant producer/purchaser. We shall send all correspondence and information on such functions to the agent and it will be the agent's responsibility fully to apprise the relevant producer/purchaser of those matters. The onus will be on the agent to provide information to us. Only in exceptional circumstances shall we have direct contact with the relevant producer/purchaser.

2.9. For all other functions, not assigned to an agent, we shall consider the relevant producer/purchaser to be the sole contact.

### Agents acting for more than one relevant producer/purchaser

2.10. An agent may act for more than one relevant producer/purchaser. An agent having authority to send to us, the completed and signed application for accreditation (and declarations within the application form) by the relevant producer must do so for each station individually. The relevant producer must send us the signed original of the 'Agent Appointment Form' directly; this form will not be accepted from the agent. Applications for accreditation may not be amalgamated.

2.11. If an agent is given authority to send us output data for the issue of REGOs on behalf of the relevant producer, this data may be submitted via the REGO Register specific for each individual station's output. The output data may not be amalgamated.

2.12. Similarly, if an agent is given authority to request and receive REGOs on behalf and for the benefit of a relevant producer/purchaser, we will issue REGOs to the agent for each individual station via the REGO Register. We will not amalgamate REGOs.

## **Disputes**

2.13. Disputes between a relevant producer or a relevant purchaser and its agent are not matters for Ofgem.

## **Terminating an agency agreement**

2.14. If either the relevant producer/purchaser or its agent gives notice to terminate or terminates with immediate effect their agency agreement, they must inform us of those matters as soon as reasonably practicable and in any event within 14 days of the termination of the agreement. The relevant producer/purchaser may choose to appoint another agent or to manage matters itself.

## 3. Accreditation

### Chapter Summary

'Accreditation' is the process by which a generating station is determined eligible to receive REGOs. This section of the guidance explains what an agent of the operator of such a generating station (a relevant producer) must do to secure accreditation for its generating station if appointed to do so on its behalf.

### Introduction

3.1. We can only issue REGOs in respect of the output of an eligible renewable generating station. For administrative purposes we require a station to be accredited before we can issue REGOs. We do not require agents to be accredited.

3.2. Please note that Ofgem does not accredit generators in Northern Ireland or in the Republic of Ireland. This is the responsibility of Ofreg [www.ofreg.nics.gov.uk](http://www.ofreg.nics.gov.uk).

3.3. This section of the guidance document only highlights differences where an agent manages a relevant producer's accreditation. For a fuller description of the accreditation process and the requirements for eligibility, please refer to, the "**Renewable Energy Guarantees of Origin: Ofgem's Administration Procedures**".

### Accreditation questionnaire

3.4. If an agent is given authority to act on behalf of a relevant producer, the application questionnaire that is to be found in the 'Renewable Obligation' section of the Ofgem website [www.ofgem.gov.uk](http://www.ofgem.gov.uk) must be completed, signed by the relevant producer/purchaser and returned to us in the normal way. Separate questionnaires and declarations must be completed and signed by each generating station individually. Amalgamated applications cannot be accepted.

3.5. Because the application and associated declarations require a signature, we ask applicants to submit a hard copy, by post. **The application must be accompanied by a completed and signed copy of the 'Agent Appointment Form' from the relevant producer setting out the conditions of the agency agreement** (see paragraph 2.6.). The relevant producer must send us the signed original of the 'Agent Appointment Form' directly; this form will not be accepted from the agent. The address for applications is:

Renewables Administrator  
Environmental Programmes  
Ofgem  
9 Millbank  
London SW1P 3GE

3.6. If an agent is acting on behalf of the operator of more than one generating station then the applications should also be loaded into the 'Excel'-based agent application spreadsheet available from the 'Renewable Obligation' section of our website [www.ofgem.gov.uk](http://www.ofgem.gov.uk) and this should be sent to us by email to [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk). We shall also require the hard copy application forms to be sent by post, including any additional information i.e. schematic diagrams or maps etc.

3.7. As soon as we receive the completed application form, we shall contact the agent by email confirming the date of receipt. If a station is found eligible for accreditation this will be the date the station is accredited from.

3.8. Having received the completed questionnaire, we may have some additional questions to ask. If the relevant producer has specified that all contact is through the agent, we shall deal with the agent.

### Following accreditation

3.9. Once we are satisfied that we can accredit a generating station, we shall issue the relevant producer, or its agent if the relevant producer so requests, with a unique identification number. This number is derived from the REGO Register (see Chapter 4).

