

# Feed-in tariffs

## Application Form



### About Feed-in Tariffs

Feed-in Tariffs (FITs) are a buy-back scheme for wind, hydro, anaerobic digestion, solar photovoltaic (PV) and micro CHP generators. FITs are designed to offer greater financial incentives for generating your own renewable energy.

When we receive your application it will be checked and registered onto the FITs central register which is administered by Ofgem.

Ofgem will then confirm to us when the installation has been registered for FITs.

We will then send you a FITs Statement

of Terms which will detail the Terms and Conditions and all the necessary information you will need for the duration of the contract. Please review this and send it back to us.

Once your installation is signed up to FITs we will backdate your payments to the date we received the completed application form. This will become your eligibility date. If you are eligible to apply for the FITs scheme with EDF Energy, please fully complete this form and send to:

### The Green Hub

EDF Energy

Gadeon House

Grenadier Road

Exeter

EX1 3UT

[feedintariffs@edfenergy.com](mailto:feedintariffs@edfenergy.com)

Please ensure you fully complete and sign all forms as we may not be able to process incomplete applications and as a result we will be unable to pay you.

If you have any queries, please contact: The Green HUB on 0800 404 9087\*.

**EDF ENERGY ACCEPTS NO LIABILITY FOR THE ACCURACY OF GENERATORS' APPLICATIONS. PLEASE BE AWARE THAT IF YOU DO NOT PROVIDE US WITH COMPLETE AND ACCURATE INFORMATION THE TERMS THAT YOU HAVE BEEN QUOTED COULD BE IMPACTED AND MAY CHANGE TO YOUR DETRIMENT E.G. THE PAYMENTS THAT YOU RECEIVE MAY BE REDUCED OR YOU MAY RECEIVE A DIFFERENT TARIFF. YOUR FULL RESPONSIBILITIES ARE SET OUT IN OFGEM'S GUIDANCE FOR GENERATORS WHICH CAN BE FOUND AT: [WWW.OFGEM.GOV.UK/SUSTAINABILITY/ENVIRONMENT/FITS/DOCUMENTS1/FIT%20GENERATOR%20GUIDANCE.PDF](http://WWW.OFGEM.GOV.UK/SUSTAINABILITY/ENVIRONMENT/FITS/DOCUMENTS1/FIT%20GENERATOR%20GUIDANCE.PDF)**

## 1. Your details

Title Mr  Mrs  Miss  Ms  Dr

First name \_\_\_\_\_

Last name \_\_\_\_\_

Telephone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

Postcode

**PLEASE ENSURE THIS ADDRESS IS REGISTERED WITH THE POST OFFICE. IF THE ADDRESS HAS NOT BEEN REGISTERED THIS MAY CAUSE DELAYS WITH THE INSTALLATION BEING ADDED TO THE OFGEM CENTRAL FIT REGISTER.**

## 2. Site Address

Include address if different to Section 1: Please ensure this address is registered with the post office. If the address has not been registered, this may cause delays with the installation being added to the OFGEM central FIT register.

Address \_\_\_\_\_

County \_\_\_\_\_ Postcode

[edfenergy.com](http://edfenergy.com)

\*Calls may be monitored and recorded as part of our customer care programme. Calls to '0800' numbers are free from BT landlines. Other network operators may charge for these calls. Lines open Monday to Friday 8.00am-8.00pm or Saturday 8.30am-2.00pm.

# Feed-in tariffs

## Application Form



### 3. Checklist

You will need to supply a photocopy of the following and then tick to confirm you have enclosed the document in your application.

- Proof of Identity
- Proof of Address
- MCS Certificate (or ROO-FIT Accreditation)
- Final paid invoice or a hire purchase agreement for the generation equipment (see section 6 – accreditation details)
- Energy Performance Certificate
- Ofgem declarations (see page 9-13 Energy Efficiency and multi-installation declaration).

Don't forget to include any additional sheets if required.

**IF ANY OF THE ABOVE DOCUMENTS ARE MISSING OR COMPLETED INCORRECTLY, THIS MAY AFFECT THE DATE YOU FORM ELIGIBILITY AND THEREFORE THE TARIFF YOU RECEIVE.**

### 4. Supporting Documents

#### Domestic

Please attach photocopy proof of your address, and personal identity.

NB: The same photocopy document cannot be used to confirm both your identity and address.

