

Feed in Tariff Application Form

If you are producing your own renewable electricity you need to appoint an electricity supplier in order to get your Feed-in Tariff (FIT) payments.

LoCO2 Energy has teamed up with our sister company, TradeLink Solutions Ltd, to offer a complete FIT package. If you would like to appoint TradeLink Solutions as your FIT provider please complete this form in full and return it with all of the required supporting documentation.

SUPPORTING DOCUMENTATION

Please ensure all the required documentation is submitted with your form. Failure to do so will result in TradeLink Solutions being unable to process your application. This could also affect your eligibility date.

Checklist

- A copy of your Microgeneration Certification Scheme (MCS) certificate or your ROO-FIT accreditation letter

- Proof of ID (Photocopy of your driving licence or passport).

- Proof of your address (e.g. Photocopy of a utility bill, council tax statement or similar)
Please note we are not able to accept LoCO2 bills as proof of your address.

- Proof of ownership of generator (Photocopy of your installation invoice showing the owners name and address).

- A copy of your property's Energy Performance Certificate (EPC). **(Solar PV Installations only)**
Please note that if your installation is a Solar PV, and is completed after 1st April 2012, it is essential you have an EPC for your property before completing your installation, as it may affect the level of FIT payments you can claim.

- The appropriate signed Energy Efficiency Declaration as found in section seven of this form.
(Solar PV Installations only)

- A photograph of the generation meter, which should be installed along with the generator, displaying the reading you have given in section six of this form.

Important Information Please read before filling in this form

Your Import Energy Supplier

As a voluntary FIT provider we are currently only able offer our FIT services to those who also use LoCO2 Energy as their electricity supplier. You can still fill out this form if you are not currently supplied by LoCO2 Energy, but we will need to send you an import contract to switch your supplier. For more information on this, please see section five.

Eligibility Date

You are eligible for the FIT Scheme from the later date of:

- (1) The commissioning date of the site
- (2) The date we receive your application.

It is **essential** we receive a meter read on the later of these two dates, please see section six for more information.

Service Charges

Please note that TradeLink Solutions Ltd apply a 'Data Processing Charge' to all FIT customers. The details of this charge can be found in section ten of this form (page 8). By completing and signing this form you acknowledge you understand and accept these charges.

Section One: Your Details

Please fill in the details for the owner of the generator below

<input type="checkbox"/>	Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company (If applicable)		Company Registration No.	VAT Registered No.
<input type="text"/>		<input type="text"/>	<input type="text"/>
Full Address			
<input type="text"/>			Postcode: <input type="text"/>
Email Address			
<input type="text"/>			
Daytime Phone Number		Secondary Phone Number	
<input type="text"/>		<input type="text"/>	

Please ensure a photocopy of your proof of ID, proof of address and installation invoice is submitted with this form

Section Two: Generator Details

Site Name (For our reference purposes only):

Enter below the address where the generator is located. 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. If this is the same as the address provided in section one please tick here

<input type="text"/>	Postcode: <input type="text"/>
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Please answer the appropriate box for your installed renewable technology:

Solar PV - Please ensure all sections of this box are filled in or we will not be able to process your application.

Please indicate if your system is:

RetroFIT (Installed on an existing property) <input type="checkbox"/> New Build (Installed when the property was built) <input type="checkbox"/> Standalone (Stands separately from any building) <input type="checkbox"/>	What is the Declared Net Capacity? <input style="width: 80%;" type="text"/> kW
How many solar panels does your system have ? <input style="width: 80%;" type="text"/> Solar Panels	What is the individual capacity of each solar panel in watts? <input style="width: 80%;" type="text"/> W

Please enter below your **Total Installed Capacity**. This is determined by multiplying the number of panels by the individual wattage of the panels. For example: 10 Panels at 200 watts would give a total installed capacity of 2.00 kW

<input style="width: 90%;" type="text"/> kW	Date of installation:	<input style="width: 90%;" type="text"/> DD	<input style="width: 90%;" type="text"/> MM	<input style="width: 90%;" type="text"/> YYYY
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Non Solar PV - Please ensure all sections of this box are filled in or we will not be able to process your application.

