Climate Change Levy (CCL) is charged on electricity, gas, coal and LPG.

If a site is covered by a Climate Change Agreement then it is entitled to claim up to 92% relief from the CCL on Electricity, and up to 83% on the other fuels* (Natural Gas 83%, LPG 77%, Coal 83%). Relief prior to 1st April 2021 was 92% on Electricity and 81% on Natural Gas and Coal, 77% on LPG.

Once your Underlying Agreement has been activated, in order to claim the discount on the CCL you need to complete HM Revenue & Customs forms PP10 and PP11.

PP10 and PP11 forms are valid for five years from the date that they are submitted. They must be resubmitted if you change energy supplier, change the percentage CCL relief being claimed or if five years have lapsed and they have become invalid.

This techUK note includes:

• Links to the PP10 and PP11 forms.

• Guidance on how to complete the PP10 and PP11 forms.

Please contact the techUK CCA Helpdesk if you require further information (0844 800 1880 or techUK@slrconsulting.com).

* If a CHP is on site and has been deemed to be a ‘good quality’ CHP then it can claim more than 81%.
**PP10 Form:**

- Gives HMRC details to support your certificate of entitlement to relief from the main rates of Climate Change Levy (CCL)
- Works out the percentage relief to use on the supplier PP11 Forms

**PP10 is sent to HMRC only**

**PP11 Form:**

- Claims relief against the main rates of CCL from the supplier
- Supplier is legally obliged to receive PP11 certificate before providing CCL relief

**PP11 is sent to Supplier only**

You will need to fill in separate PP10 and PP11 forms for each commodity and supplier against which you wish to claim relief

Complete and preview forms online - then print off, sign & date and post

Keep a copy of all completed forms for your records

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**URLs for online forms:**

PP10

PP11
Pages 1 & 2 of the PP10 form are self-explanatory. You need to provide details for the business and individual within the company claiming the relief.

Page 1 – Name, Position, and contact details of the person responsible for claiming the relief

Page 2 – Details of the business >
When you click ‘Yes’ to VAT number and UK address, additional fields will appear to populate with these details.
Climate Change Levy Relief supporting analysis

Details of relief claimed
Which commodity do you want to claim relief on?
If you want to claim relief on more than one commodity, you must complete a separate form for each.
Choose one option.
- Gas
- Electricity
- LPG
- Solid fuel

Which unit of measurement have you used?
- Kilowatt hours (kwh)
- Gigawatt hours (gwh)
- Kilograms (kg)
- Megawatt hours (mwh)
- Therm (thm)
- Litres (l)
- Hectolitres (hl)
- Tonnes (t)

Date from which relief applies
DD MM YYYY

What is the reason for submitting this form?
Choose one option.
- New certificate
- Change of supplier
- Five-year deadline
- Annual review
- Amendment

You need to choose one commodity and the unit of measurement you are using for that commodity. E.g. Electricity, Kilowatt hours

Enter 1st April 2021 or the date of assent as shown on your CCA Underlying Agreement (if later)

New Certificate
Select this if this is a first time claim for CCL relief on an energy supply.

Five-year deadline
Select this if you have not, during the last five years, given your supplier a new certificate confirming the figure for the percentage of supply eligible for relief from CCL.

Annual review
Select this if you have carried out your annual review and, as a result, the percentage of supplies eligible for relief has changed.

Amendment
Select this if your reason for changing an existing relief certificate is not due to an annual review (i.e. because of the April 2021 rate rises).
Box a). Provide figure here for total energy supplied to the site during a recent 12 month period, for the units chosen on Page 3. e.g. If natural gas in kWh was chosen, 1,000,000 kWh was used in recent 12 month period.

Box j). Enter the quantity of the commodity that you can claim relief against.

If your site passes the 70/30 rule then this will be 100% of the value given in box a).

If your site fails the 70/30 rule then this will be the value of the fuel shown in box a) that is included in your CCA.

<table>
<thead>
<tr>
<th>Taxable commodities on which relief is claimed (on or after 1 April 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taxable commodities</strong></td>
</tr>
<tr>
<td>Enter the total quantity of the commodity supplied to the site and the quantities used for the relieved or exempt purposes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total quantity of taxable commodity supplied to the site</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Community heating scheme</td>
<td>b.</td>
</tr>
<tr>
<td>Transport</td>
<td>c.</td>
</tr>
<tr>
<td>Commodity producer</td>
<td>d.</td>
</tr>
<tr>
<td>Not used for fuel</td>
<td>e.</td>
</tr>
<tr>
<td>Export or onward supply</td>
<td>f.</td>
</tr>
<tr>
<td>Electricity producers for generating stations with a capacity greater than 2MW</td>
<td>g.</td>
</tr>
<tr>
<td>Supply for CHP's please remember to give your CHPQA scheme reference number below this table</td>
<td>h.</td>
</tr>
<tr>
<td>Mineralogical and/or metallurgical processes</td>
<td>i.</td>
</tr>
<tr>
<td>Reduced rate please remember to give your CCA unique facility number below this table</td>
<td>j. 1,000,000</td>
</tr>
<tr>
<td>Total claimable for reduced rate</td>
<td>k. 620,000</td>
</tr>
<tr>
<td>Total quantity of relief claimable</td>
<td>l. 620,000</td>
</tr>
</tbody>
</table>

