



BSL charges:
Questions and answers document

Issue 1.0

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1. I haven't had to pay for the BSL before, why am I being asked to pay now?

This is because BEIS (formerly DECC) funded the BSL since its launch in April 2014. This funding was always intended to be a transitional arrangement to help establish the BSL and this funding ends on 31 December 2016. The scheme administration is necessary to ensure that suppliers can register fuels on the BSL, that these fuels remain compliant with the sustainability and legality requirements, and that RHI participants can easily source RHI compliant fuel. As such, suppliers on the BSL will need to contribute a fee so that the BSL can continue to operate from January 2017.

2. What will I have to pay?

You will need to pay for the following:

- **Application fee** – You will be charged for each application submitted after 1 January 2017. The fee amount will depend on the application type, and will be calculated for you automatically on the BSL application portal before you submit your application. You won't have to pay anything for your existing authorised fuels or applications that you submitted before 1 January 2017.
- **Membership fee** – You will have to pay a membership fee if you have any authorised fuels on the BSL. The amount you need to pay will depend on the size of your company, or if you are classed as an individual. If you are a Self-Supplier, then you will pay a one off annual payment each January. If you are Producer, Producer-Trader or a Trader, you must pay your membership fee quarterly at the same time as you pay your tonnage fee, and after you enter your reporting figures.

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- **Tonnage fee** – Unless you are a Self-Supplier, if you have any registered fuels on the BSL, you'll need to enter the the volume of woodfuel sold in the previous three months. Suppliers (except Self-Suppliers) will be asked to provide this information at the beginning of each January, April, July and October. For example, in April you will be asked to report on how much woodfuel you sold between January 1 and March 31. There will be a nine pence fee applied to each tonne sold; this will be converted fairly from cubic metres for the fuels that are reported in cubic metres instead of tonnes.

3. When are the BSL fees being introduced?

Charging will start from 1 January 2017. All applications submitted from 1 January 2017 will be charged an application fee. If you have any authorised fuels on the BSL, you must pay a membership fee in January. The membership fee is charged per supplier account, not per BSL authorised fuel. If you are a Producer, Trader or a Producer-Trader then you must pay a tonnage fee, but you will not need to pay this fee until April 2017 as this will be calculated when you enter your quarterly reporting numbers in April, for the period 1 January to 31 March 2017.

4. If I'm already registered on the BSL, will I have to pay the application fee?

You won't need to pay application fees for your authorised fuels on the BSL, nor will you have to pay for applications submitted before January 2017. However, if you submit any new applications after 1 January 2017, you will need to pay an application fee.

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5. How much do I have to pay for my application to the BSL?

This depends on what type of application you're submitting. If you're a Self-Supplier, then you will need to pay £20 for each application. If you are a Producer, Producer-Trader or a Trader, then you will need to pay £120 per application submitted, unless you are submitting an application that has a bespoke Risk Based Regional Assessment (RBRA) attached, in which case you'll need to pay £450 per application. This type of application is more expensive because bespoke RBRAs are complex and technical, and it costs us a lot more to process these applications.

Application fee description	Fee per application
Self-Supplier application	£20
Producer, Trader, Producer-Trader application (without a bespoke Risk Based Regional Assessment)	£120
Producer, Trader, Producer-Trader application with a bespoke Risk Based Regional Assessment (RBRA)	£450

6. How will the application fee be collected?

You will need to pay the application fee after you enter all the information needed in the application process on the BSL portal, and before you submit the application to be processed by the BSL Administrator. The system will automatically calculate what you owe based on the information you enter in your application, and will tell you how much to pay. When you have completed your application(s), you will automatically be taken to PayPal's payment site to pay your fee, either through your PayPal account if you have one, or by credit or debit card if you don't have a PayPal account.

7. Who pays the membership fee and how much will it be?

If you have any authorised fuels on the BSL, you will need to pay a membership fee. If you said you were classed as an 'individual' when you applied to the BSL, then you will pay £25.

If you are a Producer, Producer-Trader or a Trader then you will need to pay your membership fee at the same time as you pay your tonnage fee, which will be each quarter. However, your membership fee will be paid in advance and your tonnage fee will be paid in arrears, although you will pay this in one go. For example; in April, you will need to pay a tonnage fee that is based on the amount of woodfuel sold in the previous quarter (January 1 and March 31), and you'll also have to pay for your membership fee for the next quarter (April 1 to June 30). The BSL system will automatically add these together so you just pay once.

Fee Description	Annual fee
Membership fee (individual)	£25
Membership fee (small / micro companies) ¹	£120
Membership fee (medium / large companies) ²	£295

¹ The EU definition of a micro company is less than 10 staff AND a turnover or balance sheet of less than or equal to €2M. A small company is defined as less than 50 staff AND a turnover or balance sheet of less than or equal to €10M (http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

² The EU definition of a medium company is less than 250 staff AND a turnover of less than or equal to €50M OR a balance sheet of less than or equal to €43M. A large company is defined as greater than or equal to 250 staff AND a turnover of greater than €50M OR a balance sheet of more than €43M (http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

8. Currently I submit my quarterly reports based on the date when the application was approved – will this be the same from January?

