

Feed in Tariffs (FIT) Generator Application Form

First Utility accepts no liability for the accuracy of this form

First Utility is part of the Feed in Tariff scheme and supports our own electricity customers. If your current electricity supplier is British Gas, E.ON, EDF Energy, Npower, Scottish Power, SSE, Utility Warehouse or OVO Energy, please contact them directly to become part of the scheme, or go to the Ofgem website, www.ofgem.gov.uk for the full list of suppliers which participate in the scheme.

Your eligibility for the scheme will start on the day we receive your completed Generator Application Form and MCS certificate. We will ask for a meter reading on this day, this will be your starting reading into the scheme. Please keep a daily record of your generation meter readings as this will help in obtaining a valid start reading.

When we have all your documents, we'll register your installation with the Central Feed in Tariffs Register administered by the energy regulator Ofgem. They will then confirm that the installation is registered and we'll send you a FIT Statement of Terms for you to complete and send back to us.

If you need any help completing the following form, please contact us on the information below. Our opening times are Monday to Friday 8am to 5pm.

Email: Feedintariffs@first-utility.com

Phone number: 01926 328006

Postal address: First Utility, FIT Team, Point 3 Opus 40 Business Park, Haywood Road, Warwick CV34 5AH.

The completed form and documents will need to be sent either by post or email to First Utility. We are happy to receive this paperwork via email as long as there is a physical signature on the application; if the signature is electronic the application will be rejected. If the documents are posted we recommend you send the documents by registered post to make sure we receive it.

We need copies of the following in order to complete your registration:

- A fully completed and signed Generator Application Form (**complete pages 2 to 8**)
- MCS Certificate (or ROO-FIT Accreditation)
- The signed declarations for Solar Photovoltaic only (**on pages 9 to 12**)
- Proof of ownership of technology (copy of a paid invoice in your name from the installer, for a new build property we will require a letter from the builder confirming ownership of the solar panels)
- Energy Performance Certificate (for Solar Photovoltaic only)
- Photo of your generation meter
- *Proof of identity (photocopy of passport, driving licence or equivalent)
- *Proof of address (recent utility bill, bank statement, council tax bill or equivalent)

***If you are already the named First Utility account holder we will not require proof of identity or address.**

For office use only

Eligibility Date:

Generator name _____

Generation read _____

Read date _____

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Generator details

The Generator is the person who owns the technology i.e. the solar panels. If this is different from the named First Utility account holder please provide proof of identity and address.

Please complete the following information including your email address, we will use this address to correspond with you:

Title: Mr Mrs Miss Ms Dr

First name: _____

Last name: _____

Daytime telephone number: _____

Email address: _____

Address: _____

Town: _____

County: _____

Postcode: _____

(Please ensure your address has been registered with Royal Mail)

Site address details

If this address is different to the Generator address, please fill out the site address of where the technology has been installed:

Address: _____

Town: _____

County: _____

Postcode: _____

If the site address does not have a Royal Mail address please add the Ordnance Survey ref:

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Are you a First Utility energy customer?

Yes Please provide your account number: _____

No Please state your current energy supplier: _____

Electricity meter details (if not with First Utility)?

Make: _____ **Model:** _____

Do you own the property where the technology is being installed?

Yes

No

Are you an existing Generator?

Yes Please provide your Generator reference. **GEN** _____

No

Is this application an extension to a existing installation

Yes Please provide the original FIT reference. **FIT** _____

No

Please state if the Generator is:

Domestic

Non Domestic Please complete details below

Company name: _____

VAT registration number: _____

Company number: _____

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Information about your installation

What type of technology has been installed? Please tick one of the following:

- Anaerobic Digestion
- Hydro
- Micro-CHP (below 2kW)
- Solar Photovoltaic (PV)
- Wind

ROO-FIT

If your generation station is over 50kW (and all anaerobic digestion plants) it must be ROO-FIT accredited by Ofgem.

ROO-FIT number: _____

Date of ROO-FIT Accreditation _____

Solar Photovoltaic have they been installed as part of:

- New building
- Retrofit (on an existing property)
- Stand alone (not attached to a building i.e. located in a field)

Please tick one of the following, the **installation** type is:

- Commercial
- Domestic
- Industrial
- Community

Is the installation:

- Off Grid**

Does not receive an electricity supply from the National Grid and is unable to export back to the grid

- Grid connected**

Receives an electricity supply from the national grid and can export energy back to the grid.

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Grants: please tick one of the following:

- I have **not** received a grant towards this FIT installation.
 I have received a grant towards this FIT installation.

Certificate Details

What is your Energy Performance Certificate number

(EPC):- ____/____/____/____

(Please include the latest copy of your EPC with this application)

MCS Installer Certificate number:

MCS _____

Commissioning date on MCS Certificate:

____/____/____

Declared Net Capacity on MCS Certificate (kW):

_____ kW

Estimated Annual Generation on MCS Certificate (kWh):

_____ kWh

Supply MPAN on MCS Certificate:

(Please include the latest copy of your MCS certificate with this application)

Number of Photovoltaic panels fitted: _____

Individual panel wattage: _____

Total installed capacity: _____ kW

(For example 10 panels at 200 watts would give a total of 2.00 kW)

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Metering

Generation meter

The Generation meter is the meter that records all electricity that your system is generating. The Generation meter will have been fitted by the company who installed your technology.