Cells k) & l) will then automatically populate with the quantity claimable for the commodity chosen.
Climate Change Agreement for Data Centres
Completing HMRC PP10 and PP11 Forms

**Taxable commodities on which relief is claimed (on or after 1 April 2021)**

**Taxable commodities**
Enter the total quantity of the commodity supplied to the site and the quantities used for the relieved or exempt purposes

<table>
<thead>
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<th>Quantity</th>
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</tbody>
</table>

*The section below sometimes doesn’t appear until the relevant fields in the above section are completed. If it still does not appear on the online form, it should appear on the form you print (to paper or pdf).*

If you have entered details in row ‘h’ above enter your combined heat and power scheme reference number below (optional)

Not the Secretary of State’s certificate number

If you have entered a CHPQA reference number above, is your CHP generating capacity over 2MW? (optional)

- Yes
- No

If you are claiming the reduced rate enter your climate change agreement unique facility number below (optional)

This is the site facility number. e.g. DATC/F00__ __

Back  Next
Pages 5 & 6 are self-explanatory. However, you will notice some changes to the finalised form when you click on ‘Preview’, as shown in the following slides.

**Climate Change Levy Relief supporting analysis**

**Progress:**

**Declaration**

✓ I confirm that the information I have given is correct

**What to do now**

Fill in form PP11 'Climate change Levy supplier certificate' and send it to your energy supplier (do not send a copy of the PP11 'Climate Change Levy supplier certificate' to us but keep a copy for your records).

You must review the correctness of PP11 supplier certificates no later than the earlier of:
- the 60th day following the anniversary of the date on which the PP11 supplier certificate was delivered to the supplier,
- the 60th day after the customer has burned (or in the case of electricity consumed) the last of the taxable commodity supplied to which the PP11 supplier certificate relates.

More information on the review of relief entitlement is within Public Notice CCL1/3 'reliefs and special treatments for taxable commodities'.

Please sign and date the form in the fields provided on the printed output and send the completed form to us but keep a copy for your records.

**Print this form**

Click the 'Preview' button to create a copy for you to print and post. Please ensure that you check your form carefully before you click 'Preview'. If you make any changes afterwards, you must click 'Preview' again to create a new copy with the changes included.
Page 3 of form: Two new boxes have appeared. These contain the % relief claimed as calculated on page 4 of the online form. E.G if natural gas for a site that passed the 70/30 rule was entered. This is claimable at 83% relief.

The figure in the lower box that has been generated is simply the figure in the upper box rounded to a whole number. Sites that have not passed the 70/30 rule may not present as whole numbers and will be rounded up or down accordingly. An example of this is shown below.
Climate change agreement unique facility number

Declaration

☑ I confirm that the information I have given is correct

Signature

DD MM YYYY

Date

At the end of the finalised form, fields have been generated for the printed copy to be signed and dated by the person responsible for claiming the relief. Send the signed and dated form to HMRC as below but remember to keep a copy for your records.

Preview of finalised form

This is the site facility number . e.g. DATC/F00_ _ _ Complete if blank

HMRC Use Only

Date of receipt DD MM YYYY

Unique reference number

What to do now

Fill in form PP11 ‘Climate change Levy supplier certificate’ and send it to your energy supplier (do not send a copy of the PP11 ‘Climate Change Levy supplier certificate’ to us but keep a copy for your records).

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Please sign and date the form in the fields provided on the printed output and send the completed form to us but keep a copy for your records.

Environmental Taxes Information Centre
HM Revenue and Customs
Warkworth House
BP3201
Benton Park View
Newcastle upon Tyne
NE98 1ZZ
Climate Change Levy supplier certificate

PP11 Form

The PP11 form is fairly self-explanatory however we have included some additional notes below.

Enter the business details as you did for the PP10 form.

Enter your account number as shown on your utility bill.

Enter the fuel for which you are claiming relief.
Selecting Gas will generate a box to enter details of your gas meter point reference number.
Selecting Electricity will generate a box to enter details of your electricity meter supply number.

Enter 1st April 2021 or the date of assent as shown on your CCA Underlying Agreement whichever is later.

Enter the % claimable as calculated on the PP10 form.

Don’t forget to specify the supplier for this fuel.
Climate Change Agreement for Data Centres
Completing HMRC PP10 and PP11 Forms

Populate with details of the person responsible for claiming the relief and complete the declaration.

What to do now
Please sign and date the completed form, then send it to your supplier.

Printing this form
Click the 'Preview' button to create a copy for you to print and post. Please ensure that you check your form carefully before you click 'Preview'. If you make any changes afterwards, you must click 'Preview' again to create a new copy with the changes included.
As before, clicking on ‘Preview’ will generate a printable form with fields for signature and date to be completed by the person responsible for claiming the relief.

**Signature**


**Date**

DD MM YYYY


**What to do now**

Please send the completed form to:

Your supplier

**Printing this form**

Click the ‘Preview’ button to create a copy for you to print and post. Please ensure that you check your form carefully before you click ‘Preview’. If you make any changes afterwards, you must click ‘Preview’ again to create a new copy with the changes included.

Send one copy of the form to the energy supplier and keep one copy for your records.