

Phase 3 & 4 Public Sector Decarbonisation Scheme Change Request Form

The purpose of this form is to enable you to formally seek approval for any significant changes that you need or want to make to deliver your Public Sector Decarbonisation Scheme (PSDS) project. As projects are delivered, there are occasions when changes to the scope of the project awarded PSDS grant funding become necessary to complete the project. We expect you to inform us when you become aware of such changes to your project and submit this form for review before implementing the change, so that we can provide assurance that the new scope meets the scheme criteria and you are not proceeding at risk, delivering works that do not meet the scheme criteria.

When submitting this form, please complete the signed declaration at the end.

Please note:

- The deadline to submit a change request for your project will typically be September/October prior to the grant end date stated on your Grant Offer Letter. For example, for projects with a grant end date of 31 March 2026, the deadline is **Friday 21 November 2025**.
- Until a change request has been approved by us, we are unable to approve further payments for measures affected by the proposed changes. This is to ensure that any costs are for eligible expenditures within the scheme criteria. The exception to this is design-related costs.
- For multi-year projects, any significant changes identified during year one of your project, such as a change of site or low carbon heating system, will require you to submit a change request form for Salix to verify that the new scope meets the scheme criteria before we can approve final payment for the financial year.

To support you in completing the form, below is some useful guidance that outlines the key principles involved in a change request for your project. You are required to complete the form below, outlining the reason for the request, the options considered and a revised delivery plan, as appropriate.

Upon receiving your completed change request form, our team will assess the details of the changes you have outlined to the original application which was awarded the grant funding. All other elements of the project will be assumed to remain deliverable as approved at the time of the grant award. Our assessors may be in touch with queries or requests for additional supporting information to enable us to make a decision.

The outcome of the change request will be communicated and, if approved, you will be issued a Grant Amendment Letter to reflect the change and highlight any additional conditions. All other terms and conditions of your grant award will continue to apply.

Change Request Key Guidance Principles

A 'change' is defined as any significant alteration in the scope of the project. This includes adding to or removing a site from the scope of PSDS works, any material change to the low carbon heating system, any changes to insulation measures, and any addition of energy efficiency measures that were not previously in the agreed scope.

Each change request will be considered by our team at Salix on its merits, and the change of scope or revised completion date will be determined in consultation with the grant recipient. We will work with you to support you in achieving the desired outcomes from your PSDS project.

Once you have filled out the change request form, please send it to your Salix relationship manager. We will aim to make a decision on your change request within twenty working days and the outcome will be communicated to you by your relationship manager.

Supporting documentation should be provided for all change requests. Below is a matrix outlining the minimum information we would need to consider your request, according to the type of change(s) being proposed:

Supporting evidence required	Site change		Changes to the low carbon system			Changes to energy efficiency measures saving direct carbon (e.g. insulation, BMS)		Changes to energy efficiency measures saving indirect carbon (e.g. PV, LEDs)	
	Site addition	Site removal	Change type	Change size	Change make or model	Add measures	Remove/change scope of measures	Add measures	Remove/change scope of measures
Change request form	✓	✓	✓	✓	See below	✓	✓	✓	N/A
Updated project form	✓	✓	✓	✓	✓	✓	✓	✓	✓
Energy savings calculations	✓		✓	✓	Required if Salix determines the changes sufficiently substantial	✓	✓	✓	
Updated project programme	✓		✓	✓		✓	✓	✓	
Updated risk register	✓		✓	✓		✓	✓	✓	
Updated itemised cost evidence	✓		✓	✓		✓	✓	✓	
Data sheets	✓		✓	✓				✓	
Updated peak heat loss calculations	✓					✓	✓		
Updated schematics	✓		✓						
Feasibility study (including options appraisal)	✓		✓			✓		✓	
End of life boiler evidence	✓								
Energy consumption data (DEC, bills, meter readings)	✓								

- In addition, evidence should be submitted to satisfy any outstanding conditions at the time of the change request.
- Additional evidence may be submitted where required.

Change Request Form

Please note **all sections are mandatory** for your change request to be assessed and we will assess only the changes outlined in this form. If a section is left blank, we cannot guarantee that your change request will be considered for technical assessment.

Organisation name	
Request made by	
Date of request	
Project title	
Project ID	

a) Description of the proposed change

Change request type <i>Please tick as appropriate</i>	☐ Site change ☐ Site(s) removed ☐ Site(s) added ☐ Scope Change ☐ Measure(s) removed ☐ Measure(s) added ☐ Measure(s) reduced in scope ☐ Measure(s) increased in scope
Reason for change request <i>Please outline:</i> - Why this is needed – give a short description of the reason for the request. - The steps taken to try to meet the original proposal and the options considered. <i>The key changes being proposed - including any revisions to the delivery programme, specification, costs and grant payment schedule.</i>	
Site change <i>Where relevant, please outline:</i> - What site(s) have been removed? What site(s) have been added? - Have end of life boilers been evidenced for this site? Please	

<i>reference the name of the document where this evidence can be found.</i>	
Subsidy Control 1. <i>Existing Sites: Are there any increased energy savings at existing sites that currently have non-public sector enterprises operating in them or that are leased from a non-public sector body?</i> 2. <i>New Sites: Will any new sites be added where non-public sector enterprises operate or which the applicant is leasing from a non-public sector body?</i> <i>If "Yes" to either question, you may be required to complete additional documentation.</i> <i>For more information on subsidy control, please visit our website.</i>	1. ☐ Yes ☐ No If yes, please add further details below on which sites have increased savings: 2. ☐ Yes ☐ No If yes, please add further details below and in your updated application form:
Scope change <i>Where relevant, please outline:</i> 1. <i>What measure(s) have been removed?</i> 2. <i>What new measure(s) have been added?</i> 3. <i>What measures have changed in scope?</i>	
Evidence provided <i>Refer to the table above to determine which of the items of evidence you will need to submit for your changes. Insufficiently evidenced changes will not be assessed.</i> <i>Please confirm which information you have provided by ticking the appropriate boxes.</i>	☐ Completed project form (3c) or updated application form (3a, 3b, 4), ensuring all steps reflect the updated project scope ☐ Updated energy saving calculations (Excel format) ☐ Updated, detailed project programme ☐ Updated risk register ☐ Updated cost breakdown with quotes, if available ☐ Data sheets ☐ Updated peak heat loss calculations ☐ Feasibility study (including options appraisal) ☐ Updated schematics ☐ End-of-life boiler evidence ☐ Building energy consumption data

b) Revised payment schedule

Please specify here your revised grant value, revised grant carbon cost (where applicable), and the total of any PSDS payments received to date for your project.

Revised grant value	
Revised grant carbon cost (Phase 4 only)	
Payment received to-date	

c) Appendix

Please append any supporting documentation referred to in the above sections when submitting your change request form.

d) Declarations

1. I have detailed within this change request all proposed adjustments to the above-specified project explicitly and included all relevant supporting materials.
2. I understand that any alterations which have been included but which are not outlined clearly in this form will not be reviewed by Salix for assessment against the technical compliance of the scheme. All other elements of the project will be assumed to remain deliverable as approved at the time of the grant award.
3. I understand that if any alterations to the original application form have not been clearly outlined in this change request form to Salix, and Salix finds these discrepancies upon due diligence at a later date, Salix will not accept any responsibility if the findings impact the final grant value.

☐ I accept all the above declarations

Accountable officer's signature

Print name