

# Utility Warehouse Feed-In Tariff scheme Application form



# Applying for a Utility Warehouse Feed-In Tariff

## Thank you for your interest in the Utility Warehouse Feed-In Tariff scheme

The Feed-in Tariff (FIT) scheme is a government programme, and FIT generators are expected to be aware of the FIT scheme requirements - please refer to Ofgem's factsheet online at <https://www.ofgem.gov.uk/ofgem-publications/85793/fitfactsheet.pdf>

## Complete the correct form, correctly

Please make sure you apply using the latest version of this FIT application form, which is always available on our website: [www.uwdc.co.uk/fit](http://www.uwdc.co.uk/fit).

You can check if this form is the most recent version by looking at the back cover – there is a version date in the bottom-left corner for easy comparison with the version on our website.

Please only complete and return this form if you own the installation and are applying to receive FIT payments from Utility Warehouse.

We can't process incomplete applications, and they will cause a delay in registration.

For help completing this form, a list of FAQs and a typical timeline for applications, please refer to our leaflet available at [www.uwdc.co.uk/fit](http://www.uwdc.co.uk/fit).

## Returning this application

If possible, please return a scanned copy of this application form and all supporting documents by email to [feedintariffs@utilitywarehouse.co.uk](mailto:feedintariffs@utilitywarehouse.co.uk). Please note there is an email attachment limit of 20mb on any message you send.

Postal applications take longer to arrive and require additional administration steps, so result in a later start date for your payments.

If you send an application by post, please send by 'Signed For' delivery and keep the proof of delivery until we register your application with Ofgem.

### Supporting documents check list

You must submit clear copies of the following supporting documents for all application types:

- (✓) ☐ MCS Installation Certificate.
- (✓) ☐ Proof of ownership - a full payment receipt/fully paid invoice in your name or a letter from solicitor/property builder specifically stating transfer of installation ownership to you (this should include particulars of parties involved, transfer date and installation address).
- (✓) ☐ EPC (must be submitted if your installation is Solar PV).
- (✓) ☐ Proof of identity such as copy of Passport, Driving Licence, Fire Arms Licence.
- (✓) ☐ Generation meter photo (must clearly show all the meter details such as the serial number and reading).
- (✓) ☐ Export meter photo (if applicable) as per above specification.
- (✓) ☐ Completed Solar PV declarations on page 7-9 (These apply only to Solar PV installations).

# Type of FIT Application

**New application** (✓) ☐

For an installation that is being registered for the first time for FIT payments.

Sections A to J are compulsory. Complete sections K & L if applicable. For Solar PV, applicable declarations on page 7 & 8 must be completed.

**Change of generator** (✓) ☐

For change in ownership of an installation previously registered for FIT payments with Utility Warehouse.

Name of the previous owner: \_\_\_\_\_

Sections A to J are compulsory. Complete sections K & L if applicable. For Solar PV, applicable declaration on page 9 must be completed.

**Switch** (✓) ☐

To transfer FIT payments from another supplier to Utility Warehouse.

FIT I.D. number: FIT \_\_\_\_\_

Name of current FIT provider: \_\_\_\_\_

Sections A to I are compulsory. Complete sections K & L if applicable. Solar PV declarations and other registration info will be requested from your current FIT provider.

**Extension** (✓) ☐

Increasing the capacity of an installation previously registered for FIT payments e.g. adding more solar panels.

Sections A to J are compulsory. Complete sections K & L if applicable. For Solar PV, applicable Energy Efficiency declaration on page 7 must be completed.

Please Note: As per Ofgem guidelines, the Eligibility Date for an extension is based on its commissioning date only. Therefore, only those Solar PV extensions which meet the EPC criteria where EPC certificate date is on or before the commissioning date of extension will be eligible to receive higher tariff.



F – Installation Technology

Wind turbine (✓) ☐ Hydro electric (✓) ☐ Anaerobic digestion (✓) ☐ CHP (✓) ☐ Solar panels (✓) ☐

For solar panels, you must complete the applicable energy efficiency and multi-installation solar PV declarations on pages 7–9. See guidance on page 6 for details.

