

FEED IN TARIFF APPLICATION FORM

You may not be eligible to register with us for the FIT scheme if you are not an SSE electricity customer. Please check your eligibility to join the Feed in Tariff (FIT) by visiting our website www.sse.co.uk/BeingGreen/FeedInTariff.

If you have or will be registering Multiple installations or you wish to register an installation above 30kW, please call us on 08450 76 76 34 and request to speak to the Multi-site team.

Please complete this form in **CAPITAL** Letters and **tick/circle** the options relevant to you. You must complete each section unless otherwise stated.

IMPORTANT INFORMATION: Your eligibility date will **ALWAYS** be the date that we receive your fully completed application form (a fully completed application form must include the supporting documents detailed in section 9). Your eligibility date will determine the tariff rate you receive under the FIT scheme. We will contact you to obtain your generation start meter reading within 2 working days of receiving your fully completed application form; payments will be paid from this reading. For applications received via email, if you provide a generation meter reading on the same date we receive the email we will use this as your start generation meter reading.

Please return your fully completed application form via post to **FIT Bureau, SSE, Eastern Business Park, Wern Fawr Lane, St Mellons, Cardiff, CF3 5EA** or by email to microgeneration@sse.com (in the subject field of your email please put FIT APP and include your name and postcode). **Any incomplete applications will be returned to you and you will be asked to re-apply, this will affect your eligibility date.**

If you need any help, please visit our website - www.sse.co.uk/BeingGreen/FeedInTariff or contact us on **08450 76 76 34**.

Section 1 - Generator Contact Details: (We can only register one person as the FIT Generator). This section asks you to complete information about the person or company applying for the Feed in Tariff scheme. This would generally be the person who owns the generating system (the person named on the invoice) and is entitled to receive the payments (even if the property is occupied by someone else).

| | | | | | |
|----------------------------|-----------------------------|------------------------------|-----------------------------|--|----------------------------|
| Title (please tick) | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Ms <input type="checkbox"/> | Miss <input type="checkbox"/> | Other <input type="text"/> |
| First Name | <input type="text"/> | | | | |
| Surname | <input type="text"/> | | | Telephone Number | <input type="text"/> |
| Address | <input type="text"/> | | | Email Address | <input type="text"/> |
| | <input type="text"/> | | | | |
| | <input type="text"/> | | | | |
| Post Code | <input type="text"/> | | | If you would prefer us to contact you by email, please tick this box | <input type="checkbox"/> |

Please ensure the generator address is registered with the Post Office, if it has not been registered this will cause delays with the installation being added to the Ofgem Central FIT Register.

| | |
|--------------------------------|----------------------|
| Company Name | <input type="text"/> |
| VAT Registration Number | <input type="text"/> |
| Company Number | <input type="text"/> |

Are you the owner of the generating system? (please circle) Yes No If no, please provide details of the owner of the generating system below*

| | | | |
|-------------------|----------------------|---|----------------------|
| First Name | <input type="text"/> | Please note: If the owner of the generating station is different to the generator making this application, we require evidence of the contractual relationship between the generator and the owner of the installation | |
| Surname | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | Telephone Number | <input type="text"/> |
| Post Code | <input type="text"/> | Email Address | <input type="text"/> |

* by providing this information, you confirm that you have their consent to do so.

Section 2 - Site Details: This section is about the location of the generation system, this may differ from the details you have provided in Section 1.

Is the generation system installed at the address provided in section 1? (please circle) Yes No *

Address:

Post Code

*If no, please provide the address it is installed at either as a postal address or as a OS Grid reference. This can be obtained from www.ordancesurvey.co.uk

Ordnance Survey Grid Reference
 (obtained from www.ordancesurvey.co.uk)

Section 3 - Accreditation Details: To join into the FIT scheme, you must comply with one of the following:

If the declared net capacity of your generating system is 50kW or less, you must have had it installed by an MCS (Microgeneration Certification Scheme) accredited installer, using MCS accredited products.

If your generating system has a DNC of over 50kW, is a hydro or an anaerobic digestion plant, it must be ROO-FIT accredited by Ofgem before you submit this application form to us.

MCS Certificate number:

or

ROO-FIT Number: Date of ROO-FIT Accreditation:

Please provide us with a **copy** of your **MCS Certificate** or **ROO-FIT accreditation letter**

Any PV Installations with an eligibility date on or after 1st April 2012 will only be eligible for the higher/middle FIT tariff if a **copy of a valid EPC or an exemption letter** is provided to us, for further information on EPC requirements visit www.sse.co.uk/BeingGreen/FeedInTariff.