3.10. Accreditation does not, of itself, guarantee the issue of REGOs. That will depend on the satisfactory submission of output data and compliance by the relevant producer/purchaser with all aspects of the Regulations.

### Maintaining accreditation

#### Declarations

3.11. In order to claim REGOs on behalf of and for the benefit of one or more generating stations and to maintain their accreditation, the agent must sign and submit the agent information declaration annually, by 30 April, to cover information submitted in that obligation period (i.e. 1 April - 31 March)<sup>3</sup>. The declaration should be submitted on behalf of each generating station and can be found in Appendix 4. It should be signed by an authorised signatory<sup>4</sup>.

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<sup>3</sup> For example, declarations submitted by 30 April 2007 will apply to the 2007-08 obligation period.

<sup>4</sup> We would expect the authorised signatory to be a director, a company secretary or the chief operating officer.

3.12. If an agent represents more than one accredited generating station, one declaration may be signed by the agent on behalf of all the generating stations. A list containing each of the generating station names and accreditation numbers (where known), must be attached in a suitable schedule.

3.13. The agent will need to have been authorised to make the declaration by the operator. The agent will also need to ensure that it has the necessary knowledge to be able to sign the declaration on behalf of the operator. To do this, it will need to seek information and/or assurances from each operator. To ensure that a full audit trail exists, the agent will need to obtain this information in writing from the authorised signatory of the generating station.

3.14. We will not accept any declarations where the standard text has been changed in any way. The declarations should be signed originals; we cannot accept photocopies or electronic signatures.

### **Audit programme**

3.15. We may carry out a programme of audits of agents and the generating stations which they represent. Their purpose will be primarily to guard against fraud. They will also ensure that any generating station that an agent represents remains an eligible renewable generating station for the purposes of the REGO scheme, that the correct number of REGOs have been issued and that all information submitted to Ofgem by the agent is accurate and reliable, and meets the requirements of the legislation.

3.16. Auditors will review the data that is submitted for REGO claims. They will also look at the agent's records. As such, agents should keep and maintain a full audit trail of documentation for every generating station that they represent.

3.17. Following an audit we will write to the agent, and operator of the generating station where appropriate, outlining any issues identified by the auditors. The agent is expected to then address these issues and report back to us. In certain circumstances we can, and have, suspended REGO issue until the issues have been resolved. We also have the power to withdraw accreditation in certain circumstances.

## 4. REGO Register

### Chapter Summary

The REGO Register is an electronic web-based system for holding details, requesting the issue and recording the transfer of REGOs. The REGO Register is accessible on the Internet at [www.regoregister.ofgem.gov.uk](http://www.regoregister.ofgem.gov.uk). The type of account an agent will use to request the issue of REGOs will depend on the type of authorisation a relevant producer or a relevant purchaser gives them.

### Relevant producer or relevant purchaser authorisation of an agent

4.1. Once a generating station has received accreditation, a REGO Register account will be set up to enable requests for the issue of REGOs to be made. A relevant producer/purchaser may have their own account and request REGOs themselves or may appoint an agent to submit their electricity production data and request the issue of REGOs on their behalf.

4.2. The operator of a generating station (a relevant producer) or a relevant purchaser may appoint an agent to do one of two things:

- submit output data and request the issue of REGOs on behalf of the relevant producer/purchaser with such REGOs to be issued direct to that producer/purchaser; or
- submit output data and request the issue of REGOs, with such REGOs to be issued direct to the agent on behalf of the relevant producer/purchaser.

4.3. We will agree to the relevant producer's/purchaser's wishes if we receive confirmation from the relevant producer/purchaser expressly setting out what they wish the agent to do (see paragraph 2.6.) and provided it is in accordance with the requirements of the REGO scheme.

### Type of REGO Register account

4.4. We will create a REGO Register Account for every generating station accredited for REGOs. We may also create an account for each agent. The type of REGO Register Account we will create will depend on whether the relevant producer/purchaser requests that REGOs be issued to itself or to the agent, on its behalf (see 4.2, 4.5 and 4.6).

### Issue of REGOs direct to the relevant producer/purchaser

4.5. Where the relevant producer/purchaser has given the agent authority to submit output data on its behalf and REGOs are to be issued to the relevant

producer/purchaser we will appoint the agent as the 'Nominated Account Holder' and the agent will operate the account on behalf of the relevant producer/purchaser. A unique identification number will be generated for each REGO Register account. The relevant producer/purchaser may if they so wish also be a contact for the REGO Register account. Indeed, if the relevant producer/purchaser wishes to trade the REGOs itself this will be essential.

