

Your Feed-in Tariff sign-up form



Great to hear you're interested in us taking care of your Feed-In Tariff (FIT). Now you've got your Microgeneration Certificate Scheme (MCS) Installer Certificate, you're half way there!

(Just so you know, we can only accept applications from existing Ovo customers and your payment start date can only be held from the day we receive your completed application)

Everything we'll need from you...

- This form (one for each installation) signed and dated in all the right places.
- Your MCS Installer Certificate (it's light blue and should've been given to you by your installer).
- Proof of ID (a copy of your passport or driving licence).
- Proof that you own the installation (a copy of installer's invoice or sale agreement).
- If your installation is Solar PV, we'll also need the Energy Performance Certificate (EPC) for your property (if you don't send it, it might affect the level of Feed-in Tariff payments you can get).

If you get stuck along the way, just shout – **FITS@ovoenergy.com**

Please use BLOCK CAPITALS – and make sure all addresses are registered with the Post Office.

1. Who owns the installation?

Please pop in their details (this is who we'll stay in touch with).

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company (if there is one)		Company registration number
<input type="text"/>		<input type="text"/>
Address: (If this address isn't registered with Royal Mail it might delay getting your system registered)		
<input type="text"/>		
Postcode	County	
<input type="text"/>	<input type="text"/>	
Email address	Daytime phone number	
<input type="text"/>	<input type="text"/>	
OVO account number		
<input type="text"/>		

Who should we make FIT payments to?

Normally it'll be the person on the first page (so no need to write their details twice). But if the money should go somewhere else – please give their, or the company's, details here.

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company (if there is one)		Postcode
<input type="text"/>		<input type="text"/>
Address		
<input type="text"/>		
<input type="text"/>		

Where is the installation?

Address: (If this address isn't registered with Royal Mail it might delay getting your system registered)

Postcode

County

OS Reference

<input type="text"/>	<input type="text"/>	<input type="text"/>
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You only need to give us a OS Reference if the installation isn't attached to a Royal Mail registered address

Have you included proof of identity?

I'll send you a copy of my driving licence or passport with this form (please don't send originals).

Yes

☐

Have you included proof of ownership?

To register your installation, you'll need to send us proof that you own it. This can be a copy of your installer's invoice, sale and purchase agreement or commissioning certificate – but **not** your MCS certificate.

I'll send proof of ownership with this form (please don't send originals).

Yes

☐

2. About your installation

This information is on your MCS Certificate – or you can ask your installer.

What type of installation is it?

Solar PV ☐ Hydro ☐ Wind ☐ Anaerobic digestion ☐ Micro CHP ☐

What is the installed capacity of your installation?

kW

What is the declared net capacity?

kW

Is your installation on or off grid?

On ☐ Off ☐

When was your installation commissioned?

DD MM YYYY

What kind of export payments would you like?

Power Purchase Agreement ☐ Deemed Export ☐ Metered Export ☐
No Export ☐

What type of property will be using the energy from your installation?

☐ Home ☐ Commercial ☐ Farm
☐ Not for profit ☐ Industrial/

Other (more info)

Got Solar PV installations?

Then we'll need a bit more info. We'll work out the total installed capacity of your installation by multiplying the number of panels by the individual wattage (so, for example, 5 panels at 200w would give a total installed capacity of 1kW).

Number of panels

Individual wattage of each panel

 W

What is your EPC reference number?

				-					-					-					-				
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What system do you have?

☐

Retrofit (fitted on an existing property).

☐

New build (fitted when the property was built).

☐

Standalone (not wired to give electricity to a building).

☐

If your installation is an extension of an existing FIT-accredited installation, please tick this box.

Note: If you're making an existing installation bigger, the date of the EPC must be earlier than the commissioning date of your new panels, or you won't be able to get the full FIT rate.

What's your MCS number?

You'll find it at the top of your MCS Installer Certificate. If your installation was installed before 15 July 2009 and you don't have an MCS number, please email FITS@ovoenergy.com

MCS -

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(Example: MCS-12345678-A)

Have you received a grant for your installation?

If you have, please fill in this bit – we have to give this info to Ofgem. Normally, if you've had a grant you can't get a FIT, but send us your details and we'll look into it for you.

What type of grant was it?

(e.g. Low Carbon Buildings Programme)

How much was your grant for?

