



Feed-in Tariff Sign-up Form

So you're interested in having your Feed-in Tariff with OVO? Great. We can't wait to have you on board. Now we need some information to get the ball rolling.

What you'll need before you start:

Please use this checklist before posting or emailing your application.

- Your microgeneration technology installed in its final position
 - MCS certificate for any solar PV installation
 - Energy Performance Certificate (EPC) for your home - ONLY if your installation is connected to the electricity distribution network
 - Check your address is registered with Royal Mail. If it isn't, you can ask them to add it to their database – this will speed up the registration of your installation on the Ofgem Central FIT Register
-

What you'll need to send us:

Please use this checklist before posting or emailing your application.

- This form (one for each installation), signed and dated in the right places
- Proof of ID (photographic, a copy of your passport or driving licence)
- Proof of address (e.g. utility bill, bank statement or council tax bill dated in the last 3 months). You don't need this if your home is already supplied by OVO Energy
- Proof that you own the installation (a copy of installer's invoice, sale agreement or confirmation letter from the previous owner with your name included)
- Your MCS installer certificate (it's light blue and should have been given to you by your installer)
- Energy Performance Certificate (EPC) for your home, dated within the last 10 years
- An up-to-date meter reading from your generation meter

Got a question?

Just email fits@ovoenergy.com or call **0330 102 7404**. We're available 9am-5pm, Monday to Friday.

What happens next?

Please send your completed application form and supporting documents to **fits@ovoenergy.com**, or post it to us at:

Feed-in Tariff Team

OVO Energy
1 Rivergate
Temple Quay
Bristol
BS1 6ED

We'll review your application, and ask Ofgem to add you to the Central FIT Register. If we need any extra info, we'll be in touch.

Applications can take up to 6 weeks to process. Once registered, we will send you a welcome letter confirming the date your FIT was registered, your tariff rate and how to submit readings for your FIT payments. In addition, you will receive a Statement of Terms agreement included in your welcome letter to sign and return.

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Get more info

For general information on the Feed-in Tariff scheme, visit

www.ovoenergy.com/help/feed-in-tariffs

www.ofgem.gov.uk/environmental-programmes/fit

General information

Who owns the installation?

We'll send all our letters and emails to this person, so please include postal and email address.

Title

First name

Surname

Company name (if there is one)

Company Registration No.

Address

County

Postcode

Email address

Phone No.

OVO account number (if you have one)

Applying on behalf of a company?

You'll need to send us a company authorisation letter on company headed paper, signed by a director. It must confirm that you're responsible for the administration of the Feed-in Tariff and are authorised to sign the contract on behalf of the company.

I've included a company authorisation letter

Where is the installation

Please only fill this in if it's different to the address above.

Address

County

Postcode

OS reference (we only need this if your installation is not connected to the grid)

What is the MPAN?

We need the electricity supply details – the Meter Point Administration Number (MPAN) – for the property linked to the installation. It should be in the top right-hand corner of your electricity bill. If you can't find it, get it touch and we'll do our best to help. Please write your MPAN inside the boxes:

S			

S	01	234	567
	12	345	6789

example

Who should we make FIT payments to?

Your Feed-in Tariff payments will be paid quarterly into a bank account of your choice (this can't be a building society account as we pay by BACS).

Bank name

Account name

Sort Code

Account No.

If the payments are going to someone else (a nominated recipient), we'll also need:

- Their name and address
- A copy of their photographic ID (in addition to yours)
- Them to sign the multi-installation declaration on page 9

Title

First name

Surname

Company name (if there is one)

Company Registration No.

Address

County

Postcode

VAT No. (if applicable)

What is your MCS installer certificate number?

MCS

What is your EPC reference number?

What is your EPC certificate issue date?

If this date is on or after the commissioning date of your solar PV installation (found on your MCS certificate), you will only be eligible for the lower tariff rate - more details can be found at <https://www.ofgem.gov.uk/environmental-programmes/fit/fit-tariff-rates>

Installation Details

What technology is your installation?

- Solar PV
 - Wind Turbine
 - Hydroelectric
 - Anaerobic digestion
 - CHP
-

What type of system do you have?

- Retrofit (added to an existing property)
 - New build (fitted when the property was built)
 - Standalone (not wired to give electricity to a building)
-

Is your installation:

- On grid (connected to the electricity distribution network)
 - Off grid (not connected to the electricity distribution network)
-

What type of property will use the energy from your installation?

