

34.0 Information Submission Requirements

34.1 Compulsory Design Tender Documents & Information

The following documents must be included within a Highland Council Design Tender submission –

- Full set of preliminary drawings
- Full system design information & materials/plant spec. included on drawings (Complying fully with all Regulations, Guides, Design Requirements, Specifications, Policies & Procedures etc. detailed within this document)
- Energy Performance Certificate
- Simplified Building Energy Model (where relevant)
- Fuel Options & Running Costs Appraisal
- Information on Spares
- Information on Specialist Tools
- Environmental Health information; location plans & elevations, dimensional information, distance from technology to boundaries and noise frequency information (where applicable).

Important Note: JCT Practice Note 6 – Main Contract Tendering, must be followed when submitting a design tender to The Highland Council.

34.2 Compulsory Contractor/Consultant Documents & Information

Within 1 week of the project being awarded to a contractor the following information must be submitted to The Highland Council in order for the Energy & Sustainability Team to process the [Renewable Heat Incentive](#) applications for new biomass installations –

- Make and model of heating plant being installed
- Installation capacity of heating plant
- Name plate efficiency of heating plant
- Estimated date of commissioning
- Number of heat meters/flow meters being installed
- Model & manufacturer of each heat meter/flow meter
- Heat meter serial number(s)
- Flow meter serial number(s)
- Number of non-RHI eligible plants connected to the system
- Non-RHI plant size and fuel type (if any)
- Number of heating plant this installation is replacing (if any)
- Size and fuel type of replaced plant (if any)
- The capital cost of purchasing/constructing the physical equipment (exc. VAT) i.e. cost of containerised plant
- The indirect costs of the installation i.e. installation costs, planning costs, consultants costs
- Serial number of the installation
- Schematic drawing of the installation
- Manufacturer's calibration certificates for all heat meters/flow meters and associated components

Furthermore, the manufacturer's calibration certificates for each and every heat meter and flow meter installed within a project must be submitted to The Highland Council one month prior to the completion of the project.