EPC Certificate Number:

Date of Certificate:

Please provide us with a **copy** of your EPC certificate

Section 4 - Generation Information: This section is about the generating system.

Type of technology :(please circle) PV Wind Hydro Micro CHP(less than 2kW) Anaerobic Digestion

PV ONLY, please confirm if your installation is: (please circle) Retro Fit New build Standalone

What type of building is the generating system attached to? (please circle)

Domestic Commercial Community Energy School

If you have selected Community Energy or School please provide us with a **copy** of your pre-registration letter.

The information below (TIC and DNC) can be found on your MCS certificate.

Total Installed Capacity (kW) Declared Net Capacity (kW)

If TIC is above 30kW please confirm if you wish to register for: Opt in for the guaranteed export rate * Opt out (negotiate your export rate with another supplier, as we do not negotiate export rates) No export (Payments will be for generation only)

*For further information please refer to the export section of our Terms and Conditions

Section 5 - Meter Information: This section relates to the meters you have installed at the installation address. If your system has a TIC of 30kW or below and you do not have an export meter, we will estimate that 50% (75% hydro systems) of the electricity you generate will be exported.

Generation meter make:

Generation meter model:

Generation meter serial number:

Location of generation meter:

Generation meter reading: Date reading taken:

Do you have an export meter that has been Yes* No
installed by a utility supplier? (please circle)

*If yes, please provide your 13 digit export meter MPAN, if you do not have your export MPAN, please contact the company who installed the export meter:

Export Meter Reading: Date reading taken:
(Please ensure you read your meter on the day you sign, date and return this form).

Section 6 - Supply Information: To be eligible to join up to the FIT Scheme, you must be an SSE electricity customer, or a customer of a supplier who does not offer Feed in Tariffs, if your supplier does not offer the Feed-In Tariff we will require proof of identity that relates to the installation address. Visit www.sse.co.uk/BeingGreen/FeedInTariff for examples of supporting documents. To find out if your supplier offers feed in tariffs please refer to www.ofgem.gov.uk

Is the building your generating system is connected to: (please circle) Grid Connected *Off Grid

*If you are off grid, by signing this form you are declaring that it is your intention to use any and all electricity generated by your system and that you fully understand that any electricity generated but not used will not be eligible for any FIT payment.

Is the building your generating system is connected to on supply with SSE for electricity? (please circle) Yes* No*

*If yes, please confirm electricity account number:

* If no, please confirm the name of your current supplier:

Please note: If your electricity is on supply with a mandatory FIT licensee, you will need to apply for the FIT scheme via your current supplier. If you are **not** an SSE electricity customer and your electricity is supplied by a non-mandatory FIT licensee, we will require proof of address and identity. Visit www.sse.co.uk/BeingGreen/FeedInTariff for examples of supporting documents.

Supply MPAN - this is 13 digits and can be found on your electricity bill: S

Import meter make:

Import meter model:

Import meter serial number:

Import meter reading: Date reading taken:

Location of Import meter:

IMPORTANT: Please ensure that you provide the Import Meter details above if applicable as some import meters are not compatible with renewable installations. We will contact you if your meter is not compatible.

Since your FIT installation has been installed, does your supply meter run backwards? Yes* No

*If yes, please contact us as soon as possible on 08450 76 76 34.

Section 7 - Payment information: This section is about who the FIT payments should be made to and where they should be made. If you enter another nominated recipient, all payments will be made to them until you provide us with written authorisation to change to another party.

Please note: Payments will only be made on receipt of meter reads within our timescales. Visit www.sse.co.uk/BeingGreen/FeedInTariff for details.

Will payments be made to the generator in Section 1? (please circle) Yes No If no please provide details of the nominated recipient below*

First Name

Surname

Address

Post Code

Telephone Number

Email Address

*By providing this information, you confirm that you have their consent to do so

Is the nominated recipient VAT registered? (please circle) Yes* No

*If yes, please complete the details below

Company Name

VAT Registration Number

How would you like to receive your payment?(please circle) Credited directly to your bank account Cheque

Please note: Bank account details must relate to the nominated recipient

Account Holders Name:

Bank account number:

Sort Code:

Section 8 - Grant Information: Having a grant can prevent you from receiving FITs, **please call us to discuss**, as eligibility to join up to the FIT Scheme may depend upon what grants you have received.

Have you received a grant for your installation? Yes* No

*If Yes, date the grant was received:

Grant provider:

Please visit www.ofgem.gov.uk/Sustainability/Environment/fits/Grants for eligibility criteria relating to grants.

Section 9 - Checklist

Please complete the checklist below to ensure you have provided all the relevant information we require to register you for the FIT scheme.