- Domestic (Home)
 - Commercial/industrial (e.g. farm or business)
 - Not for profit (e.g. charity or school)
-

Your Distribution Network Operator (DNO) must be informed that your system has been installed. You might want to contact your installer to check this.

- I confirm that my Distribution Network Operator knows about my installation

Grant Details

Did you get a grant for the installation?

- Yes
- No

Is the grant privately or publicly funded?

- Yes
- No
-

Storage or Battery Details

Do you have a battery or other storage system connected to this installation?

- Yes
- No

If you have ticked yes please include a schematic of the installation showing the location of the battery with your application form.

Date the battery was installed

Meter details

Tell us about your generation meter

You'll find the info we need on the front of your meter.

Meter make

Meter model

Meter serial number

Generation meter reading

Date of reading

.....
Sending this form by post?

We'll be in touch when it we receive it to get an up-to-date meter reading.

Sending this form by email?

Please make sure you take the reading on the same day you send it to us - we can't accept any readings prior to the date we receive the application

Tell us about your export meter

If you have an export meter, we'll use the actual export readings you give us to calculate your export payments. If you don't have an export meter then we will estimate your export figure as 50% of your total generation.

Meter make

Meter model

Meter serial number

Export meter reading

Date of reading

Energy efficiency declaration

The legal bits

1. 'Relevant building' means a roofed construction with 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

Once you're happy that you've understood everything above, please tick and sign ONE of the following four options:

- 1. The energy efficiency requirement does apply, and an Energy Performance Certificate (EPC) rating of level D or above has been achieved**

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

- A. The eligible PV installation is wired to provide electricity to one or more relevant buildings
- B. A valid EPC 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 EPC is the most recently issued in respect of that building
- D. The enclosed EPC certifies that the relevant building to which it relates has been assessed as being level D or above

Signed:

Dated:

2. The energy efficiency requirement does apply, and an Energy Performance Certificate (EPC) rating of level D or above 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:

Dated:



3. The energy efficiency requirement does not apply because my installation is not wired to provide electricity to a relevant building

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:

4. The energy efficiency requirement does apply, and an Energy Performance Certificate (EPC) rating of level D or above has not been achieved

This is for community energy and school installations ONLY

I certify in respect of this application for accreditation of a community energy/school installation (as defined in the FIT Order) 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 at the address below
- B. A valid EPC 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 EPC is the most recently issued in respect of that building
- D. The enclosed EPC certifies that the relevant building to which it relates has been assessed as being level G or above

Signed:

Dated:

Multi-installation declaration

The legal bits

1. '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.

2. A 'connected person' in relation to a FIT generator or a nominated recipient, means anyone connected to that person within the meaning of section 1122 of the Corporation Tax Act 2010.

Once you're happy that you've understood everything above, please tick and sign ONE of the following two options:

- 1. The FIT generator or nominated recipient do not own or will not receive FIT payments from 25 or more eligible solar PV installations**

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:

Signed nominated recipient*:

Dated:

* Only fill this in if there's a nominated recipient

2. The 'FIT generator' or 'nominated recipient' own or will receive FIT payments from 25 or more eligible solar PV installations

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.

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

Signed FIT generator:

Signed nominated recipient*:

Dated:

* Only fill this in if there's a nominated recipient

Your Feed-in Tariff Agreement

By signing the declaration below, you're confirming that you've installed FIT-eligible technology. Please don't sign and send this form to us until the equipment is up and running. For example, if you're installing solar PV, the panels must already be in their final, permanent position, be connected to the electricity supply by an MCS (or equivalent) registered installer – and have a working meter fitted.

You'll only be eligible for Feed-in Tariff payments from the date we receive your correctly completed application and all the relevant supporting documents. If you make a mistake on this form or don't include all the documents we need, this will affect your eligibility date – OVO Energy will not be responsible for any difference in tariff, and will not backdate your application.

By signing the declaration below, you're also confirming that you've appointed OVO Energy to act on the FIT and REGO* registers on your behalf, and will sign any required declarations to this effect. You also authorise Ofgem to act on information provided by OVO Energy, and agree that Ofgem is entitled to assume that this information is accurate and reliable.

Your FIT will be audited to make sure you're using it properly. If there is any fraudulent activity, you might be prosecuted.

*REGOs show that the electricity you generate comes from a renewable source.

I confirm that I have read this document in full, that all information provided is correct and that I understand I will need to agree to and sign a Statement of FIT Terms in order to be eligible for generation and export payments. I also confirm I would like OVO Energy (OVO Electricity Ltd) to act as the Feed-in Tariff licensee for this installation until notified otherwise.

Name:

Signature:

Date:

