**Biofuels Obligation Scheme**

**Application**

**for**

**Biofuels Obligation Scheme Account**

**Notice to Applicants**

This application form is for use by suppliers and producers of bio & renewable fuels, electricity and fossil fuels with a lifecycle carbon intensity of less than 94.1 gCO2eq/MJ supplying fuel to the transport sector within the State.

This form does not apply to an application for Biofuel Obligation Scheme *Certificates* andcarbon savings. Certificates and carbon savings can only be applied for *after* the Biofuel Obligation Scheme Account has been set up.

Applicants should clearly identify any information that it considers to be commercially sensitive or which represents the intellectual property of the applicant. However, applicants should be aware that, in administering the Biofuel Obligation Scheme, NORA and BÓC-S&W may need to share some of the information supplied in an application with other State agencies or Government Departments.

Applicants are strongly advised to read the guidance contained in the standard procedure *‘Applying for a Biofuel Obligation Account’* (ref. 457-X004) which may be downloaded from [www.nora.ie/](http://www.nora.ie/) (Biofuel Obligation Scheme/BOS Documentation).

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# Letter of Application

**LETTER OF APPLICATION**

TO: The National Oil Reserves Agency (NORA)

Second Floor, Building Number 3,

Number 1 Ballsbridge,

126 Pembroke Road,

Dublin 4,

D04 EP27,

Ireland

For the Attention of Mr. Pat Meehan,

We refer to the to the Agency’s Standard Procedure for making an application for a Biofuel Obligation Scheme Account (document reference 457-X004) which we have examined and understood.

As a supplier/producer [delete or insert &, as appropriate] of biofuel/renewable fuel of non-biological origin/ electricity/fossil fuel with a life cycle carbon intensity less than 94.1 gCO2eq/MJ [delete or insert &, as appropriate] within the State, we hereby request the National Oil Reserves Agency to open a Biofuel Obligation Scheme Account in our name. We confirm that the information contained in the attached schedules is, to the best of our knowledge and belief, accurate and true and that there has been no deliberate attempt to misrepresent any fact.

We accept that the Agency may request us to provide such additional information, particulars and documents as it determines is necessary and such evidence as the Agency may reasonably require in order to verify any information, particulars or documentation provided by us. Furthermore, we agree to meet any such request within the time specified in the procedure.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorised to sign for and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Schedules

**Note**: Electricity Suppliers to complete Schedule A only.

## Schedule A: Details of Applicant

|  |  |
| --- | --- |
| **Enter details of Applicant** |  |
| Name: |  |
| Previous Names (if applicable): |  |
| Nature of Legal Entity (PLC, Limited Company, Partnership, Sole Trader etc.): |  |
| Address: |  |
| Address of Registered Office (if different from above): |  |
| Company Registration Number: |  |
| VAT Number: |  |
| Location of biofuel / renewable fuel production facility and/or store (give National Grid Reference): |  |
| Address(es) of other Relevant Office(s): |  |
| Date Business Commenced Trading: |  |
| Contact Person for this Application: |  |
| Telephone No. (landline): |  |
| Telephone No. (mobile): |  |
| email: |  |
| Website: |  |
| Electricity Supplier / Producer only: Have you been awarded an Electricity Supply Licence by the CRU? | Yes / No [delete as appropriate]**If ‘Yes’, please provide a copy of the CRU licence awarded** |

## Schedule B: Economic & Financial Standing for Past 3 Years

Applicants shall provide details of the Organisation’s total turnover and the turnover from sale of biofuel / renewable fuel / fossil fuel with low carbon intensity, for use in transport in the latest three financial years[[1]](#footnote-1).

|  |  |  |
| --- | --- | --- |
| **Year** | **Turnover (€000)** | **Fuel Sales (€000)** |
| Financial Year ending: (specify date) |  |  |
| Financial Year ending: (specify date) |  |  |
| Financial Year ending: (specify date) |  |  |
| **Where the Applicant is a subsidiary company, the information shall be provided for the parent company (below).** |
|  |  |  |
| **Year** | **Turnover (€000)** | **Fuel Sales (€000)** |
| Financial Year ending: (specify date) |  |  |
| Financial Year ending: (specify date) |  |  |
| Financial Year ending: (specify date) |  |  |

Applicants shall also provide the following, where applicable:

1. Current Tax Clearance Certificate
2. A copy of the latest accounts for the entity. For companies, this should be the latest statutory accounts prepared.
3. A copy of their **Mineral Oil Tax Warehouse Approval** as issued by the Revenue Commissioners.
4. Where bioethanol is being produced or stored, a copy of their **Alcohol Products Tax Warehouse Approval** as issued by the Revenue Commissioners.
5. A copy of their **Mineral Oil Trader’s Licence**.