No. We received feedback from suppliers that highlighted this process can be quite confusing, especially for suppliers with lots of fuels, so we are making the quarterly reporting process simpler. From January 2017, suppliers will be asked to complete quarterly reporting for all fuels at the same time, no matter what the authorisation dates for the fuels are. Quarterly reports will be required in January (covering the previous three months to December 31), April (covering January to March), July (covering April to June) and October (covering July to September).

9. How will I know how much tonnage fees I will need to pay?

If you are Producer, Trader or Producer-Trader, your tonnage fee will be calculated based on the number of tonnes your company has sold across all your BSL registered fuels in the previous three months. You will be charged nine pence for each tonne sold. For fuel types that are not normally reported in tonnes, you can report in cubic metres and the system will convert these volumes fairly and calculate how much you'll need to pay. You must submit your quarterly reporting figures for all your fuels at the same time, as explained in question 8. If you are a Self-Supplier you don't have to submit quarterly reporting figures and don't have to pay a tonnage fee.

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10. I am a Producer, Trader or a Producer-Trader, what happens if I don't submit my quarterly reports?

You need to submit your quarterly reporting information accurately and on time. If you don't submit your quarterly reports, neither your tonnage fee nor your membership fees will be paid. If you have outstanding payments against your authorised fuels, we may remove your authorised fuels from the BSL and you will no longer be able to sell BSL approved fuel to RHI participants or claim RHI payments if you are supplying fuel to your own boiler.

11. I am a Producer, Trader or a Producer-Trader, what happens if the information I provide in my quarterly reports is found to be incorrect?

We may ask you to provide evidence of your invoices for a specific period to check that you are reporting correctly. If you are found to be incorrectly reporting the amount of woodfuel you've sold, then we may remove your fuels from the BSL and you will no longer be able to sell BSL approved fuels, or claim RHI payments if you are supplying fuel to your own boiler. As such, you must complete your quarterly reports accurately and on time based on the number of tonnes or cubic metres sold in the previous three months.

12. I am a Self-Supplier, what happens if I don't pay my membership fee?

If you are Self-Supplier and you don't pay your membership fee, your BSL authorisation may be removed from the List and you would not be able to use this to claim your RHI payments from Ofgem. Instead, you would have to purchase fuel from a BSL-authorised supplier. If you are a non-domestic RHI participant, you could choose to self-report to Ofgem every quarter on the amount of fuel you've used.

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13. I'm a Self-Supplier; how much do I have to pay to be on the BSL?

If you are already authorised on the BSL, you only need to pay an annual membership fee of £25. If you want to apply for any more fuels then you would need to pay £20 for each application, but your membership fee would not change.

14. I'm a Producer, Producer-Trader or a Trader. How much do I have to pay to be on the BSL?

This will depend on whether you are classed as an individual, or how big your company is, and how much fuel you sell.

- If you are an individual, you will need to pay a membership fee of £25 a year plus a tonnage fee that is calculated on the volume of fuel you sell (if you sell any)
- If you said your company is a micro or small company³ when you registered on the BSL then you will need to pay £120 a year plus a fee that is calculated on the volume of woodfuel you sell
- If you said your company is a medium or large company⁴ when you registered on the BSL then you will need to pay £295 a year plus a fee that is calculated on the volume of woodfuel you sell

³ The EU definition of a micro company is less than 10 staff AND a turnover or balance sheet of less than or equal to €2M. A small company is defined as less than 50 staff AND a turnover or balance sheet of less than or equal to €10M (http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

⁴ The EU definition of a medium company is less than 250 staff AND a turnover of less than or equal to €50M OR a balance sheet of less than or equal to €43M. A large company is defined as greater than or equal to 250 staff AND a turnover of greater than €50M OR a balance sheet of more than €43M (http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

15. When do I pay quarterly and when do I pay annually?

Application fees will be paid at the end of the application process, but the other charges will be paid quarterly or annually, depending on what BSL supplier type you are.

Self-suppliers - If you are a Self-Supplier you'll pay your membership fee annually in January for the year ahead. This means in January 2017, you'll pay £25 and this will cover January to December 2017. You won't need to pay a tonnage fee.

Producers, Producer-Traders and Traders - If you are a Producer, Producer-Trader or Trader then you'll need to pay your BSL fees every three months (quarterly); we'll combine your membership and tonnage fee so you can pay it in one go after you've entered your quarterly reporting figures confirming the amount of woodfuel you sold in the previous three months - you'll need to pay in January, April, July and October, and we'll send you reminder emails that explain how and when you need to do this.

16. I don't want to pay to be on the BSL, how can I remove my fuels from the list?

If you don't want to pay to be on the BSL then you will need to remove your approved fuel(s) from the List. To do this, you should send an email to the BSL Administrator at bslhelpdesk@gemserv.com with a request to remove your fuel(s), and provide the authorisation numbers of the fuels you want removed. This will mean you will no longer have a valid BSL authorisation number for your fuel to claim RHI payments, or you will no longer be able to sell BSL approved fuel. Unfortunately, BSL charges can't be refunded.

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