

Note 03: FDF CCA Administration Charges

Revised November 2022

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.

FDF 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.

Fees have been structured on the basis of small, medium 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.

Different fee levels apply to members and non-members of the Food and Drink Federation (FDF). This is to reflect the highly significant cost that has been borne by the FDF through months of negotiations with BEIS to set up the CCA. In the annual fee it reflects the on-going costs being borne by the FDF.

Fees will increase by RPI each year and current fees are summarised in the table overleaf. The size banding is based on the amount of primary energy used in your base year.

The table below shows fee rates for FDF members and non-members. FDF Trade Association members are charged at a discounted rate as their membership fees also contribute towards the work that goes into ongoing policy negotiations with BEIS.

		FDF Trade Association Members £ per site	Non-Members £ per site
Joining Fee	Band A (Small)	379	823
	Band B (Medium)	878	1,903
	Band C (Large)	1,753	3,819
Annual Fee	Band A (Small)	232	383
	Band B (Medium)	532	873
	Band C (Large)	1,080	1,771

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

The size banding is based on the amount of primary energy used during the base year as follows:

- Small sites up to 3,500 MWh per year
- Medium sites between 3,501 and 35,000 MWh per year
- Large sites over 35,000 MWh per year

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

Annual fees are payable in advance and cover the 12 month period above. If a site is included in the scheme for only part of a year, the full annual payment for that site still applies. Existing sites will be invoiced at the start of the year for the Annual Fees.

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.

New sites will be invoiced following application, either for just the joining fee, if unsuccessful or for both joining and annual fees if successful.

For further information please contact SLR's FDF CCA helpdesk:

+44 (0)844 800 1880

fdcca@slrconsulting.com

or visit **<https://www.fdf.org.uk/fdf/what-we-do/environmental-sustainability/climate-change-agreements/>**

The full suite of FDF CCA Guidance Notes are listed below and can be accessed via contacting the helpdesk or visiting the website.

Guidance Note	Title
1	What is a CCA
2	Transferring Ownership of a CCA
3	FDF CCA Administration Charges
4	Completing HMRC PP10 and PP11 Forms
5	Timetable of FDF CCA Activities
6	Obligations under your CCA including audits
7	Reporting data at each Target Period
8	How CCAs interact with other schemes
9	Glossary and Abbreviations
10	What happens if...
11	NOVEM targets
12	NOVEM Calculation Spreadsheet
13	State Aid Transparency reporting
14	Penalties for non compliance
15	Application Documentation