Have you fully repaid your grant?

☐

Yes

☐

No

3. About your total generation meter

We'll work out your FIT payments from the readings on your total generation meter – this records how much energy your installation is producing (it's different from the one measuring the electricity from your energy supplier).

We'll need a total generation meter reading to mark the start of your FIT payments and the date we become your FIT licensee. It needs to be spot on and up to date, otherwise Ofgem might think it's fraudulent – which could slow down your sign-up and affect your FIT payments.

Look on the front of your meter so you can give us the following info:

Meter make

Meter model

Meter serial number

How are you sending us this form?

- ☐ **By email (this is the quickest and best way)**
As we'll get your email as soon as you send it, you can write your meter reading below (just make sure you take it on the day you send us the form).
- ☐ **By post (only if you can't email it to us)**
Once we get your form, we'll be in touch to ask for an up-to-date meter reading (which is needed by Ofgem).

Total generator meter reading

10k	1k	100	10	1	.	/10	/100

Date of reading

DD/MM/YYYY

4. About your export meter (if you have one)

If you have the capacity to generate more than 30kW, you must also install an export meter, which records the electricity generation being exported to the grid. If you've got a smaller site you can install one too – but you're not obliged to.

If you have this type of meter, the FIT export tariff is paid based on its meter readings. We'll also need an opening meter reading on the day your Feed-In Tariff starts with us.

Look on the front of your meter so you can give us the following details:

Meter make

Meter model

Meter serial number

Export meter reading

Date of reading

5. Feed-in Tariff (FIT) Solar PV declarations (new installations & 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 FIT 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.

Very Important: If your application is for a new solar 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 declarations

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'¹ (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 declarations

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

- ☐ The 'FIT Generator'² or 'Nominated recipient'³ 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')

1. "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.
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.
3. "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.

Sign one declaration only from declarations 1-4

Declaration 1

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 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;
- 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 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

Declaration 4

I _____

certify in respect of this application for accreditation of a community energy/school installation⁴ on behalf of _____ that all of the following are applicable.

(name of community organisation or education provider)

A. The eligible PV community energy/school installation is wired to provide electricity to one or more relevant buildings 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

Dated

4. As defined in the FIT Order

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) and⁵
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'⁶ 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

5. Only to be completed if there's a nominated recipient.

6. 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.

Declaration 6

I _____ (the FIT Generator) and⁷
 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'⁶ in relation to them.

Signed FIT generator

Signed Nominated recipient

Dated

* Where applicable

6. Electricity supply details

To register you for the FIT we also need to know your unique electricity supply number – it's normally in the top right-hand corner of your electricity bill.

Please enter this number (as it appears on your bill) in the boxes below (take a look at the example if you need some help). If you can't find the number, give us a shout and we'll do our best to help.

S			

S	01	234	567
	12	345	6789 1011

(example)

7. Only to be completed where there is a nominated recipient.

Only for non-domestic microgenerators owned and operated by a company

- ☐ I confirm that I've provided a company authorisation letter on company headed paper with a director's signature. This is to prove that I'll be responsible for the administration of this contract.
- ☐ I confirm that the above information is correct and that I'm authorised to sign the contract.

What happens next?

Once you're done, email your form and all the extra bits to **FITS@ovoenergy.com** – or (if you don't have an email account) post it to:

**Feed-in Tariffs Team
Industry Operations
Ovo Energy
Rivergate
1 Rivergate
Temple Quays
Bristol
BS1 6ED**

Then we'll send you our terms and conditions, and tell you what happens next.

Get the latest

It'd be great to stay in touch with you – so please tick the boxes to let us know what you'd like to hear about:

- ☐ Our email newsletter to keep up to date with anything to do with Ovo and developments in the renewables industry.
- ☐ Information about our other products and services.
- ☐ And, if you're happy for us to share your details with carefully selected, like-minded organisations, we might send you info about other relevant products and services too.

Your Payment Details

Your Feed in Tariff payments will be paid quarterly into a bank account of your choice. Please enter the details of the bank account you would like us to use below.

Bank Name

Account Name

Sort Code

Account Number

Your 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 you've had the equipment fitted and it's 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. Audit checks are in place to monitor for scheme misuse and you might be prosecuted if fraudulent activity is found to have taken place.

Name

Signature

Date