4.6. The agent (and relevant producer/purchaser, if they wish to be an account holder contact) will be required to sign and return a REGO Register declaration yearly to Ofgem. All correspondence on the account will be directed to the agent.

4.7. If an agent administers more than one relevant producer's/purchaser's request for the issue of REGOs in this way, an individual account will be created for each relevant producer/purchaser with individual usernames and passwords; accounts cannot be amalgamated. A single declaration, with a schedule listing all the names of relevant producers/purchasers for whom the agent acts, may be signed and submitted by the agent yearly.

#### **Issue of REGOs to an agent on behalf of the relevant producer/purchaser**

4.8. Where the relevant producer/purchaser has given the agent authority to submit output data on its behalf and REGOs are to be issued to the agent on behalf of the generator we will create an account for the agent linking to it each relevant producer's/purchaser's scheme record for which it is the agent. An operator reference number will be generated for the agent's REGO Register account. Individual unique identification numbers will also be created for each generator. The agent will be the nominated "Account Holder Contact" and will use that account to request and receive REGOs on behalf of a relevant producer/purchaser. The agent will be required to sign and return one REGO Register declaration yearly to Ofgem. All correspondence on the account will be directed to the agent.

#### **To obtain a REGO Register account**

4.9. If a REGO Register account is required please complete, sign and return to us a REGO Register application form available from the 'REGO' section of our website [www.ofgem.gov.uk](http://www.ofgem.gov.uk). For detailed information on the REGO Register, and the registration and operational procedures please refer to the "**Renewable Energy Guarantees of Origin: Ofgem's Administration Procedures**" and the "**REGO Register Registration procedures for generators and suppliers**" and "**Operational procedures for account holders**".

## 5. Requesting REGOs

### Chapter Summary

This section explains how an agent may submit data on behalf of a relevant producer/purchaser quantifying its monthly or yearly electrical output. We use this data to calculate the number of REGOs to which the relevant producer/purchaser is entitled. This section also explains how we will issue REGOs.

### Relevant producer or relevant purchaser authorisation of an agent

5.1. To obtain REGOs, the operator of an accredited generating station (a relevant producer), or a relevant purchaser may appoint an agent to submit monthly or yearly electricity production figures (output data) via the REGO Register (see Chapter 4 for information on REGO Register accounts). Before we will accept output data from an agent we must receive written confirmation from the relevant producer/purchaser expressly setting out what they wish the agent to do (see paragraph 2.6.) and that it is in accordance with the requirements of the REGO scheme.

### Submission of output data

5.2. Once we receive written authority for an agent to submit electricity production figures, it will be the responsibility of the agent to ensure that all output data is requested from the relevant producer/purchaser, collated and submitted to us via the REGO Register.

5.3. Output data may be submitted for any period one month or greater, but must be for the period 1 April to 31 March. Data cannot be entered into the REGO Register that overlaps that period. Meter readings should be taken at the start and end of the period. If submitting output data yearly, meter readings should be taken on 1 April and 31 March.

5.4. If an agent submits data for more than one relevant producer/purchaser the data must be separately identifiable; it cannot be amalgamated.

5.5. We issue REGOs based on the data submitted. It is essential for us to be certain that the information provided to us is accurate. If this is not the case, then we will not issue REGOs and, in certain circumstances, the provision of false information could result in a criminal prosecution.

5.6. We carry out a number of checks to ensure that data submitted is accurate. In addition, we require agents to sign an agent information declaration on an annual basis (see paragraph 3.11-3.14).



## Issue of REGOs

5.7. The agent will be asked to accept the REGO Register electronic declaration by entering a secure password into the REGO Register on behalf of the relevant producer/purchaser. REGOs will be issued automatically into REGO Register accounts once output has been submitted. The account the REGOs are issued to will depend on the authorisation given by the relevant producer/purchaser and the account created to perform those authorised tasks (see paragraph 4.5).

5.8. For a fuller description on how REGOs are issued please refer to the **"Renewable Energy Guarantees of Origin: Ofgem's Administration Procedures"**.

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## Appendix 1 – The Authority's Powers and Duties

1.1. Ofgem is the Office of Gas and Electricity Markets which supports the Gas and Electricity Markets Authority ("the Authority"), the regulator of the gas and electricity industries in Great Britain. This Appendix summarises the primary powers and duties of the Authority. It is not comprehensive and is not a substitute to reference to the relevant legal instruments (including, but not limited to, those referred to below).

1.2. The Authority's powers and duties are largely provided for in statute, principally the Gas Act 1986, the Electricity Act 1989, the Utilities Act 2000, the Competition Act 1998, the Enterprise Act 2002 and the Energy Act 2004, as well as arising from directly effective European Community legislation. References to the Gas Act and the Electricity Act in this Appendix are to Part 1 of each of those Acts.<sup>5</sup>

1.3. Duties and functions relating to gas are set out in the Gas Act and those relating to electricity are set out in the Electricity Act. This Appendix must be read accordingly<sup>6</sup>.

1.4. The Authority's principal objective when carrying out certain of its functions under each of the Gas Act and the Electricity Act is to protect the interests of consumers, present and future, wherever appropriate by promoting effective competition between persons engaged in, or in commercial activities connected with, the shipping, transportation or supply of gas conveyed through pipes, and the generation, transmission, distribution or supply of electricity or the provision or use of electricity interconnectors.

1.5. The Authority must when carrying out those functions have regard to:

- The need to secure that, so far as it is economical to meet them, all reasonable demands in Great Britain for gas conveyed through pipes are met;
- The need to secure that all reasonable demands for electricity are met;
- The need to secure that licence holders are able to finance the activities which are the subject of obligations on them<sup>7</sup>; and
- The interests of individuals who are disabled or chronically sick, of pensionable age, with low incomes, or residing in rural areas.<sup>8</sup>

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<sup>5</sup> entitled "Gas Supply" and "Electricity Supply" respectively.

<sup>6</sup> However, in exercising a function under the Electricity Act the Authority may have regard to the interests of consumers in relation to gas conveyed through pipes and vice versa in the case of it exercising a function under the Gas Act.

<sup>7</sup> under the Gas Act and the Utilities Act, in the case of Gas Act functions, or the Electricity Act, the Utilities Act and certain parts of the Energy Act in the case of Electricity Act functions.

<sup>8</sup> The Authority may have regard to other descriptions of consumers.

1.6. Subject to the above, the Authority is required to carry out the functions referred to in the manner which it considers is best calculated to:

- Promote efficiency and economy on the part of those licensed<sup>9</sup> under the relevant Act and the efficient use of gas conveyed through pipes and electricity conveyed by distribution systems or transmission systems;
- Protect the public from dangers arising from the conveyance of gas through pipes or the use of gas conveyed through pipes and from the generation, transmission, distribution or supply of electricity;
- Contribute to the achievement of sustainable development; and
- Secure a diverse and viable long-term energy supply.

1.7. In carrying out the functions referred to, the Authority must also have regard, to:

- The effect on the environment of activities connected with the conveyance of gas through pipes or with the generation, transmission, distribution or supply of electricity;
- The principles under which regulatory activities should be transparent, accountable, proportionate, consistent and targeted only at cases in which action is needed and any other principles that appear to it to represent the best regulatory practice; and
- Certain statutory guidance on social and environmental matters issued by the Secretary of State.

1.8. The Authority has powers under the Competition Act to investigate suspected anti-competitive activity and take action for breaches of the prohibitions in the legislation in respect of the gas and electricity sectors in Great Britain and is a designated National Competition Authority under the EC Modernisation Regulation<sup>10</sup> and therefore part of the European Competition Network. The Authority also has concurrent powers with the Office of Fair Trading in respect of market investigation references to the Competition Commission.

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<sup>9</sup> or persons authorised by exemptions to carry on any activity.

<sup>10</sup> Council Regulation (EC) 1/2003

## Appendix 2 - Contact details

### Ofgem

1.1 When seeking advice on Ofgem's role in administering the REGO scheme, please contact our Environmental Programmes section at:

REGO Administrator  
Ofgem  
9 Millbank  
London SW1P 3GE

Fax: 020 7901 7387

Email: [rego@ofgem.gov.uk](mailto:rego@ofgem.gov.uk)

5.1. Further information can be obtained from the Renewables REGO section of our website, [www.ofgem.gov.uk](http://www.ofgem.gov.uk).

### Ofreg

5.2. For further information on Ofreg's role in respect of renewable source electricity produced or supplied in Northern Ireland, or produced in the Republic of Ireland, please contact Ofreg at:

Social and Environmental Affairs  
Ofreg  
Queens House  
10-18 Queen Street  
Belfast  
BT1 6ED

Fax: 028 9031 1740

Tel: 028 9031 1588

Email: [Frankie.Dodds@ofregni.gov.uk](mailto:Frankie.Dodds@ofregni.gov.uk)

## Appendix 3 - Agent appointment form

### Appointment of an Agent to Act on Behalf of a Generating Station

This form is to be used by an operator of a generating station to authorise an agent to act on its behalf for the Renewable Energy Guarantees of Origin scheme.