Please indicate the type of installed technology you have:

Wind <input type="checkbox"/>	Hydro <input type="checkbox"/>	Anaerobic Digestion <input type="checkbox"/>	Micro CHP <input type="checkbox"/>
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What is the Declared Net Capacity? <input style="width: 90%;" type="text"/> kW	What is the Total Installed Capacity? <input style="width: 90%;" type="text"/> kW	Date of installation
		<input style="width: 90%;" type="text"/> DD <input style="width: 90%;" type="text"/> MM <input style="width: 90%;" type="text"/> YYYY

Section Three: Your Export Details

Is your renewable installation connected to the national grid? Yes No

How are you exporting your electricity?

- Installation 30 kW and under— deemed export
- Installation 30 kW and under with export MPAN number - export sold to LoCO2 Energy
- Installation over 30 kW (half-hourly metering) - export sold to LoCO2 Energy
- Installation over 30 kW (half-hourly metering) - No Export

If you have an export meter MPAN, please enter it in the box below.

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You will have an export MPAN number if you are exporting directly to the national grid. If this is not the case your export will be ‘deemed’ and you will not have an MPAN number, in which case please leave the MPAN box blank.

Which category best describes your renewable installation?

- Domestic
- Commercial
- Community or Charity
- Industrial

Please provide details of any other existing renewable electricity generating technologies on the site?

Type of Technology	Declared Net Capacity	Total Installed Capacity	FIT ID Number
	kW	kW	FIT

Section Four: Accreditation Documentation

Please enter either a Microgeneration Certification Scheme (MCS) certification number or ROO-FIT number as appropriate.
If you have not received an accreditation number, you will need to get one before we are able to register your FIT payments.

MCS Certificate Number

A MCS certificate is required for any **solar PV or Wind turbine installation which is below 50 kW**. They are available from a MCS accredited installer and you will find it at the top of the light blue certification given to you by your installer once the installation is complete. If you have not received your certification, please request it from your installer.

MCS —

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Example: MCS-56789123-A

ROO-FIT Accreditation Confirmation Letter Number

ROO-FIT accreditation is needed for solar PV and Wind generators which are over 50 kW, and for all hydro and anaerobic digestion schemes. They are available through Ofgem’s CHP register.

 ROO-FIT Date

DD	MM	YYYY
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Please ensure a photocopy of your MCS Certificate or ROO-FIT Accreditation Confirmation letter is submitted with this application. Failure to do so will result in TradeLink being unable to process your FIT payments.

Section Five: You're Import Energy Supply

Please enter your electricity **import** MPAN number, usually found at the top of your electricity bill.

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Example:

S	02	201	564
	14	333	9999 1000

As a voluntary FIT provider we currently only offer our FIT services to those who also use LoCO2 Energy as their electricity supplier. If you are a current LoCO2 Energy customer, please provide your site ID here:

If you are **not** currently a LoCO2 Energy customer, you can still complete this form, but you will need to switch your energy supply to us. This is a very easy process and we are happy to send you an import contract. If this is the case, please tick here:

Section Six : Total Generation Meter Details

FIT payments are based on the readings from your total generation meter, which measures how much energy your installation is producing. **Please note, this is separate from your import meter.** The generation meter must be Ofgem compliant. Please speak to your technology installer for further information if you are unsure.

The following details should be found printed on the front of your meter.

Generation meter make

Meter model

Meter serial number

In order to start processing your FIT payments, TradeLink require a meter reading.

- If you are applying by post, your application will be eligible for the FITs **on the day we receive the application**, and you will need to also supply a reading on this date, which will be used as your start read. We will contact you on this date to obtain the necessary meter read.
- If you are applying by email the reading must be taken on the same day as you email the application to us.

Generation meter reading

Date reading was taken

DD	MM	YYYY
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Please ensure you have enclosed a photo of your generation meter with this form.

