

## 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	✓
Non like-for-like* changes to the low carbon heating system	✓
Adding <b>new</b> building fabric improvements or energy efficiency measures	✓
Removing building fabric improvements or energy efficiency measures	Measures that save <b>direct</b> carbon (i.e. fossil fuels) e.g. insulation, BMS Measures that save <b>indirect</b> carbon (i.e. electricity) e.g. PV, LEDs
Increasing or reducing the scope of <b>existing</b> building fabric improvements and energy efficiency measures	Measures that save <b>direct</b> carbon (i.e. fossil fuels) e.g. insulation, BMS Measures that save <b>indirect</b> carbon (i.e. electricity) e.g. PV, LEDs

\* Salix requests that *any* change to the LCHS is submitted to Salix on a project form for Salix to determine whether a full change request will be required, according to Salix's judgment on changes to sizing, sCOP, flow and return temperatures etc.

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



#### When should you submit a change request?



We ask that change requests are submitted to us by **19 Jan 2026** for all Phase 4 projects wishing to claim grant spend in FY25-26. The expected turnaround time for assessments is 20 working days. Note this can't be guaranteed for change requests submitted to us after 19 Jan 2026.



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.

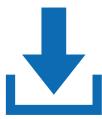


Once the assessment has started, the assessor will reach out to you for a call to discuss any queries or request more information. You or your chosen contractor should plan your submission so you are available to respond to any queries within two working days.

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)	Like-for-like make/model change (Salix to determine)	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.

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

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 columns on the *right* of steps 2.1, 2.2, 3 and 4.1, as well as logging any changes as you normally would on all steps from 1 to 5. Where no changes apply please select ‘No change’. Non-exhaustive examples below:

Building removal (Step 2.2)	AJ	AK	AL	AM	AN	AO	AP	AR					
	MPAN 1	MPAN 2	MPAN 3	MPAN 4	MPAN 5	Building Change	Reason for Change						
	1592001111042					No Change							
Changes to low-carbon heating (Step 3)	X	Y	Z	AA	AB	AC	AD						
	Low Carbon Heating Costs				Commentary	Low Carbon Measure Change	Change Reason						
	Installation and Commissioning £	Additional Measures e.g. Emitters, Distribution £	Electrical Infrastructure £	Total Cost of Low Carbon Heating Measure	Add any additional commentary here, including detail about any two-stage heat pumps, and for refrigerants for which phase-out is imminent. If DHW is not supplied by the low carbon system, how will this be provided?	No Change							
	£500,000	£300,000	£600,000	£1,817,318		Remove System	DNO timeframes						
	£300,000	£250,000	£500,000	£1,467,318	Reduced total system size due to inability to upgrade electrical supply in grant timeframe								
Changes to EE measures (Step 4.1)	K	L	M	N	O	P	Q	X					
	Annual kWh Post Project	Annual kWh Savings	% kWh Savings	Project Cost	Annual Financial Impact (£)	Payback in Years	Carbon Cost (£/tCO <sub>2</sub> eLT Direct)	Annual Direct Carbon Savings (tonnes)	Annual Indirect Carbon Savings (tonnes)	Data Entry Check	Energy Efficiency Change	Reason for Change	
	4,495,402	1,123,850.39	20%	£685,506	£43,943	15.60	£133.65	205.17	OK		Reduce Scope	Project Complexity increased during the design phase	
	2,037,305	509,326.17	20%	£149,371	£19,915	7.50	£64.26	92.98	OK		No Change		
	187,940	46,984.88	20%	£149,371	£1,837	81.31	£696.57	8.58	OK		Remove System		
	421,369	105,342.19	20%	£149,371	£4,119	36.26	£310.69	19.23	OK		Reduce Scope		
											Increase Scope		
Check Project Compliancy (Step 4.2)	Projects are allowed changes to their Grant Carbon Cost (GCC) not exceeding <b>10%</b> of the GCC when the grant was first awarded. The green ( <b>current</b> values) can be compared against the purple boxes (values <b>at GOL</b> ). The compliancy box will check this.												
	Total Project Value (£)	Input Grant Value (£)	Recipient Contribution (£)	Recipient Contribution (%)			Grant Carbon Cost (£/tCO <sub>2</sub> eLT)	Compliance					
	£27,050,515	£23,317,259	£3,733,256	14%			£187.13	Compliant					
	Original Project Value (£)	Original Input Grant Value (£)	Original Recipient Contribution (£)	Original Recipient Contribution %			Original Grant Carbon Cost (£/tCO <sub>2</sub> eLT)						
	£26,496,886.00	£23,317,259	£3,179,627	12%			£186.34	Compliant					
	Any compliancy issues will be flagged, with instructions to fix it (normally, the grant requested needs to be reduced), non exhaustive examples below:												
	GCC too high:				Recipient contribution too low:								
	Grant Carbon Cost (£/tCO <sub>2</sub> eLT)	Compliance					Grant Carbon Cost (£/tCO <sub>2</sub> eLT)	Compliance					
	£242.64	Outside 10% Threshold					£208.78	Recipient contribution is below the minimum					
	Original Grant Carbon Cost (£/tCO <sub>2</sub> eLT)												
	£207.93	Outside 10% Threshold											