In the case of a domestic application, this authorisation must be given by the applicant. In the case of a company application, we would expect the authorised signatory to be *a director, the company secretary, or the chief operating office.*

**Once completed it should be detached from the application form and sent with a covering letter directly to Ofgem to the following address:**

**Renewables Administrator (ref: Agent Authorisation)  
Environmental Programmes  
Ofgem  
9 Millbank  
London  
SW1P 3GE**

Name of generating station:

#### Section A : Name and Contact Details of Agent

Name:

Registered address:

Registered company number:

Tel:

Fax:

Email:

I have authorised the Agent named in Section A, to manage on my behalf, the functions ticked below under The Electricity (Guarantees of Origin of Electricity Produced from Renewable Energy Sources) Regulations 2003:

- administer the accreditation of my generating station, acting as the sole contact with Ofgem for this function.
- submit output data and other information required to request a REGO under Schedule 1 of the Regulations into the REGO Register on my behalf, acting as the sole contact with Ofgem for this function.
- request on my behalf and for my benefit the issue of REGOs to which I am entitled directly to my REGO Register account, acting as the sole contact with Ofgem for this function. As such I appoint my agent to manage my REGO Register account and sign the electronic statement on the REGO Register confirming that I am entitled to make the request and have not made a request, nor intend to do so, for the issue of guarantees of origin in another Member State for the same electricity.
- request the issue of REGOs and receive on my behalf and for my benefit, the REGOs to which I am entitled, acting as the sole contact with Ofgem for this function. As such I recognise that the REGOs will be held by the agent in their REGO Register account on my behalf and for my benefit. I appoint my agent to sign the electronic statement on the REGO Register confirming that I am entitled to make the request and have not made a request, nor intend to do so, for the issue of guarantees of origin in another Member State for the same electricity.
- submit to Ofgem any request, notification, statement or provision of information requested under the Regulations.

The list above does not represent all of the functions that the Agent can carry out on my behalf and does not represent the full extent of my agreement with the Agent.

I have authorised the agent named in Section A to carry out the functions indicated above:

Until further notice  Until the following date \_\_\_\_\_

Name of authorised signatory \_\_\_\_\_

Position in company (where applicable) \_\_\_\_\_

Signature of authorised signatory \_\_\_\_\_

Date

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**Appendix 4 - Agent information declaration****Name of Agent:**

Obligation period of generation [**Obligation Period**]: 1 April [**insert year**] – 31 March [insert year]

I confirm that:

- any information and/or calculations submitted to the Authority, including any information which is provided in order to determine the amount of electricity generated from eligible renewable resources, will be complete and accurate, and
- I will not knowingly or recklessly submit information which is false and I am aware that doing so could result in a criminal prosecution.

**Name of authorised signatory:**

**Position in company:**

**Signature of authorised signatory:**

**Date:**

on behalf of the Agent.

This declaration must be signed by an authorised signatory. We would expect an authorised signatory to be a director, the company secretary, or the chief operating officer.



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## Appendix 5 - Glossary

### A

#### Accreditation

This is a procedural term, not found in the legislation. It describes the process by which an eligible renewable generating station gains the status necessary for it to receive REGOs in respect of its output.

### D

#### Declared Net Capacity

A generating station's highest sustainable generating capacity, as defined in Regulation 2(1).

### O

#### Ofgem

The Office of Gas and Electricity Markets, which is the non-ministerial department that supports the Gas and Electricity Markets Authority.

#### Ofreg

The Office for Regulation of Electricity & Gas (Northern Ireland).

### R

#### REGO Register

An electronic, web-based system for holding details, requesting the issue and recording the transfer of REGOs.

#### Relevant producer

A relevant producer of renewable source electricity is the operator of a generating station (the producer of the electricity).

#### Relevant purchaser

A relevant purchaser of renewable source electricity is the person who has purchased electricity under a qualifying arrangement. In England and Wales this is the Non-Fossil Purchasing Agency (NFPA). In Scotland this is the Non-Fossil Purchasing Agency Scotland (NFPA Scotland).

### Renewable Energy Guarantees of Origin (REGOs)

A certificate issued by the Authority certifying that the electricity in respect of which the certificate was issued was electricity produced from renewable energy sources.

### Renewable source electricity

Sources of electricity generation as described in Regulation 2(1).