- A completed application form (Where all relevant sections are completed)
- A copy of your accreditation certificate (MCS or ROO-FIT Accreditation)
- Proof of purchase for each installation - an invoice or receipt of purchase (which must be in the name of the FIT Generator) confirming ownership of the installation and that it has been paid in full.
- Proof of Address (this can be a utility bill or bank statement dated within the last 3 months which connects you with the address of the installation. If you are supplied by us for your Electricity or Gas you do not need to provide this document. If you are acting as the FIT Generator on behalf of a company, please provide us with confirmation on company headed paper.)
- Proof of identity - if you are on supply with a non-mandatory FIT Licensee please provide a photocopy of either your passport, driving licence or equivalent identification document (fire arms licence/national identity card).
- I have read the Terms and Conditions

For customers registering Solar PV installations please ensure you also provide and complete the following:

• An EPC or an exemption letter (This needs to show that the property where the installation has been commissioned has achieved the Energy Efficiency requirements; the EPC must be valid within the last 10 years. Providing the multi-installation tariff does not apply the higher FIT generation tariff will apply.)

• For Solar PV a completed and signed Energy Efficiency Declaration - only select one declaration 1, 2, 3 or 4

• For Solar PV a completed and signed Multi-installation Declaration - only select one declaration 5 or 6

****Please note** If the installation is part of a Rent-A-Roof Scheme you will need to provide us with a copy of the rental agreement.**

If you require help on completing your application form please visit our website www.sse.co.uk/BeingGreen/FeedInTariff or call us on 0845 0767634.

IMPORTANT INFORMATION: Failure to provide a fully completed application form and supporting documents will result in your paperwork being returned and you will be asked to re-apply. This will affect your eligibility date.

Section 10 - Declaration

Please note: You must **not sign and send this form to us** until you have the equipment installed and commissioned. For example, if installing solar panels, these panels must already be in their final permanent position and have been connected to the electricity supply by an MCS accredited installer and the meter must be fitted and operational. Audit checks are in place to monitor for the scheme misuse and you may be prosecuted if fraudulent activity is found to have taken place.

By signing this form you hereby **acknowledge and agree** that:

You have the authority to do so and that all the information provided on this form is complete and accurate.

The nominated recipient for the FIT payments set out in this form has the authority to receive such payments.

The technology installed is eligible for the FIT scheme and you are not receiving ROCs or FIT payments from another energy supplier for this installation.

(If you are off grid, you are declaring the following): I hereby declare that it is my intention to use any and all electricity generated by my system and that I fully understand that any electricity generated but not used will not be eligible for any FIT payment.

Where I have provided personal details about a third party, I have the authority to do so.

Generator Signature: _____

Name (please print): _____

Today's date: _____

Feed-in Tariff (FIT) solar PV declarations (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 FIT Licensees/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 solar 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.

Declarations

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 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)
- The energy efficiency requirement does apply and an Energy Performance Certificate (EPC) rating of level G or above has been achieved (complete declaration 4) **Community energy and school installations ONLY**

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 5)
- Neither the FIT Generator or nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration 6)

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 in relation to an Accredited FIT Installation, the person identified as the Owner in the Central FIT Register; and in relation to any other Eligible Installation, the Owner, 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 and recorded as such on the Central FIT Register;

Energy Efficiency Declarations

Sign one declaration only from declarations 1-4)

Declaration 1

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

- a. the eligible PV installation is wired to provide electricity to one or more relevant buildings;
- b. a valid energy performance certificate is enclosed in respect of the building (or one of the buildings) to which the PV installation is 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 level D or above;

Signed _____

Dated _____

Declaration 2

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

I have enclosed evidence supporting this declaration that the eligible PV installation is not 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 _____

Declaration 4

I _____ certify in respect of this application for accreditation of a community energy/school installation⁴ on behalf of (name of community organisation or education provider) _____ that all of the following are applicable:

a. the eligible PV community energy/school installation is wired to provide electricity to one or more relevant buildings¹ at the address below;

Address of the building to which the installation is wired: _____

b. a valid energy performance certificate is enclosed in respect of the building (or one of the buildings, which is not a dwelling) to which the PV installation is 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 level G or above;

Signed _____

Dated _____

⁴ As defined in the FIT Order

Multi-installation Declarations

(Sign one declaration only from declarations 5-6, 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 5

I _____ (“the FIT Generator”) (and⁵ 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”⁶ 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 6

I _____ (“the FIT Generator”) (and⁷ 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

⁵Only to be completed where there is a nominated recipient

⁶A 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.

⁷Only to be completed where there is a nominated recipient

