



Shell
ENERGY

Feed in Tariff: Generator Application Form

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For office use only

Generator name

Generation read

Read date

Eligibility date:

MCS Date &
Time

Shell Energy is part of the Feed in Tariff scheme and supports our own electricity customers. If your current electricity supplier is British Gas, E.ON, EDF Energy, Npower, Ovo Energy, Scottish Power, SSE, The Midcounties Co-operative Limited, Utilita or Utility Warehouse, please contact them directly to become part of the scheme.

All applications will be subject to the new cap system. Your application and eligibility for the scheme will be based on the time and date the MCS certificate was created and the date we receive your completed Generator Application Form. We will ask for a meter reading the day we receive your application. Please keep a daily record of your generation meter readings as this will help in obtaining a valid start reading.

When we have all your documents, we'll register your installation with the Central Feed in Tariffs Register administered by the energy regulator Ofgem. They will then confirm that the installation is registered and we'll send you a FIT Statement of Terms for you to complete and send back to us.

If you need any help completing the following form, please contact us on the information below between Monday to Friday.

Email: Feedintariffs@shellenergy.co.uk

Phone number:

0330 094 5806

Postal address: Shell Energy, FIT Team, Shell Energy House, Westwood Way, Westwood Business Park, Coventry, CV4 8HS.

The completed form and documents will need to be sent either by post or email to Shell Energy. We are happy to receive this paperwork via email as long as there is a physical signature on the application; if the signature is electronic the application will be rejected. If the documents are posted we recommend you send them by registered post which requires a signature to make sure we receive it.

We need copies of the following in order to complete your registration:

- ☐ A fully completed and signed Generator Application Form
- ☐ MCS Certificate (or ROO-FIT Accreditation)
- ☐ The signed declarations for Solar Photovoltaic only (on page 10)
- ☐ Proof of ownership of technology (copy of a paid invoice in your name from the installer, for a new build property we will require a letter from the builder confirming ownership of the solar panels)
- ☐ Energy Performance Certificate (for Solar Photovoltaic only)
- ☐ Photo of your generation meter
- ☐ *Proof of identity (photocopy of passport, driving licence or equivalent)
- ☐ *Proof of address (recent utility bill, bank statement, council tax bill or equivalent)

*If you are already the named Shell Energy account holder we will not require proof of identity or address.

Generator details

The Generator is the person who owns the technology i.e. the solar panels. If this is different from the named Shell Energy account holder please provide proof of identity and address. Please complete the following information including your email address, we will use this address to correspond with you:

Title:	Mr	<input type="checkbox"/>	Miss	<input type="checkbox"/>
	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>
	Dr	<input type="checkbox"/>	Other	<input type="text"/>

First name:

Last name:

Daytime telephone number:

Email address:

Address:

Town:

County:

Postcode:
(Please ensure your address has been registered with Royal Mail)

Site address details

If this address is different to the Generator address, please fill out the site address of where the technology has been installed:

Address:

Town:

Postcode:

If the site address does not have a Royal Mail address please add the Ordnance Survey ref

Are you a Shell Energy energy customer?

Yes

☐

Please provide your account number:

No

☐

Please state your current energy supplier:

Electricity meter details (if not with Shell Energy):

Make:

Model:

Do you own the property where the technology is being installed?

Yes

☐

No

☐

Are you an existing Generator?

Yes

☐

No

☐

If yes, please provide your Generator reference.

GEN _ _ _ _ _

Please state if the Generator is:

Domestic

☐

Non Domestic

☐

Please complete details below

Company name:

VAT registration number:

Company number:

Payment Details

On a quarterly basis you'll receive a payment based on the valid generation read that you provide. The payment will be sent by BACS to the account that you give below.

(If your money is being paid into a building society the roll number may need to be supplied, for onward submission to Bacs, the roll number has to appear in the reference field in the Bacs file this can be alpha-numeric and up to 18 characters. Please contact your building society if you are unsure whether your account has a roll number.)

Name of account holder: _____

Bank/Building society name: _____

Building society roll number: _____

Account number: _____

Sort code: _____

Nominated recipient

If you'd like a third party to receive the FIT payment you can nominate someone else:

Full name of nominated Recipient: _____

Address of nominated Recipient: _____

Name of account holder: _____

Bank/building society name: _____

Building society roll number: _____

Account number: _____

Sort code: _____

Information about your Installation

What type of technology has been installed? Please tick one of the following:

- ☐ Anaerobic Digestion
- ☐ Hydro
- ☐ Micro-CHP (below 2kW)
- ☐ Solar Photovoltaic (PV)
- ☐ Wind

ROO-FIT

If your generation station is over 50kW (and all anaerobic digestion plants) it must be ROO-FIT accredited by Ofgem.

ROO-FIT number: _____

Date of ROO-FIT Accreditation: _____

Has the Distribution Network Operator been notified of your installation?

- ☐ Yes
- ☐ No

Solar Photovoltaic have they been installed as part of:

- ☐ New building
- ☐ Retrofit (on an existing property)
- ☐ Stand alone (not attached to a building i.e. located in a field)

Please tick one of the following, the installation type is:

- ☐ Commercial
- ☐ Domestic
- ☐ Industrial
- ☐ Community

Is the installation:

- ☐ Off Grid (Does not receive an electricity supply from the National Grid and is unable to export back to the grid.)
- ☐ Grid connected (Receives an electricity supply from the national grid and can export back to the grid.)

