

Feed-In Tariff (FIT) Application Form



Section 1: Generator Details (the owner of the equipment)

Title			
Initial			
Surname			
Company name			
Company point of contact			
Company VAT registration number			
Company number (if applicable)			
Installation Address		Correspondence address	
Telephone Number		Telephone number	
Email address		Email address	

Are you on supply with SSE for the installation address?	Yes		No	
If yes please provide your electricity account number				

IMPORTANT - If you have chosen no in the above box, we require you to provide proof of identification dated within the last 3 months. Please refer to section 1 of the guidance document for clarification of acceptable documentation.

Section 2: Payee Details

Are you the payee	Yes		No	
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If no please provide payee details.	Title		Initials		Surname	
	Company name					
	Company point of contact					
	Company VAT registration number					
	Company number (if applicable)					
	Address					

Section 3: Installation Details

Technology Installed (example Solar PV, Wind, etc)				
Total Installed Capacity (kW) For an explanation please refer to Section 3 of the guidance document				
Declared Net Capacity (kW) For an explanation please refer to Section 3 of the guidance document				
Is your whole system brand new? For an explanation please refer to Section 3 of the guidance document	Yes		No	
Have you received a grant for your installation? For an explanation please refer to Section 3 of the guidance document	Yes		No	
Is your property a New Build? For an explanation please refer to Section 3 of the guidance document	Yes		No	
Do you have any other renewable installations apart from the above at the same address?	Yes		No	
If Yes – please provide technology type, declared net capacity and the total installed capacity.				

Section 4: Energy Performance Certificate (EPC) – Please sign the declarations on pages 4 – 6.

Does the Installation address have a valid Energy Performance Certificate at a grade D or above (dated within the last 10 years)?	Yes		No	
If yes, please supply a copy of the certificate. If no, you will receive a tariff rate of 9p/kWh for the duration of your contract.				

Section 5: Meter Details

Generation Meter Details		Export Meter Details (If applicable)	
Generation meter reading & Date ensure the reading is taken today		Do you have an Import/Export meter installed by an Electricity Supplier? (yes/no)	
Generation meter serial number		Export meter reading & Date ensure the reading is taken today	
Generation meter make		Export meter serial number	
Generation meter model		Export meter make	
Inverter Manufacturer & Type		Export meter model	
Export MPAN (Meter Point Administration Number) This can be obtained from the supplier that installed the export meter			

If your system capacity is 30kW or below and you do not have an export meter, export will be paid at a deemed percentage of the total generation. This is set at 50% for all technologies except for Hydro, which is set at 75%.

<p>Please use this box to provide any additional information we have requested in the guidance document.</p>	
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<p>Have you read and understood the Terms & Conditions attached. (Please circle)</p>	Yes		No	
<p>Have you completed and signed the Energy Efficiency and Multi-installation Declarations? (See Pages 4-6)</p>	Yes		No	
<p>Customer Signature</p>				
<p>Date</p>				

How did you hear about us (please circle)? 1) Friend/Family 2) Your installer 3) Our website 4) Other (please specify)

Please note that you will be registered and paid from your Eligibility Date.

The Eligibility Date is the latter of:

- A)** The first time we receive written request from you advising us that you want us to be your FIT provider (This can be your application form, a letter or an email).
- Or
- B)** The commissioning date of your system.

You will only be eligible to receive FIT payments from the commissioning date if you have provided a written request before this date.

Feed-in Tariff (FIT) solar PV declarations (new installations and extensions)

All applications for accreditation of new solar PV installations (including extensions to existing installations), with an eligibility date on or after 1 April 2012, need to be accompanied by a copy of this document with the relevant section signed and dated. This will then be used by FITs licencees/Ofgem as appropriate to determine whether or not (i) the energy efficiency requirement applies and, if so, has been met; and (ii) the multi-installation tariff rates should apply.

If your application is for a new PV installation with an eligibility date on or after 1 April 2012, you must sign two of the enclosed declarations; one declaration from the energy efficiency section and one declaration from the multi-installation section.

Tick one of the boxes in relation to the energy efficiency declarations **and** one of the boxes in relation to the multi installation declarations. Then go on to sign the two relevant declarations.

However, if your application is for an extension to an existing PV installation, you must sign one declaration from the energy efficiency section only. Tick one of the boxes in relation to the energy efficiency declarations then go on to sign the relevant declaration.

Please read the following information to understand which of the declarations are relevant to you.