Section Seven: Energy Performance Certificate and Multi-site declarations - Solar PV Installations Only

This section only applies to those with Solar PV Installations. If this does not apply to you, please skip to section eight.

For solar PV generators under 250 kW a copy of the Energy Performance Certificate (EPC) for the building must be presented on application in order to be eligible for the higher FIT tariff. The FIT Scheme may still be open to generators which do not meet this criteria, but they will receive a lower tariff.

Please enter your Energy Performance Certificate Number:

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 declaration 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 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 declarations:

- 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 attached or 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")

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"² or "nominated recipient"³ owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration "4")
- Neither the FIT generator or nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration "5")

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 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

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.

Energy Efficiency Declarations (Sign one declaration only from declarations 1-3)

Declaration One

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

- A. The eligible PV installation is attached to or wired to provide electricity to one or more relevant buildings¹;
- B. 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;
- 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 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)
- E.
 - (i) I am an owner or tenant of the relevant building to which the enclosed energy performance certificate relates; or
 - (ii) I certify that I am not a person mentioned in (i) but such a person has co-signed this document;
- F. 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 Two

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” ¹.

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 Three

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:

Multi-installation Declarations

Sign one declaration only from declarations 4-5, 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 Four

I _____ (“the FIT Generator”) and⁴
(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” ⁵ in relation to them.

Signed FIT Generator: Signed Nominated Participant† 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

⁴ Only to be completed where there is a nominated recipient

⁵ 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 Five

I _____ (“the FIT Generator”) (and ⁶ 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

6 Only to be completed where there is a nominated recipient

Section Eight: Grants and Loans

Please provide information about any grants or loans you have received. If you have not received a grant or loan, please tick here

Name of the grant or loan

Date which it was made

Total value of the grant or Loan

DD	MM	YYYY
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£		.	
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Has it been repaid? Yes No

Section Nine: Payee Details

Please enter the details of the individual or company who is to receive the FIT payments. This is usually the owner of the generator but a different recipient can be nominated.

If the Payee is the same as the owner of the generator, as entered in section one, please tick here:

Title

First Name

Surname

Company (If applicable)

Account Name

Account Number

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Sort Code

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Section Ten: Processing Data Charge, Services and Signature

TradeLink Solutions apply a **'Processing Data Charge'** to all Feed-in-Tariff customers. This includes a one-off sign up fee and an annual processing charge thereafter. This charge enables us to provide you with the best possible service, ensuring your FIT payments are processed accurately and efficiently.

These charges are as follows:

	Solar Photovoltaic Installations	Non - Solar Photovoltaic Installations
Sign-up Fee	£75 + VAT	£50 + VAT
Annual processing data charge	£75 + VAT	£75 + VAT

By completing and signing this form you are indicating you understand and accept these charges.

LoCO2 Energy's FIT service is administered by our sister company, TradeLink Solutions Ltd. By signing below you confirm that the supplied information is correct and you agree to appoint TradeLink Solutions as your FIT Supplier subject to the agreement of the FIT Terms of Agreement which will be dispatched once your site is entered on the FIT register.

You are also confirming that you have installed FITs eligible technology. You must not sign this form and send it until the equipment is 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 have a operational meter fitted. Audit checks are in place to monitor for scheme misuse and you may be prosecuted if fraudulent activity is found to have taken place.

Name

Signature

Date

DD	MM	YYYY
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Returning Your Form

Please return your completed form with all the necessary supporting documentation (as listed in the checklist on page one) to:
 TradeLink Solutions Ltd
 First Floor, Batchworth Lock House
 99 Church Street
 Rickmansworth
 Hertfordshire
 WD3 1JJ

Forms can also be emailed, with all the supporting documentation attached, to info@tradelinksolutions.com

We recommend you make a photocopy of your completed form for your own records before sending it in.

If you require assistance with completing this form, do not hesitate to contact our FITs team on 01923 713 840 or email info@tradelinksolutions.com