Grants: please tick one of the following:

- ☐ I have not received a grant towards this FIT installation.
- ☐ I have received a grant towards this FIT installation.

Certificate details

What is your Energy Performance Certificate number?

(EPC):- ____ / ____ / ____ / ____ / ____

(Please include the latest copy of your EPC with this application)

MCS Installer Certificate number:

MCS ____--__

Supply MPAN on MCS Certificate:

Declared Net Capacity on MCS Certificate (kW):

_____kW

Estimated Annual Generation on MCS Certificate (kWh):

_____kWh

(Please include the latest copy of your MCS certificate with this application)

Number of Photovoltaic panels fitted:

Individual panel wattage:

Total installed capacity:

_____kW

(For example 10 panels at 200 watts would give a total of 2.00 kW)

Metering

Generation meter

The Generation meter is the meter that records all electricity that your system is generating. The Generation meter will have been fitted by the company who installed your technology.

Generation meter manufacturer and model: _____

Generation meter serial number: _____
(This can be found on your MCS certificate.)

Generation meter location (for example in hallway): _____

Please provide a photo of your Generation meter as this helps to ensure that there are no issues relating to how many digits we are expecting on the readings.

Export meter

This is a separate meter from your generation meter and also your electricity meter. The export meter measures how much electricity you are supplying back to the Grid.

If you don't have an export meter, in line with Ofgem's regulations we'll estimate that 50% (75% for hydro systems) of the electricity you're generating will be exported back to the grid.

Do you have an export meter? Yes ☐ No ☐

Export meter manufacturer and model: _____

Export meter serial number: _____

If applicable, export meter MPAN: _____

If you 'opt in' to the guaranteed export price, this price will be guaranteed for the duration of your eligibility to partake in the Feed in Tariff, subject to RRI.

AMR (Automatic Meter Reading)

Is the Generation meter an AMR meter? An AMR meter is where the half hourly data is collected by a third party, verified and any anomalies are investigated. For the AMR a physical two-year biennial reading will not be required, we will expect to receive the raw data from the AMR meter to be submitted to Shell Energy or to our third party agent when required.

Please indicate if the Generation meter installed is an AMR meter. AMR is generally used by larger Generators that have a number of generation meters to read.

Yes

☐

No

☐

The Generator Application Form

****You must sign below****

I/We confirm that the Declared Net Capacity and Total Installed Capacity values declared are the total for this technology installed on this site.

I/We confirm that the Distribution Network Operator has been notified of the installation.

I/We confirm that I/We have not received any grant or grants that do not fall within the definition of a Permitted Grant, as defined under article 8(5) of the Feed-In Tariffs (Specified Maximum Capacity and Functions) Order 2010 ("the Order").

I/We confirm that all the information contained in this schedule is correct.

By signing below you're confirming that you've installed a FITs eligible technology. You must not sign this form and send it until you've had the equipment installed and commissioned. For example, if you're 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:

*physical signature required

Printed name:

Date:

__/__/__

Declarations

If your technology is solar photovoltaic please ensure that you have completed the relevant declarations below.

Feed-in Tariff (FIT) solar PV declarations only

All applications for accreditation of new solar PV installations, with an Eligibility Date on or after 1 April 2012, need to be accompanied by a copy of the declarations with the relevant section signed and dated, and if applicable an EER exemption letter. This will then be used by FIT Licensees/Ofgem as appropriate to determine whether or not the multi-installation tariff rates should apply and if you are exempt from the EER.

Tick one of the boxes in relation to the multi installation declarations. Then go on to sign the relevant declarations.

Where a generator claims that the FIT installation is exempt from the Energy Efficiency Requirement, they should submit proof in the form of a written declaration completed by a qualified assessor which confirms that it wasn't possible to obtain an EPC on the building(s) and to clearly state the reasons why. An example template for this declaration has been provided in this Appendix. Please note that ROOFIT generators will be provided with a slightly different template.

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" or "Nominated Recipient" owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete Declaration 1).
- ☐ Neither the "FIT Generator" or "Nominated Recipient" owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete Declaration 2)

Multi-installation Declarations - Sign one declaration only from declarations 1-2

Declaration 1

Sign if you have **more** than 25 other properties which receive the feed in tariff.

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.

*Signed FIT generator:

*physical signature required

Signed nominated recipient:

Date:

___ / ___ / ____

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

Declaration 2

Sign if you have **less** than 25 other properties which receive the feed in tariff.

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:

*physical signature required

Signed nominated recipient:

Date:

___ / ___ / ____

MCS- EER Exemption Letter Template

To be completed only, if an Energy Performance certificate cannot be issued.

****To be completed by a qualified assessor****

I confirm that I assessed the site at the following address _____

_____ on the ____/____/____ and determined the building(s) to which the PV installation is wired to be a non-relevant building.

I completed the assessment following the definition of a “relevant building” as defined in the Standard Licence Conditions (SLCs) to be “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 (EPC) cannot be issued; and a reference to a relevant building includes a reference to part of such building which has been designed or altered to be used separately.” I understand that under the Energy Performance of Buildings (EPB) Regulations, some properties are exempt from the requirement for an EPC. I also understand however, that under FIT Legislation, if a building can be assessed and receive an EPC then the EER will apply (irrespective of whether the EPB exemption applies).

I confirm that it was not possible to obtain an EPC for this building(s) for the following reasons:

I confirm that I am an accredited assessor and provide my credentials:

Accreditation number: _____

Accreditation scheme: _____

Assessor name: _____

Assessor signature: _____ Date: ____/____/____