

# FEED IN TARIFF APPLICATION FORM

## SECTION 1 - GENERATOR DETAILS

Title:	
Initial:	
Surname:	
Company name (if applicable):	
Company number (if applicable)	
Installation Address (full address) :	
Post Code:	
Telephone Number:	
Email address:	

## CORRESPONDENCE ADDRESS IF DIFFERENT TO THE ABOVE

Address	
Post Code:	

Have you read and understood the Terms & Conditions attached?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you on supply with SSE?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes – please provide your Customer Account Number:	
If No, you will need to provide us with proof of identification. A copy of a recent electricity bill would be the required proof. If you do not have this please send us a recent utility/phone bill, etc.	

## SECTION 2 - INSTALLATION DETAILS

Technology Installed (example Solar PV, Wind, etc)	
Declared Net Capacity (kW):	
Is your property a New Build? (New Build is where the building was not occupied before the Technology was installed)	
Do you have any other installations apart from the above at the same address?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes – please provide all details:	

## SECTION 3 - GENERATION METER DETAILS

Generation Meter Reading (This must be the reading on your meter today):	Date:
Meter Manufacturer:	Meter Model:
Meter Serial Number:	Inverter Make and Model:

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Your export will be deemed at 50% of your generation (75% if you have a hydro system), as set by the Government.

Note: (a) If you wish to 'Opt Out' of the Government guaranteed price for export of 3p/kWh, you will need to contact another FiTs Provider for this service, as SSE is not currently offering an 'Opt Out' tariff.

## SECTION 4 - PAYEE DETAILS

Are you going to be the person receiving the payments?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No – please provide details of the payee:	
Title:            Initials:            Surname:	
Company name (if applicable) :	
Company number (if applicable):	
Address:	

## SECTION 5 - CHECK LIST

1) Today's Date	/    /
2) Insert your signature	
3) Have you fully completed your application form?	<input type="checkbox"/> Yes (Please tick)
4) Have you enclosed your MCS certificate?	<input type="checkbox"/> Yes (Please tick)
5) Have you enclosed your proof of ownership for your equipment?	<input type="checkbox"/> Yes (Please tick)
6) Have you enclosed your Proof of Identity if required?	<input type="checkbox"/> Yes (Please tick)

How did you hear about us (please circle)?

1) Friend/Family 2) Your installer 3) Our website 4) Other (please specify) \_\_\_\_\_

**Please note that you will be registered and paid from your Eligibility Date.**

You will only be eligible to receive FIT payments from the commissioning date if you have provided a written request before this date. This can be your application form, a letter or an email.

Please complete this application form and return it to us, along with your MCS certificate and proof of ownership of your equipment i.e. payment receipt. You can email the required documents to [microgeneration@sse.com](mailto:microgeneration@sse.com). Alternatively, you can post it to us at: SSE, Microgeneration, Eastern Business Park, Wern Fawr Lane, St Mellons, Cardiff, CF3 5EA

# FEED IN TARIFF GUIDANCE DOCUMENT

## SECTION 1: GENERATING DETAILS

The generator is the person that owns or purchased the installation. We can only register the installation to one person's name under the Feed-in-Tariff scheme, therefore please only provide one person's name on the application form.

If you are registering under a company name, please provide;

- a) the full company name
- b) the company number
- c) an individual's name as a point of contact

The above are mandatory requirements to enable us to register you for the scheme.

### Supply Details

Please advise if you are on supply with SSE (Scottish and Southern Energy). Scottish Hydro Electric, Swalec, Southern Electric and Atlantic Electric and Gas are all trading names of the SSE Group which SSE Energy Supply limited is a member.

## SECTION 2: INSTALLATION DETAILS

Please provide us with the details of your installation which includes:

- a) the technology type
- b) declared Net Capacity

This can be found on your MCS certificate which is provided by the installer.

If you have more than one installation at the same address, please declare this on your application form.

This information is important for us to register you for the correct Feed-in-Tariff.

## SECTION 3: GENERATION METER DETAILS/READINGS

This reading must be taken from the generation meter installed with your system on the day you complete your application form. This is the meter that records the total amount of electricity generated by your system; it is not the inverter or the meter that your electricity comes through into your property.

If we receive your application over 5 days after you have taken your meter reading we will need to contact you to obtain a new reading.

## SECTION 4: EXPORT METER DETAILS

Your export payment will be deemed at 50% of your generation (75% if you have a hydro system), as set by the Government.

If you have an export meter that was installed by anyone other than an electricity supplier, we will be unable to use this meter for the FIT scheme. For example, if you have had an export meter fitted by the installer of your system this would not be accepted. Please contact us on 0845 076 7634 for more information.

## SECTION 5: PAYEE DETAILS

This section relates to the person who will be receiving the FIT payments. If you are nominating a company to receive the payments we require the following details;

- a) the full company name
- b) the company number
- c) an individual's name as a point of contact

For the registration we can only use one person's name as the payee, please only provide one person's name on the application form.

# FEED IN TARIFF SUPPORTING DOCUMENTS

## MCS INSTALLER CERTIFICATE

### Declared Net Capacity

The declared net capacity is the installed capacity (size) of the system you have installed. This must be displayed on your certificate in kilowatts (kW).

We can only register systems using the MCS accreditation process if the capacity of your system is under 50kW.

If your system is between 50kW and 5MW you will need to obtain accreditation via Ofgem through the R00-FIT process. Ofgem can be contacted on 0207 901 7310.

### Installation Type

Most systems are Non-Standalone and this should be displayed on your certificate.

The definition of stand-alone is:

““Stand-alone” means not attached to a building and not wired to provide electricity to an occupied building”.

If your certificate states “Stand-alone” and this is not the type of system that you have, please contact your installer to amend the certificate.

### Generation Meter Serial Number and Reading

The generation meter serial number displayed on your certificate should match the serial number displayed on your generation meter.

The reading displayed on your certificate should be the reading from the commissioning date of your system when your meter was installed.

### Proof of Ownership

We can only accept an invoice or receipt which clearly states that you have paid for your installation in full.

We request that this is on your installers headed paper which displays your name and address. This receipt must show that the balance has been paid in full.

If you have purchased a property which has a system installed please provide one of the following documents:

- 1) A letter from the previous owner confirming that you are now the owner of the system.
- 2) A copy of the original final paid invoice in the previous owner's name.
- 3) The completion letter from the solicitors confirming that you are now the owner of the property, including a list of fixtures and fittings that display the system as part of the sale.

### Proof of Identification

We require you to send us proof of identity; this can be in the form of a recent utility bill.

**Please note that if we require any clarification from your documents, your registration maybe delayed and we will endeavour to contact you.**