## G – Installation Site Description

Domestic (✓) ☐ Commercial (✓) ☐ Industrial (✓) ☐ Community Energy (✓) ☐ School (✓) ☐

If not domestic, you must provide the following information:

Company/Organisation name:

[illegible]

Company/Organisation registration number:							
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Tick this box if you require VAT paid on FIT export payments (✓) ☐

[illegible]

Please note: An EPC rating below 'D' will receive a lower generation tariff and will not be eligible for a higher tariff rate should your property improve its efficiency rating once an eligible application is received. You must provide a copy of Ofgem's pre-registration letter if you are claiming a higher tariff under tariff guarantee for Community Energy/School Installation.

## H – Installation Details

[illegible]

Copy of MCS certificate or ROO-FIT accreditation letter/email is included with FIT application: ☒

Declared net capacity:     Total capacity:

## I – Meter Details

[illegible]

Meter location:

Generation meter reading: 

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 Date of the reading: 

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*The generation meter reading must be taken on or after the date we receive an eligible FIT application from you. For email submissions, please complete the above section on the day you are submitting the application. For postal submissions, please leave blank and we will contact you for an up-to-date reading after receiving your form.*

Clear photograph of the generation meter included with FIT application: (✓)

Your electricity supply number:

<b>S</b>				

Since your installation, does your electricity meter turn backwards? (✓) Yes ☐ No ☐

Do you have an export meter? (✓) Yes ☐ No ☐

*This isn't your generation meter or inverter. You must have an export meter installed if your installation capacity is 30kW or more. If unsure, please contact your installer.*

If yes, please enter the following details:

[illegible][illegible]

Meter location:

Export meter reading: 

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      Date of the reading: 

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*The export meter reading must be taken on or after the date we receive an eligible FIT application from you. For email submissions, please complete the above section on the day you are submitting the application. For postal submissions, please leave blank and we will contact you for an up-to-date reading after receiving your form.*

Clear photograph of the export meter included with FIT application (✓) ☐

## J – Export Payment Option – please select one applicable option:

- (✓) ☐ My installed capacity is less than 30kW and I have no export meter, so I wish to have my exports estimated. (Secretary of State determines the percentage of electricity deemed to be exported).
- (✓) ☐ My installed capacity is less than 30kW and I have an export meter that I wish to use to record my exports. (Export payments will be calculated solely on export meter readings provided).
- (✓) ☐ I am going to receive export payments outside FIT scheme as I have a separate negotiated tariff in place. (No export payments will be made as you are selling the electricity in open market via 3rd party).
- (✓) ☐ My installation is Off-Grid so I cannot export. (No export payments will be made).

## K – Payment Details

For solar installations up to 4kW (with EPC rating A-D), we will make FIT payments directly to your Utility Warehouse account (ie. a credit on your bill). Please skip section K.

For any other installations, a quarterly payment by BACS transfer is the only payment method currently available. Please tick the correct box and complete the payment information below.

Non-Solar installation (✓) ☐

Solar installation over 4kW (✓) ☐

Solar Installation with EPC rating E-G (✓) ☐

Solar Installation with No EPC certificate (✓) ☐

VAT on Export payment required (✓) ☐

Extension shares same generation or export meter (✓) ☐

Bank account name

Sort code

Bank account number









## L – Nominated Recipient

Tick the box (✓) if you want your FIT scheme payments to go to a different recipient ☐ (details below)

Title, First name and Last name

Address



Postcode

Sort code

Bank account number









ID proof and address proof of the Nominated Recipient must be included with the application.

For Solar PV, the Nominated Recipient must also sign the applicable declaration on page 8 or 9.

## 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 following 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.