Please do not send in original documents

For proof of address please provide one of the following from this list:

- Credit card or Bank/Building Society statement from the last three months
- Current UK driving licence
- Benefits or State pension notification letter confirming the right to benefit
- Local authority tax bill/council tax bill for current year
- Non EDF Energy utility bill

For proof of identity please provide one of the following from this list:

- Current UK driving licence
- Current UK/EEA/EU passport or signed passport with valid UK Visa
- Benefits or State pensions notification letter confirming the right to benefit
- Blue disabled drivers pass
- EU/EEA National Identity Card

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# Feed-in tariffs

## Application Form



### 5. Are you eligible?

To join EDF Energy FITs scheme you must be one of the following: (Please select option)

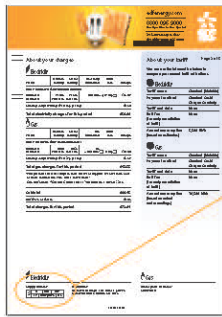
1. **Supplied by EDF Energy**

EDF Energy account number \_\_\_\_\_

Supply MPAN

S

MPAN relates to your standard import meter and can be found on your electricity bill. If you have more than one supply meter, please attach a separate sheet.



or 2. **Supplied by a voluntary FITs licensee**

You are a customer of a voluntary FITs supplier for your electricity supply at the site (this is defined as a supplier that has less than 250,000 domestic customers).

Supply MPAN

S

MPAN relates to your standard import meter and can be found on your electricity bill. If you have more than one supply meter, please attach a separate sheet.

or 3. **Off Grid**

Off grid, relates to a site which does not receive an electricity supply from the National Grid and which is not able to export to a local distribution network.  
Please note you will not be entitled to export payments and you must declare that all electricity generated is used onsite for your own consumption.



# Feed-in tariffs

## Application Form



### 6. About your installation (continued)

#### Accreditation details

If your installation is below 50kW

**MCS Certificate Number** \_\_\_\_\_

If your installation is between 50kW-5MW

**Please state your ROO-FIT Accreditation number** \_\_\_\_\_

Please also attach photocopy of your ROO-FIT Accreditation provided by Ofgem.

Please attach a photocopy of your MCS certificate. If this does not detail your name or company name where appropriate, we need proof that you own the installation. Therefore also attach a photocopy of the final paid invoice or a hire purchase agreement for the generation equipment.

Other installations you own or receive FIT payments for

**Are there any other installations using the same technology at the same site but not included in this application?**

Yes

No

If yes, please provide the following information below for each installation. If more than one please attach a separate sheet.

**Installed capacity of the other installations onsite**

\_\_\_\_\_

**Export Meter Point Administration Number (MPAN, if applicable)**

S				

**Are you a generator with multi-solar Photovoltaic installations?**

Yes

No

What is the total number of solar Photovoltaic installations for which you receive FIT payments?

\_\_\_\_\_

What is your Generator ID?  
This is the unique identifier issued by Ofgem to all accredited FIT generators.

\_\_\_\_\_

If you receive FIT payments from more than 25 installations you will be registered as a Multi Site Generator and your tariff rate will be based on the multi-installation tariff rate.

# Feed-in tariffs

## Application Form



### 7. Total Generation Meter

Your generation meter measures the amount of electricity your system generates. If more than one total generation meter connected to the installation, please attach a separate sheet.

Generation meter make  
and model

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Generation meter serial number

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FITs start generation meter reading

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**PLEASE NOTE: For email applications this meter reading must be taken on the date you sign and return this application. For postal applications please leave the reading field blank and we will contact you by telephone or email on or soon after the date that we receive the application. Your Feed in Tariff payments will start from this reading.**

Generation meter location (e.g. Garage)

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Are there other installations  
connected to your total  
generation meter?

Yes  No

If Yes, please state the technology and installed capacity below

Installed capacity (kW)

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### 8. Exported electricity

Installations 30kW or below will not be required to have an export meter, as they will receive a 50% deemed calculation which is based on the generation of the installation. But if your installation is above 30kW and you wish to receive FITs export payments you must have a BSC export meter attached. You can only opt in or out of receiving export payments once a year. If your installation is off grid, you cannot export electricity and therefore this section does not apply to your application.

**Please select one of the following options:**

- I wish to receive an export tariff from EDF Energy.
- I DO NOT wish to receive an export tariff from EDF Energy.

Please complete the following in relation to any export meter which is connected to your installation (even if you have opted out of the export payment). If you have more than one export meter please attach a separate sheet.

Export Meter Point  
Administration Point  
(MPAN)

S				

# Feed-in tariffs

## Application Form



### 9. Payments

Payments will be made on a quarterly basis by BACS direct to your bank account.

Name of account holder \_\_\_\_\_

Bank/Building Society Name \_\_\_\_\_

Bank/Building Society Address \_\_\_\_\_

Post code

Sort code --

Account number

Building Society Roll Number (if applicable)  /

#### Nominated recipient

If you would like your FITs payments made to a third party you can nominate someone else to receive them. If this is the case, please indicate below (using the tick box) and we will send you the necessary forms.