Energy Efficiency declaration

Tick **one** of the following boxes in relation to the energy efficiency requirement and sign the relevant declaration overleaf:

- The energy efficiency requirement does apply and an Energy Performance Certificate (EPC) rating of level D or above *has* been achieved (complete declaration '1')
- The energy efficiency requirement does not apply because my installation is not attached or wired to provide electricity to a 'relevant building'¹ (complete declaration '2')
- The energy efficiency requirement does apply and an EPC rating of level D or above *has not* been achieved (complete declaration '3')

Multi-installation declaration

Tick **one** of the following boxes in relation to the multi-installation requirement and sign the relevant declaration overleaf:

- The 'FIT generator'² or 'nominated recipient'³ owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration '4')
- Neither the FIT generator or nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration '5')

¹ "relevant building" means a roofed construction having walls, for which energy is used to condition the indoor climate, other than such a building for which an energy performance certificate cannot be issued; and a reference to a relevant building includes a reference to part of such a building which has been designed or altered to be used separately;

² "FIT generator" means the Owner, identified as such in the CFR, of an Eligible Installation used or intended to be used for Small-scale Low-carbon Generation, whether or not that person is also operating or intending to operate the Eligible Installation

³ "nominated recipient" means a person appointed by a FIT Generator to receive FIT Payments in respect of an accredited FIT Installation owned by that FIT Generator

Energy Efficiency Declarations

Please sign one declaration only from declarations 1-3

Declaration 1

I _____ certify in respect of this application for accreditation that all of the following are applicable:

- a. the eligible PV installation is attached to or wired to provide electricity to one or more relevant buildings¹;
- b. a valid energy performance certificate is enclosed in respect of the building (or one of the buildings) to which the PV installation is attached or wired to provide electricity;
- c. the enclosed energy performance certificate is the most recently issued energy performance certificate in respect of that building;
- d. the enclosed energy performance certificate certifies that the relevant building to which it relates has been assessed as being within bands A-D;

(‘e’ and ‘f’ relevant if energy performance certificate issued in England and Wales only: if energy performance certificate issued in Scotland ignore ‘e’ and ‘f’ below and sign the declaration)

e.

(i) I am an owner or tenant of the relevant building to which the enclosed energy performance certificate relates; or

(ii) I certify that I am not a person mentioned in (i) but such a person has co-signed this document;

f. I: or (where this declaration is co-signed by another person, that person) consent to the disclosure of the enclosed energy performance certificate and / or the information contained within it to one or more FIT Licensees, the Gas and Electricity Markets Authority (Ofgem) and ministerial departments of the government and devolved administrations for retention and use by them for all purposes connected with administering, auditing, reporting on and performing statistical analysis on the Feed-in Tariff scheme for the duration of that scheme.

Signed _____

Counter signed _____
(if e (ii) applies)

Dated _____

Declaration 2

I _____ certify in respect of this application for accreditation that the eligible PV installation is not attached or wired to provide electricity to any ‘relevant building’¹.

I have enclosed evidence supporting this declaration that the eligible PV installation is not attached or wired to provide electricity to any ‘relevant building’.

Signed _____

Dated _____

Declaration 3

I _____ certify that declarations 1 and 2 above do not relate to my eligible solar PV installation. An EPC level D or above *is required AND has not* been achieved.

I understand that this means I will receive the lower FIT generation tariff.

Signed _____

Dated _____

Multi-installation declarations

Please sign one declaration only from declarations 4-5, unless your application is for the accreditation of an extension to an existing PV installation in which case you do not need to sign either of these declarations.

Declaration 4

I _____ ('the FIT Generator') (and⁴ I _____ ('the Nominated Recipient**')) certify in respect of this application for accreditation that either the FIT Generator or the Nominated Recipient (if there is one) are, or have applied to be, the FIT Generator or Nominated Recipient for 25 or more other eligible PV installations located on different Sites.

In this certification, references to the 'FIT Generator' and 'Nominated Recipient' include all persons who are 'connected persons'⁵ in relation to them.

Signed FIT generator: _____

Signed Nominated recipient*: _____

Dated: _____

Please tick the relevant box or boxes to confirm whether the FIT generator and/or the nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations:

- FIT generator
- Nominated recipient*

*where applicable

Declaration 5

I _____ ('the FIT Generator') (and⁶ I _____ ('the Nominated Recipient**')) certify in respect of this application for accreditation that neither the FIT Generator nor the Nominated Recipient (if there is one) are, or have applied to be, the FIT Generator or Nominated Recipient for 25 or more other eligible PV installations located on different Sites.

In this certification, references to the 'FIT Generator' and 'Nominated Recipient' include all persons who are 'connected persons' in relation to them.

Signed FIT generator: _____

Signed Nominated recipient*: _____

Dated: _____

*where applicable

⁴ Only to be completed where there is a nominated recipient

⁵ A 'connected person' in relation to a FIT generator or a nominated recipient, means any person connected to that person within the meaning of section 1122 of the Corporation Tax Act 2010.

⁶ Only to be completed where there is a nominated recipient

Application Form Guidance Document

Section 1: Generator Details

The generator must be the person that owns/purchased the system and must be named on the proof of ownership. Proof of ownership must display the installation address and show that the system has been paid for in full.