**Applicants are reminded of the guidance on not padding out their Applications with unnecessary information.**

## Schedule C: Applicant’s Key Personnel for Biofuel Obligation Scheme

Applicants shall identify the personnel who will fill the following roles.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Phone** | **Email** |
| A senior management representative of the Applicant who shall be responsible for authenticating any statistics on the volume, nature and source of fuels for which applications for biofuel obligation certificates and carbon savings may, in future, be made to NORA. |  |  |  |
| The person with responsibility for ensuring fuels placed on the market meet the sustainability criteria as set out in Articles 17 and 18 of the Renewable Energy Directive. |  |  |  |
| The person responsible for authorising the payment of the NORA / Biofuel Levy. |  |  |  |

## Schedule D: Process Description

Producers of biofuels, renewable fuels of non-biological origin and fossil fuels of lower lifecycle carbon intensity within the State shall provide a brief process description which shall be limited to **four** **(4) A4 pages**. The process description should include, *inter alia*:

1. Typical mass balance:
	1. All feedstock inputs: biodegradable waste, residue, non-food cellulosic material, ligno-cellulosic material or algae, other biomass, non-biological sources
	2. Additives: water, enzymes, catalysts
	3. Fuel output (mass).
2. Energy input: bioenergy, fossil fuel, electricity (specify grid or auto-generated).
3. Waste categories (as per EWC[[2]](#footnote-2)), where waste is used as a feedstock.
4. Sustainability criteria applied.
5. Verification procedures and systems in use.
6. Details of licenses/permits etc. from relevant Competent Authorities: EPA, Local Government.

Please also attach a **Process Flow Diagram.**

**Note:** The information required to be provided in this schedule is of a general nature. Specific information and calculations attesting to the provenance of raw materials or the origin, sustainability and verification of specific fuel streams will be requested with the Application for Biofuel Obligation Scheme Certificates.

**Applicants are reminded of the guidance on not padding out their applications with unnecessary information.**

## Schedule E: Supplies of Fuels Imported into the State

Where the Applicant supplies biofuels, renewable fuels of non-biological origin and fossil fuels of lower lifecycle carbon intensity that are imported into the State, the Applicant shall provide a brief description of the process by which the fuel feedstocks and sources are verified. Such description of the verification shall be limited to **one (1) A4 page**.

**Applicants are reminded of the guidance on not padding out their Applications with unnecessary information.**

## Schedule F: Volume of Fuel Disposals

Applicants shall provide the following data, where applicable, on the volume of fuel already supplied by them over the past three years.

|  |  |
| --- | --- |
| **Fuel Type** | **Volume in cubic metres (m3)** |
| **Specify year** | **Specify year** | **Specify year** |
| Total volume of biofuel produced or supplied where the feedstock used to produce the biofuel concerned is listed in Annex IX, **Part A** of the Renewable Energy Directive. |  |  |  |
| Total volume of biofuel produced or supplied where the feedstock used to produce the biofuel concerned is listed in Annex IX, **Part B** of the Renewable Energy Directive. |  |  |  |
| Total volume of biofuel produced or supplied where it is produced from other biomass material. |  |  |  |
| Total volume of renewable fuel of non-biological origin. |  |  |  |
| Total volume of fossil fuel with a carbon intensity of less than 94.1 gCO2eq/MJ. |  |  |  |

Applicants shall provide the following data, where applicable, on the volume of fuel they intend to produce or supply in the current year and in the two following years:

|  |  |
| --- | --- |
| **Fuel Type** | **Volume in cubic metres (m3)** |
| **Specify year** | **Specify year** | **Specify year** |
| Total volume of biofuel produced or supplied where the feedstock used to produce the biofuel concerned is listed in Annex IX, **Part A** of the Renewable Energy Directive. |  |  |  |
| Total volume of biofuel produced or supplied where the feedstock used to produce the biofuel concerned is listed in Annex IX, **Part B** of the Renewable Energy Directive. |  |  |  |
| Total volume of biofuel produced or supplied where it is produced from other biomass material. |  |  |  |
| Total volume of renewable fuel of non-biological origin. |  |  |  |
| Total volume of fossil fuel with a carbon intensity of less than 94.1 gCO2eq/MJ. |  |  |  |

1. Where the applicant’s financial year does not match the calendar year, figures may be provided for the three most recent financial years. [↑](#footnote-ref-1)
2. European Waste Catalogue [↑](#footnote-ref-2)