I would like my payments made to a third party

### 10. Grants from public funds

I have NOT received a grant from public funds towards this FITs installation

I have received a grant from public funds towards this FITs installation

**The term 'grant from public funds' is defined by the FIT Order as 'a grant made by a public authority or by any person distributing funds on behalf of a public authority'.**

# Feed-in tariffs

## Application Form



### 11. Sign off

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

- All the information provided in this application form is true and accurate, and that you will immediately notify EDF Energy to the extent that any such information is subsequently found to be incorrect,
- Pursuant to the operation of the FITs scheme, generators will need to provide EDF Energy with a declaration from time to time confirming that the details recorded about their installation are current and correct. As such, you acknowledge and agree to provide all necessary assistance and information required for the purposes of providing future declarations,
- You are not receiving ROCs or FITs payments from another energy supplier, with respect to the installation to which this application form relates,
- For off grid installations, you hereby declare that it is your intention to use any and all electricity generated by the FITs installation and that you fully understand that any electricity generated but not used will not be eligible for FITs payments,
- **EDF Energy shall have no responsibility for any delays associated with the processing of the form, including but not limited to, delays associated with its delivery,**
- You have provided EDF Energy with personal data (as that term is defined in the Data Protection Act 1998) in your application, and you hereby consent to EDF Energy using your personal data for the purposes of complying with, and giving effect to all relevant regulation and requirements of the Gas and Electricity Markets Authority in relation to FITs,
- EDF Energy may use information within this application form to check industry systems in accordance with the FITs scheme,
- You are not contracted under a Non-Fossil Fuel Obligation (NFFO) agreement,
- **The initial meter reading taken from the total generation meter has been taken on the date in which this application form is sent by e-mail. If sending by post, we contact you to provide a reading on the day it was received by EDF Energy.**

From time to time EDF Energy Customers plc, and its affiliates, would like to use your data to bring you details of EDF Energy and other carefully selected supplier products and services that may be of interest.

If you are happy for your data to be used to provide you with details of these products and services please tick this box.

By signing the declaration 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**

Please use black ink

**Date**

enter as DD/MM/YYYY

### Completed forms

If you are eligible to apply for EDF Energy's scheme, please fully complete this form and send to:

**The Green Hub**

**EDF Energy**

**Gadeon House, Grenadier Road, Exeter EX1 3UT**

Or email an electronic / scanned version to: [feedintariffs@edfenergy.com](mailto:feedintariffs@edfenergy.com)

**NB: Have you included the relevant photocopies and any additional sheets required. See checklist on Section 2.**

If you have any queries please contact: Green Energy Team on 0800 404 9087\*.

**EDF Energy takes no responsibility for any delays in the generator receiving the application form, the delay in completing the form or EDF Energy receiving the completed application form.**

NB: In circumstances where a FIT Licensee operates a postal and an email application process, from 1st July 2013 ofgem have advised that generation start meter readings have to be taken on the date EDF Energy receives the application form in order to form eligibility on that date. This meter reading is the start reading from which the FIT applicant will be eligible for FIT payments.

[edfenergy.com](http://edfenergy.com)

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# Feed-in tariffs

## Declarations

### 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 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')
- The energy efficiency requirement does not apply because my installation is not wired to provide electricity to a 'relevant building'<sup>49</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

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

- The 'FIT generator'<sup>50</sup> or 'nominated recipient'<sup>51</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>49</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>50</sup> "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

<sup>51</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 and recorded as such on the Central FIT Register

# Feed-in tariffs

## Declarations

### 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:

- the eligible PV installation is 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 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 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'.

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 \_\_\_\_\_

# Feed-in tariffs

## Declarations

### Declaration 4

I \_\_\_\_\_ certify in respect of this application for accreditation of a community energy/school installation<sup>52</sup> 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 buildings<sup>1</sup> at the address below;

Address of the building to which the installation is wired:

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- 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 \_\_\_\_\_

<sup>52</sup> As defined in the FIT Order

# Feed-in tariffs

## Declarations

**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') (and<sup>53</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>54</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 6

I \_\_\_\_\_ ('the FIT Generator') (and<sup>55</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>53</sup> Only to be completed where there is a nominated recipient

<sup>54</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>55</sup> Only to be completed where there is a nominated recipient

# Feed-in tariffs

## Declarations

### Feed-in Tariff (FIT) solar PV declaration – change to the FIT generator or nominated recipient

**You must sign one of the enclosed declarations where the FIT generator or nominated recipient changes.**

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>56</sup> or 'nominated recipient'<sup>57</sup> owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration '1')
- 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')

#### **NOTE: Sign one declaration only**

##### **Declaration 1**

I \_\_\_\_\_ ('the new FIT Generator;') (and<sup>58</sup>/or I \_\_\_\_\_ ('the new Nominated Recipient'\*)) 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>59</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 new FIT Generator') (and<sup>60</sup>/or I \_\_\_\_\_ ('the new Nominated Recipient'\*)) 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>61</sup> in relation to them.

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

Signed Nominated recipient\*: \_\_\_\_\_

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

\*where applicable

<sup>56</sup> "FIT Generator" means (a) in relation to an Accredited FIT Installation, the person identified as the Owner in the Central FIT Register; and (b) in relation to any other Eligible Installation, the Owner, whether or not that person is also operating or intending to operate the Eligible Installation;

<sup>57</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

<sup>59</sup> Only to be completed where there is a nominated recipient

<sup>59</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>60</sup> Only to be completed where there is a nominated recipient