**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 (page 7)

Tick **one** of the following boxes in relation to the energy efficiency requirement and sign the relevant declaration on page 7:

- (✓) ☐ The energy efficiency requirement does apply and an Energy Performance Certificate (EPC) rating of level D or above has been achieved (complete declaration '1'). (If this applies to you, please remember to send your EPC certificate as a supporting document to this application.)
- (✓) ☐ The energy efficiency requirement does not apply because my installation is not attached or wired to provide electricity to a 'relevant building'<sup>1</sup> (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 (page 8)

Tick **one** of the following boxes in relation to the multi-installation requirement and sign the relevant declaration on page 8:

- (✓) ☐ The 'FIT generator'<sup>2</sup> or 'nominated recipient'<sup>3</sup> 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')

<sup>1</sup> "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;

<sup>2</sup> "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

<sup>3</sup> "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

(sign one declaration only from declarations 1-4)

### Declaration 1 (new installations and extensions - energy efficiency)

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

- the eligible PV installation is attached to or wired to provide electricity to one or more relevant buildings;
- 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;
- the enclosed energy performance certificate is the most recently issued energy performance certificate in respect of that building;
- 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)
- I am an owner or tenant of the relevant building to which the enclosed energy performance certificate relates; or
  - I certify that I am not a person mentioned in (i) but such a person has co-signed this document;
- 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 (new installations and extensions - energy efficiency)

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 \_\_\_\_\_ Dated \_\_\_\_\_

### Declaration 3 (new installations and extensions - energy efficiency)

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 installation on behalf of (name of community organisation or education provider) \_\_\_\_\_ that all of the following are applicable:

- the eligible PV community energy/school installation is wired to provide electricity to one or more relevant buildings at the following address (address of the building to which the installation is wired):  
\_\_\_\_\_  
\_\_\_\_\_
- 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;
- the enclosed energy performance certificate is the most recently issued energy performance certificate in respect of that building;
- 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 \_\_\_\_\_



## 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. You should possess one MCS certificate per installation)

### Declaration 5 (new installations and extensions - multi-installations)

I \_\_\_\_\_ ('the FIT Generator')

(and<sup>4</sup> I \_\_\_\_\_ ('the Nominated Recipient'<sup>5</sup>)) 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'<sup>6</sup> in relation to them.

Signed FIT generator: \_\_\_\_\_

Signed Nominated recipient<sup>5</sup>: \_\_\_\_\_

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<sup>2</sup>

### Declaration 6 (new installations and extensions - multi-installations)

I \_\_\_\_\_ ('the FIT Generator')

(and<sup>4</sup> I \_\_\_\_\_ ('the Nominated Recipient'<sup>5</sup>)) 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<sup>5</sup>: \_\_\_\_\_

Dated: \_\_\_\_\_

<sup>4</sup> Only to be completed where there is a nominated recipient

<sup>5</sup> where applicable

<sup>6</sup> 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.

## Solar PV declaration (change to the FIT generator or nominated recipient)

You must sign one of the following declarations where the FIT generator or nominated recipient changes. You should possess one MCS certificate per installation.

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

Tick one of the following boxes then go on to sign the relevant declaration:

- (✓) ☐ The new 'FIT generator'<sup>1</sup> or 'nominated recipient'<sup>2</sup> owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration '1' below)
- (✓) ☐ The new FIT generator and or the new nominated recipient does not own or will not receive FIT payments from 25 or more other eligible solar PV installations (complete declaration '2' below)

<sup>1</sup> "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

<sup>2</sup> "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.

**NOTE: Sign one declaration only**

### Declaration 1 (change to the FIT generator or nominated recipient)

I \_\_\_\_\_ ('the new FIT Generator')

(and<sup>3</sup>/or I \_\_\_\_\_ ('the new Nominated Recipient'<sup>4</sup>))

certify in respect of this notice of change of identity that the new FIT Generator or the new Nominated Recipient (as applicable) is, or has applied to be, the FIT Generator or Nominated Recipient for 25 or more other PV eligible installations located on different Sites.

