

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 before applying for FITs payments. Please refer to Ofgem’s website; <https://www.ofgem.gov.uk/publications-and-updates/feed-tariffs-factsheet-about-scheme-and-how-apply> and the Energy Saving Trust website; <http://www.energysavingtrust.org.uk/renewable-energy/electricity/solar-panels/feed-tariffs> for information about joining the FIT scheme.

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).

## Supporting documents check list

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

- (✓)  MCS Installation Certificate.
- (✓)  Proof the FITs applicant owns the generation equipment.
- (✓)  EPC (must be submitted if your installation is Solar PV).
- (✓)  Proof of the FITs applicant’s identity.
- (✓)  Proof of FITs applicant’s address (if you do not have a Utility Warehouse account number).
- (✓)  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 5-6 (These apply only to Solar PV installations).

## Type of FIT Application

New application (✓)

For an installation that has never been registered for FITs Payments.

Change of generator (✓)

For a registered FITs installation whose ownership has transferred to another person.

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

Switch (✓)

To transfer FIT payments from another supplier to Utility Warehouse.

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

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

### A – Utility Warehouse Membership details

My Utility Warehouse account number is:

If you do not have a Utility Warehouse account, please confirm one of the following:

- My installation is off grid. (✓)
- My Electricity Supplier does not offer Feed-in Tariffs (✓)

Name of Electricity Supplier:

### B – FIT Applicant's Personal Details (The person who owns the generation equipment)

*Only one person or Company (must be named on Utility Warehouse Account) can be registered as a FIT generator with Ofgem. This person must sign the application form & applicable Solar PV declarations and submit ID proof & installation ownership proof in their name. If applying on behalf of a company, you must submit a letter which authorises you to act as the Generator.*

Title, First name and Last name

Address

Postcode

Mobile no.  Landline no.

Email address

### C – Installation Address

*Complete below if installation address is different than FIT Generator address mentioned above.*

Address

Postcode

If installation is off grid, please enter Ordnance Survey grid reference of the site   
(see [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk))

### D – Grants

I have NOT received any grant for this installation (✓)  I have received a grant for this installation (✓)

*If you have received a grant we will contact you to request details of the grant. You may not be eligible to apply for FIT payments until your grant is fully repaid.*

### E – Installation Type

**Retrofit** – when installed to provide electricity to a previously existing building (up to 4 kW) (✓)

**Newbuild** – when installed to provide electricity to a newly constructed building (up to 4 kW) (✓)

**Standalone** – when not attached to a building and not wired to provide electricity to a building (✓)

**Other** – when capacity of 4kW or more is installed that is not standalone. Also known as standard installations (✓)

### F – Installation Site Description

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

If not domestic, you must provide the following information:

Company/Organisation name:

Company/Organisation registration number:

Tick this box if you require VAT paid on FIT export payments (✓)

Your VAT registration number:

## G – Installation Details

MCS certificate number or ROO-FIT accreditation number:

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

Declared net capacity:  .  Total capacity:  .

### If your installation is Solar PV

Number of individual panels installed:  Wattage of each solar panel:

### Storage devices and/or Batteries

I confirm that I have installed a device which stores the electricity generated by my installation (✓) Yes  No

*If yes please submit the following: 1) A schematic diagram which clearly shows the setup and connections of the storage device to the generating equipment and property; 2) Written confirmation from the Installer as to whether the battery will store electricity from the generating equipment only or will also store electricity from the grid.*

Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

### Notification of Distribution Network Operator (New Installations only)

I confirm my Installer has notified the Distribution Network of the MCS Installation. (✓)

Date of notification: \_\_\_\_\_

## H – Meter Details

### Generation Meter

Generation meter serial number:

Meter location:

Generation meter reading:  Date of the reading:  -  -

*For new installations, the generation meter reading must be taken on or after the date we receive your FIT application form and MCS Installation certificate. If you send your application by post, we will contact you for a current generation meter reading. If you have purchased an installation already registered for FITs, the generation meter reading must be taken on the date you completed the purchase of the installation.*

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

Your electricity supply number: 

S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

### Export Meter

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:

Export meter supply number:

Export meter serial number:

Meter location:

Export meter reading:  Date of the reading:  -  -

*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 (✓)



## Multi-installation declarations

Tick **one** of the following boxes in relation to the multi-installation requirement and sign either declaration 1 or 2 shown below.

The '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')

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

<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

(Sign one declaration only from declarations 1-2. You should possess one MCS certificate per installation)

### Declaration 1

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

(and<sup>3</sup> 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"<sup>4</sup> 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 2

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

(and<sup>5</sup> 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

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

<sup>4</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.

<sup>5</sup> Only to be completed where there is a nominated recipient.

## 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**

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: the 'Eligibility Date' for accredited installations commissioned before January 15, 2016 is the date the installation became eligible for FITs payments. The 'Eligibility Date' for installations commissioned on or after January 15, 2016 is the later of the date a completed FITs application form and MCS Installation Certificate is received or the start of the tariff period that the installation falls into.

Start FITs readings must be taken either:

i) On the eligibility date of a new installation  
OR

ii) On the date the transfer of ownership for an accredited FITs installation has completed.

If a start FITs reading was not taken by the Generator on either the eligibility date of a new installation or on the date the transfer of ownership completed, a reading taken after either date will be used as the start FITs reading.

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

I understand the 'Eligibility Date' criteria mentioned above.

I understand the start meter reading(s) must be taken: i) on (or after) the date an eligible application is received, for a new installation or ii) on (or after) the date ownership of a previously accredited FITs installation was transferred to me.

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)**

**Please note there is an email attachment limit of 20mb on any message you send.**

#### 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.**