



BSL charges

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1. BSL Fees

Suppliers on the BSL will need to pay the following fees from [date].

1.1 Application fee

Suppliers will need to pay an application fee on all applications submitted

Application fee description	Fee per application
Domestic Self-Supplier application	£25 + VAT
Commercial Self-Supplier application up to 199kW boilers	£50 + VAT
Commercial Self-Supplier application 200kW up to 999kW boilers	£75 + VAT
Producer, Trader, Producer-Trader application (not including bespoke Risk Based Regional Assessment)	£140 + VAT
Producer, Trader, Producer-Trader application with a bespoke Risk Based Regional Assessment (RBRA)	£450 + VAT

Table 1: Application fees

1.2 Annual Membership fee

All authorised suppliers and Self-Suppliers on the BSL will need to pay a membership fee.

Membership fee by company size	Annual fee
Membership fee for individuals (Domestic Self-Supplier)	£25 + VAT
Membership fee for individuals (Commercial Self-Supplier up to 199kW boilers)	£50 + VAT
Membership fee for individuals (Commercial Self-Supplier 200kW up to 999kW boilers)	£75 + VAT
Membership fee for small / micro companies ¹ or those producing / trading less than 750 tonnes total per annum	£140 + VAT
Membership fee for medium / large companies ² or those producing / trading more than 750 tonnes total per annum	£295 + VAT

Table 2: Membership fees

1.3 Tonnage fee

Administration of scheme compliance is risk based and proportionate to the volume of fuel produced / traded or used. All suppliers are required to declare their annual usage or traded fuel. The registration fees for Self Suppliers and smaller commercial supplier (those < 750 tonnes pa), will just pay a membership fee following application. Larger suppliers, (those > 750 tonnes pa), will contribute to the registration fee with an additional levy. All

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)

authorised commercial suppliers on the BSL will need to pay a membership fee.

Tonnage fee description	Fee per tonne
Self-Suppliers	nil
Producers, Producer-Traders and Traders; producing / trading less than 750 tonnes total per annum	nil
Producers, Producer-Traders and Traders; producing / trading more than 750 tonnes total per annum	9 pence + VAT

Table 3: Tonnage fees

1.3.1 Membership fee details

Details on the membership fees and what this means for suppliers are summarised below:

- Every authorised supplier on the BSL will be required to pay a membership fee according to the company size or volume of fuel produced or traded under a BSL fuel number. This information is provided during initial supplier registration on the BSL. Actual produced / traded volumes for commercial suppliers must be declared during the quarterly reporting. Any changes to Self Supplier fuel usage should be corrected at the annual registration declaration.
- Membership fees are proportionate to the boiler output for Self Suppliers, and proportionate to the volume produced / traded for Producers, Producer-Traders and Traders. Fees contribute towards the fixed costs associated with administration of the BSL, including system and scheme administration costs, auditing, Advisory Panel meetings etc.
- The membership fee is payable per company / individual and not per fuel; this means that BSL suppliers will pay the same membership fee regardless of the number of fuels they have registered on the BSL.

- Where a supplier has grouped companies together under one company, the group company will be charged one membership fee only. However, the supplier should note that this will mean quarterly reporting and charges will be grouped together. Where suppliers would prefer to keep this separate for each company for payment and/or reporting purposes, it is advised that these companies are not grouped together.

1.4 Tonnage fee (can be reported in cubic metres)

Details on the tonnage fees and what this means for suppliers are summarised below:

- Suppliers producing or trading > 750 tonnes pa on the BSL (except Self-Suppliers) will pay a fixed fee per tonne of fuel sold. Depending on the fuel type, suppliers can provide the amount sold in either cubic metres or tonnes and where required, this will be converted in the system to tonnage.
- The tonnage charges will be based on quarterly reporting figures provided by suppliers and will be invoiced quarterly, in arrears. The charges will be paid at the same time as the membership fee, although the membership fee will be paid in advance for the following quarter
- In case of audit, a supplier must demonstrate that the volumetric figures provided in the BSL portal matches invoices or RHI submissions

1.4.1 Quarterly reporting

Collection of produced and traded fuel will provide data to evidence the amount of fuel being burnt under the BSL and the carbon saving associated to RHI. Commercial suppliers are required to quarterly report, the majority confirmed figures for reporting can be provided within one month of the end of the previous quarter.

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- In keeping with current quarterly reporting arrangements, Producers, Producer-Traders and Traders will be requested to input their quarterly reporting figures from the first day following the end of the previous quarter, i.e. suppliers will be asked to provide quarterly reporting figures on 1 April covering the period 1 January to 31 March.
- Producers, Producer-Traders and Traders will all be reporting at the same time from January 2017 onwards. From 1 January, these suppliers will be asked to provide the volume of woodfuel sold in the previous quarter for all their fuels. This quarter may be longer than three months for some fuels as it will need to align all fuels to start reporting on the same date, i.e. moving from a reporting date that is based on each fuel's authorisation date to the following reporting periods:
 - 1 January to 31 March – report from 1 April
 - 1 April to 30 June – report from 1 July
 - 1 July to 30 September – report from 1 September
 - 1 October to 31 December – report from 1 January

2. Payment method and timings

2.2.1 Payment timings

- Application fees will be paid upfront as part of the application process, once all the application information has been provided and before submission to the BSL Administrator to process
- Membership fees:
 - Self-Suppliers will pay annually upfront and will be required to pay their annual membership fee in January, covering the period January 1 – December 31 each year. Where a Self-Supplier registers after January, they will pay a pro-rated amount for the remaining months of the calendar year they will be registered, e.g. if a new supplier has their application authorised in July, they will be required to pay the membership fee for the period July to December, and will be required to pay the full annual amount for the following calendar year in January
 - Producers, Producer-Traders and Traders will be paying their membership fees, and tonnage fees where relevant,. The quarterly membership fee will be paid upfront; for example, in April, suppliers will be paying for their membership between April and July
- Tonnage fees:
 - Producers, Producer-Traders and Traders will be charged for the fuel they have sold in the previous quarter, based on their quarterly reporting figures. Tonnage fees will therefore be in arrears, for example the tonnage fee for fuel sold between January and March will need to be paid in April
 - Tonnage fees will be charged quarterly to ensure fees reflect the actual amount of fuel sold and is not an estimate of what is likely to be sold. This ensures a reconciliation exercise is not required.

Similarly, it was not considered viable for the scheme to charge the tonnage fee annually in arrears due to the higher risk of under recovery associated with this approach

2.2.2 Payment method

To keep running costs for the scheme at a minimum, PayPal will be used as the method for collecting payment on the BSL portal. Suppliers will be able to pay either through their PayPal account, which is easy to set up, or by using a debit or credit card.

Use of PayPal enables the BSL system to calculate how much money is owed by suppliers (including application fees, membership fees and tonnage fees), and automatically directs suppliers to the payment page. Receipts are automatically issued to suppliers and so there is no need to manually produce invoices, calculate fees and reconcile payments, as this will all be done automatically to keep scheme running costs to a minimum.

Under exceptional circumstances an alternative payment means may be made available; this may incur an administrative charge.

2.2.3 Payment records

The BSL portal will record all payments made by each supplier including information on:

- What the payment is for e.g. application fee, membership fee or tonnage fee
- Payment dates
- Payment values
- Any outstanding payments