Please note: we can only register the installation in one person's name under the Feed-In Tariff (FIT) scheme, therefore please only provide one person's name on the application form.

If you are registering under a company name, please provide:

1. An individuals name as a point of contact
2. The full company name
3. Company VAT registration number (if you are VAT registered)
4. The company number

The above are mandatory requirements to enable us to register you for the scheme.

Installation address

This is the address in which the renewable installation has been installed.

Correspondence address

This relates to the address that the generator resides (if different to the installation address). If a correspondence address is provided, all correspondence relating to the FIT scheme will be sent to this address.

Supply Details

Please advise if you are on supply with SSE (Scottish and Southern Energy). Scottish Hydro Electric, Swalec, Southern Electric and Atlantic Electric and Gas are all trading names of the SSE Group, which SSE Energy Supply limited is a member.

If you are **not** on supply with SSE, please provide a copy of one of the following documents as proof of Identity. The document must be dated within the last 3 months, relate to the installation address and be in the name of generator.

- **A utility bill (gas, electricity, water)**
- **Phone bill**
- **Bank statement**
- **Credit Card Statement**

If you cannot provide one of the above documents please contact us.

Section 2: Payee Details

This section relates to the person who will be receiving the FIT payments. If you are nominating a company to receive the payments, we will require the following details:

- a) The full company name
- b) The company number
- c) An individuals name as a point of contact

Section 3: Installation Details

Please provide us with the details of your installation which includes:

1. **The Technology Type** – This can be found on your MCS certificate
2. **Total Installed Capacity** – This is the number of panels multiplied by the individual wattage of the panels. For example: 10 panels at 210 watts would give a total installed capacity of **2.10kW**.
3. **Declared Net Capacity** – This can be found on your MCS certificate. Please ensure this is displayed on your MCS certificate in kW. If it is displayed in watts (2100w) you will need to contact your installer to amend this to kW (2.10kW). A copy of this amended certificate will need to be provided to us.

If you have used equipment from a previous installation or have purchased second hand parts, please specify what equipment this applies to. You will need to confirm if any of the equipment has previously been registered under the **ROC** (Renewable Obligations Certificate) scheme or the **FIT** scheme. **Please provide the details in the additional information section on the application form.**

A new build property is defined as a building that was not occupied before the technology was installed.

A renewable installation is defined as any technology that is eligible for payment under the FIT Scheme.

If you have received a grant to cover all or part of your installation, you will need to provide us with a signed De Minimus Declaration confirming that you are eligible for the FIT. A copy of this declaration can be found at the following address:-

<http://www.ofgem.gov.uk/Sustainability/Environment/fits/Grants/Pages/Grants.aspx>

Section 4: Energy Performance Certificate (EPC)

All new Solar PV Installations and PV extensions with an Eligibility Date on or after the 1st April 2012, require an EPC Grade of D or above, to receive the higher FIT tariff. **The EPC rating must be applicable on the date of eligibility.** FIT Generators who can not demonstrate that they meet the energy efficiency requirement (detailed above), will be eligible for a tariff of 9p/kWh, for the duration of the tariff lifetime.

All applications for accreditation of new solar PV installations (including extensions to existing installations), with an eligibility date on or after 1 April 2012, need to be accompanied by a copy the declarations provided on **pages 4 – 6 of your application form.**

The declarations you are required to complete are shown below.

Energy Efficiency declaration - Please ensure you tick one of the boxes in relation to the energy efficiency requirement on **page 4** and sign the relevant declaration on **page 5.**

Multi-installation declaration - Please ensure you tick one of the boxes in relation to the multi-installation requirement on **page 4** and sign the relevant declaration on **page 6.**

If you believe that your installation is not subject to the energy efficiency requirement, you must provide evidence of this, which can be a letter from an EPC assessor detailing the reasons.

A copy of your valid EPC (Grade D or above), dated within the last 10 years, along with the completed Energy Efficiency and Multi-installation Declarations will need to be supplied with your application.

Section 5: Meter Details

A generation meter is fitted as part of your system and records the total amount of electricity generated by your system; it is not the inverter or your standard electricity meter that you are billed for. The meter reading must be taken from **the generation meter on the day** you complete your application form.

We are only required to install an export meter for systems above 30kW. An export meter would record any excess electricity that is generated but not used and must be installed by an electricity supplier. The meter reading must be taken from **the export meter on the day** you complete your application form.

If you have an export meter that was installed by anyone other than an electricity supplier, we will be unable to use this meter for the FIT scheme. For example, if you have had an export meter fitted by the installer of your system this would not be accepted.

Please note that you will be registered and paid from your Eligibility Date.

The Eligibility Date is the latter of:

A) The first time we receive written request from you advising us that you want us to be your FIT provider (This can be your application form, a letter or an email).

Or

B) The commissioning date of your system.

You will only be eligible to receive FIT payments from the commissioning date if you have provided a written request before this date.