Generation meter manufacturer and model: _____

Generation meter serial number: _____

(This can be found on your MCS certificate.)

Generation meter location (for example in hallway): _____

Please provide a photo of your Generation meter as this helps to ensure that there are no issues relating to how many digits we are expecting on the readings.

Export meter

This is a separate meter from your generation meter and also your electricity meter. The export meter measures how much electricity you are supplying back to the Grid.

If you do not have an export meter, in line with Ofgem's regulations we will estimate that 50% (75% for hydro systems) of the electricity you are generating will be exported back to the grid.

Do you have an export meter? Yes No

If yes, export meter MPAN: _____

If you 'opt in' to the guaranteed export price, this price will be guaranteed for the duration of your eligibility to partake in the Feed in Tariff, subject to RRI.

AMR (Automatic Meter Reading)

Is the Generation meter an AMR meter? An AMR meter is where the half hourly data is collected by a third party, verified and any anomalies are investigated.

For the AMR a physical two-year biennial reading will not be required, we will expect to receive the raw data from the AMR meter to be submitted to First Utility or to our third party agent when required.

Please indicate if the Generation meter installed is an AMR meter. AMR is generally used by larger Generators that have a number of generation meters to read.

Yes

N/A

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Payments

On a quarterly basis you will receive a payment based on the valid generation read that you provide. The payment will be sent by BACS to the account that you give below.

(If your money is being paid into a building society the roll number must be supplied, for onward submission to Bacs, the roll number has to appear in the reference field in the Bacs file this can be alpha-numeric and up to 18 characters. Please contact your building society if you are unsure whether your account has a roll number.)

Name of account holder: _____

Bank/Building society name: _____

Building society roll number: _____

Account number:

Sort code:

Nominated recipient

If you would like a third party to receive the FIT payment you can nominate someone else:

Full Name of Nominated Recipient: _____

Address of Nominated Recipient: _____

Name of account holder: _____

Bank/building society name: _____

Building society roll number: _____

Account number:

Sort code:

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The Generator Application Form

****You must sign below****

I/We confirm that the Declared Net Capacity and Total Installed Capacity values declared are the total for this technology installed on this site.

I/We confirm that I/We have not received any grant or grants that do not fall within the definition of a Permitted Grant, as defined under article 8(5) of the Feed-In Tariffs (Specified Maximum Capacity and Functions) Order 2010 ("the Order").

I/We confirm that all the information contained in this schedule is correct.

By signing below you are confirming that you have installed a FITs eligible technology. You must not sign this form and send it until you have had the equipment installed and commissioned. For example, if you are installing solar PV, the panels must already be in their final, permanent position, have been connected to the electricity supply by an MCS or equivalent registered installer and the meter must be fitted and operational. Audit checks are in place to monitor for scheme misuse and you may be prosecuted if fraudulent activity is found to have taken place.

Signature: _____

***physical signature required**

Printed name: _____

Date: __ __ / __ __ / __ __ __ __

Declarations for Solar PV

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Declarations

If your technology is solar photovoltaic please ensure that you have completed the relevant declarations below.

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

- Declaration 1 to 4, we require you to sign one of these declarations **AND**
- Declaration 5 or 6, we require you to sign one of these declarations.

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 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 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' on page 10).

The energy efficiency requirement does not apply because my installation is not attached or wired to provide electricity to a 'relevant building' (complete declaration '2' on page 10).

The energy efficiency requirement does apply and an EPC rating of level D or above *has not* been achieved (complete declaration '3' on page 11).

The energy efficiency requirement does apply and an Energy Performance Certificate (EPC) rating of level G or above *has* been achieved (complete declaration 4 on page 11). **Community energy and school installations ONLY.**

Declarations for Solar PV

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Energy efficiency declarations (on grid site with EPC level “D” or above)

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 attached to or 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 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.

Signed: _____

***physical signature required**

Date: __/__/____

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'.

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: _____

***physical signature required**

Date: __/__/____

Declarations for Solar PV

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Declaration 3 (EPC level "D" has not been achieved)

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: _____

***physical signature required**

Date __ __ / __ __ / __ __ __ __

Declaration 4

I _____ certify in respect of this application for accreditation of a community energy/school installation⁶¹ 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: _____

***physical signature required**

Date __ __ / __ __ / __ __ __ __

Declarations for Solar PV

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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

Sign if you have more than 25 other properties which receive the feed in tariff.

I _____ ('the FIT Generator') (and 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' in relation to them.

*Signed FIT generator : _____

***physical signature required**

Signed nominated recipient: _____

***physical signature required**

Date: ___/___/_____

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

Declaration 6

Sign if you have less than 25 other properties which receive the feed in tariff.

I _____ ('the FIT Generator') (and 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: _____

***physical signature required**

*Signed nominated recipient _____

***physical signature required**

Date: ___/___/_____