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

Signed FIT generator: \_\_\_\_\_

Signed Nominated recipient<sup>4</sup>: \_\_\_\_\_ 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<sup>4</sup>

### Declaration 2 (change to the FIT generator or nominated recipient)

I \_\_\_\_\_ ('the new FIT Generator')

(and/or I \_\_\_\_\_ ('the new Nominated Recipient'<sup>4</sup>))

certify in respect of this notice of change of identity that the new FIT Generator or the new Nominated Recipient (as applicable) is not, or has not applied to be, the FIT Generator or Nominated Recipient for 25 or more other PV eligible installations located on different Sites.

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

Signed FIT generator: \_\_\_\_\_

Signed Nominated recipient<sup>4</sup>: \_\_\_\_\_ Dated: \_\_\_\_\_

<sup>3</sup> Only to be completed where there is a nominated recipient

<sup>4</sup> where applicable

<sup>5</sup> 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.

## Declaration and signature

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.

I understand that by completing and signing this form I am authorising Telecom Plus PLC (trading as Utility Warehouse) to take responsibility for the management and payment of my Feed-In Tariff on behalf of Electricity Plus Supply Ltd (registered in England number 5199936. Registered Office: Network HQ, 508 Edgware Road, The Hyde, London NW9 5AB), my licensed electricity supplier and/or Mandated FIT Licensee. I understand that by signing this form I declare that any information I provide is complete and accurate.

Please note: Your 'Eligibility Date' is the date your installation becomes eligible for FITs payments. As per Ofgem guidelines, the Eligibility Date is set as the latter of the date a completed and signed application, including MCS certification or ROO-FIT accreditation details, is received from the owner of such fully paid installation. Incomplete information will delay your Eligibility Date. Where applicable, Solar PV applications without an accompanying EPC certificate of level D or above will receive the lower tariff.

The meter readings you give us must have been taken on (or after) the day we receive an eligible application from you. If we do not receive an eligible application on the same day you signed and returned it (eg. it wasn't sent by email), your meter readings will be ineligible and it will be necessary for you to provide new starting readings, which we will use to open your account. This will delay the date from which we start to calculate your payment. No one receives any FIT scheme payments prior to the starting reading.

By signing the declaration below you are confirming that you have installed a FITs eligible technology and you also confirm the following:

I understand the 'Eligibility Date' criteria mentioned above.

I understand that meter readings must be taken on (or after) the date an eligible application is received.

I declare that I have submitted all of the required supporting documents along with applicable Solar PV declarations.

FIT Generator signature: \_\_\_\_\_

FIT Generator Full Name: \_\_\_\_\_

Dated: \_\_\_\_\_

## **Contact us:**

**0333 777 0 777**

**(Mon-Fri 9am-5:30pm, Sat 9am-4:30pm)**

**or email [feedintariffs@utilitywarehouse.co.uk](mailto:feedintariffs@utilitywarehouse.co.uk)**

Telephone calls may be monitored for security and/or training purposes.

Telecom Plus PLC (trading as Utility Warehouse) will be responsible for the management and payment of your Feed-In Tariff on behalf of Electricity Plus Supply Ltd (registered in England number 5199936. Registered Office: Network HQ, 508 Edgware Road, The Hyde, London NW9 5AB), your licensed electricity supplier and FIT licensee.

## **RETURNING YOUR DOCUMENTS:**

**Please return this application and your supporting documents by email, where possible. Postal applications take longer to arrive and result in a later start date for your payments.**

**If you send an application by post, please opt for 'Signed For' delivery and keep the proof of delivery until we register your application with Ofgem.**

### **EMAIL**

**Scan and send this form and all supporting documents (as separate files) to [feedintariffs@utilitywarehouse.co.uk](mailto:feedintariffs@utilitywarehouse.co.uk)**

### **POST**

**Return this form and all supporting documents to:  
Feed-in Tariff team, Utility Warehouse, Network HQ,  
508 Edgware Road, The Hyde, London NW9 5AB.**