

Phase 3c Public Sector Decarbonisation Scheme

Change request crib sheet



Identify



Do you need a change request? Any significant alteration to your Public Sector Decarbonisation Scheme project requires a change request that must be submitted to us for a technical assessment to ensure the feasibility and eligibility of the changes.

Type of change	Change request?	
Adding or removing a site	✓	
Changing the low carbon heating system technology	✓	
Changing the size of the low carbon heating system	✓	
Adding new building fabric improvements or energy efficiency measures	✓	
Removing building fabric improvements or energy efficiency measures	Measures that save direct carbon (i.e. fossil fuels) e.g. insulation, BMS	✓
	Measures that save indirect carbon (i.e. electricity) e.g. PV, LEDs	✗
Increasing or reducing the scope of existing building fabric improvements and energy efficiency measures	Measures that save direct carbon (i.e. fossil fuels) e.g. insulation, BMS	✓
	Measures that save indirect carbon (i.e. electricity) e.g. PV, LEDs	✗

We classify changes in one or both of two categories:

Site change  Adding or removing a building in your project	or	Scope change Adding, removing, or changing any individual measures in your project 
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When should you submit a change request?



We ask that change requests are submitted to us by **27 October 2025** for all phase multi-year Phase 3c projects. The expected turnaround time for assessments is 20 working days. Note this can't be guaranteed for change requests submitted to us after 27 October 2025.



Your change request should be submitted to us when your detailed designs are complete and you have a large degree of certainty over the scope of your project. If your designs are delayed, please speak to your relationship manager.



Please note that you are unable to claim grant funding (beyond design stage) for any sites affected by the change request while the change request is in assessment. Any payments forecasted over this period will be deferred until the change request assessment is completed.



Once the assessment has started, the assessor will reach out to you for a call to discuss any queries or request more information. You or your chosen contractor will need to plan your submission so you are available to respond to any queries within two working days.

Please make sure your relationship manager is aware of any potential upcoming change requests and update your monthly monitoring report accordingly.

What do you need to submit with your change request?

Submit



Like your original application, we will need supporting evidence for us to assess the revised project scope. Submit these to your relationship manager.

- Change request form (template available on our website) – please ensure the declaration (part 1. d) is signed by your authorising official
- Updated project form
- Supporting evidence documents:

Supporting evidence required	Site change		Changes to the low carbon system		Changes to energy efficiency measures saving direct carbon (e.g. insulation)		Changes to energy efficiency measures saving indirect carbon (e.g. PV, LEDs)	
	Site addition	Site removal	Changing type (e.g. GSHP → ASHP)	Changing size (or non-like-for-like model change)	Adding measures	Removing / changing scope of measures	Adding measures	Removing / changing scope of measures
Change request form	✓	✓	✓	✓	✓	✓	✓	N/A
Updated project form	✓	✓	✓	✓	✓	✓	✓	✓
Energy savings calculations	✓		✓	✓	✓	✓	✓	
Updated project programme	✓		✓	✓	✓	✓	✓	
Updated risk register	✓		✓	✓	✓	✓	✓	
Updated cost evidence	✓		✓	✓	✓	✓	✓	
Updated peak heat loss calculations	✓				✓	✓		
Data sheets	✓		✓	✓			✓	
Updated schematics	✓		✓					
Feasibility study (incl options appraisal)	✓		✓		✓		✓	
End of life boiler evidence	✓							
Energy consumption data (DEC, bills, meter readings)	✓							

Assessment



The assessor (who may be from our technical team or one of our external contractors) may ask for a call and/or any extra supporting information or clarifications. To ensure an efficient assessment of your change request, responses are required within two working days.

If there are no major issues, the expected time to complete the assessment will be 20 working days from the submission of all required information, including your signed change request form.

In an event your change request isn't approved, we will contact you with next steps, which could include changes to your designs or a resubmission.

Approval



If your change request passes assessment, we will send you a **Grant Amendment Letter** to formalise the changes, for signature by your authorising official.

Note that further conditions may be added to your project following the scope change. Any changes to your eligible grant value as a result of your change request will also be stated in the Grant Amendment Letter.

Your relationship manager will provide you an updated monthly monitoring report template reflecting the changes, including any additional conditions.

Appendix: Project form guidance (Phase 3c onwards only)

The project form is a development of the application form you submitted in your original application. Its purpose is to **log changes – and the reasons for these changes** – proposed in your change request.

Please fill in the two new columns on the left of steps 3.1, 3.3 and 4, as well as logging any changes as you normally would on all steps from 1 to 5. Examples below:

Site change due to issues with project complexity (step 3.1)

Site changes	Site change reason	Site name	Site type	Building number	Building name	Building type
Remove building	Project complexity increased during design stage	Example site 1	State secondary	Building 1	Example building 1	Secondary school
New building	Project complexity increased during design stage	Example site 2	State primary	Building 2	Example building 2	Primary school

Reduction in scope of an energy efficiency measure (step 4)

Energy efficiency measure change	Reason for change	EEM number	Description of work
Reduce scope	Cost increases	EE 1	Cavity Wall Insulation
No change		EE 2	Cavity Wall Insulation

* When editing the data for each modified/new measure, any changes compared to your original application will highlight green, as below.

Annual kWh pre project	Annual kWh post project	Annual kWh savings	% kWh savings
3,331,229	3,145,234	185,995	6%

Site change (including change to low carbon heating system) (step 3.3)

Low carbon heating system change	Reason for change	Low carbon system number	Site name	Building name	Technology - work type
Remove measure	Project complexity increased during design stage	LC System 1	Example site 1	Example building 1	Air source heat pump (air to water)
New measure	Project complexity increased during design stage	LC System 2	Example site 2	Example building 2	Air source heat pump (air to water)

Modification to low carbon heating system (step 3.3)

Low carbon heating system change	Reason for change	Low carbon system number	Site name	Building name	Technology - work type	Existing system to be replaced	Make	Model
No change		LC System 1	Example site 1	Example building 1	Air source heat pump (air to water)	FF System 1	Make1	ModelEx1
Increase scope	Procurement issues	LC System 2	Example site 2	Example building 2	Air source heat pump (air to water)	FF System 2	Make2	ModelEx2

COP efficiency	Output load per unit (kW)	Number of units	Total output load (kW thermal)	Proposed vs existing system load	Flow temperature (°C)	Return temperature (°C)
2.90	200	4	800	58%	64	40
2.55	400	1	400	313%	64	40