

How to apply for your Feed In Tariff

STEP 1 – Request your FIT application form

Once you have decided to have a solar PV system installed, we would advise that you contact your energy supplier / chosen [FIT Licensee](#) and request the Feed-in Tariff (FIT) application form. Please note you can choose to sign up with an alternative supplier to the one you buy your electric from. You cannot send this form off until the installation has been completed.

STEP 2 – Send off the application form

Once your PV system has been installed and commissioned we will send you the information you need in order to complete your form and send it off. This will include your MCS certificate. Most FIT Licensees require a copy of it with the completed FIT application form. Please check that the details on your MCS certificate are correct including your Supply MPAN (this can be located on your electricity bill or by asking your supplier).

STEP 3 – Statement of FIT Terms

Within 10 working days you should receive a Statement of FIT Terms from your FIT Licensee, which you must check, sign & return.

STEP 4 – Confirmation

You will receive a Confirmation Notification from Ofgem, forwarded by your FIT Licensee, confirming that your installation is on the Central FIT Register.

You will be asked to provide readings from your Generation Meter on a quarterly basis, which can sometimes be done online.

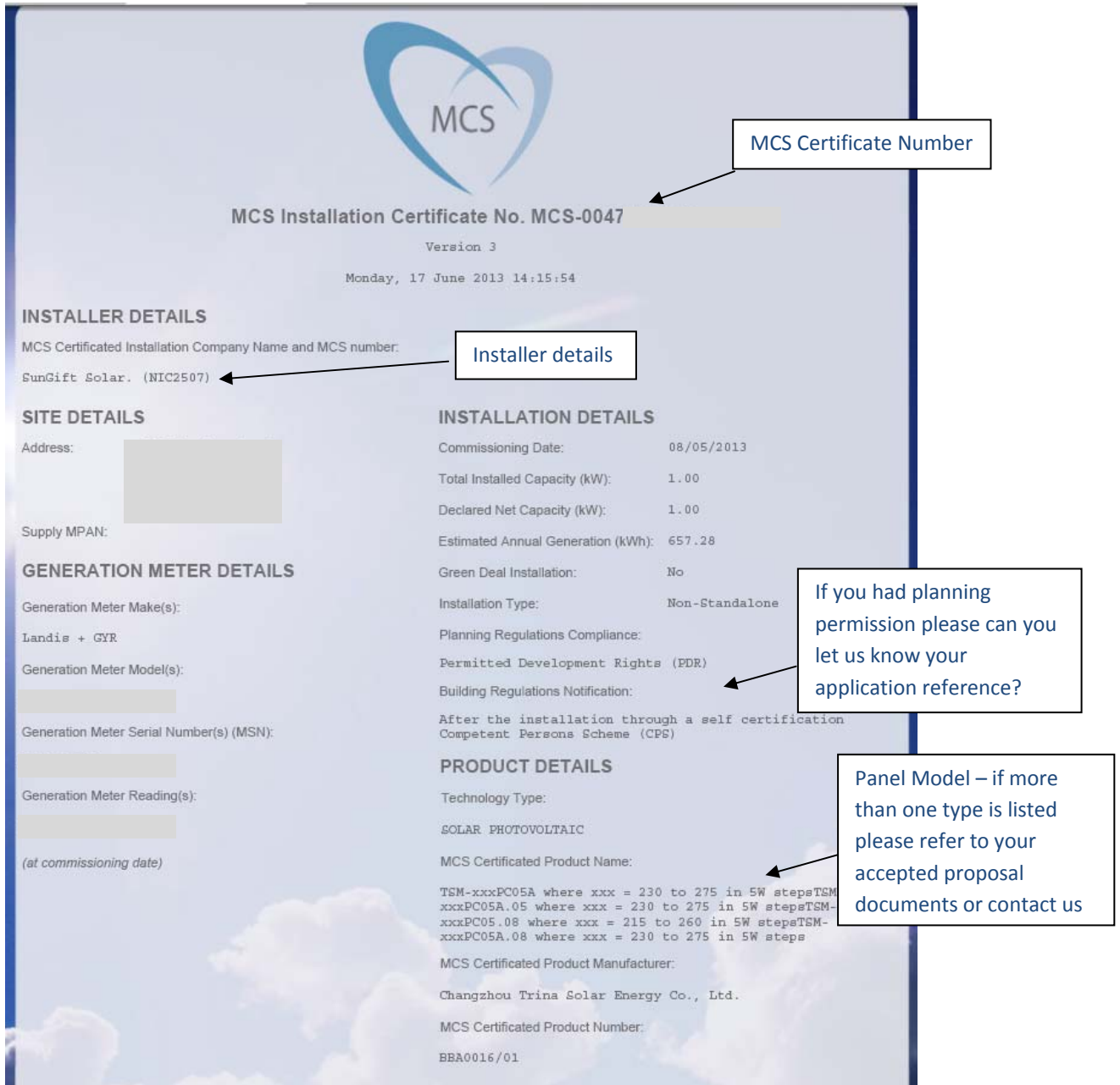
If at any point you wish to change your FIT Licensee this should be easy enough, just by completing a new FIT application. The licensee will do the transfer for you and you should not miss out on any payments. The existing licensee may need to check the Generation Meter before the transfer can take place.

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How to fill in your FIT application form

When you fill out your FIT form you will need the following details, which will be on your MCS certificate:



MCS

MCS Installation Certificate No. MCS-0047 ← **MCS Certificate Number**

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INSTALLER DETAILS
 MCS Certificated Installation Company Name and MCS number:
 SunGift Solar. (NIC2507) ← **Installer details**

SITE DETAILS
 Address: [Redacted]
 Supply MPAN: [Redacted]

GENERATION METER DETAILS
 Generation Meter Make(s):
 Landis + GYR
 Generation Meter Model(s): [Redacted]
 Generation Meter Serial Number(s) (MSN): [Redacted]
 Generation Meter Reading(s): [Redacted]
 (at commissioning date)

INSTALLATION DETAILS
 Commissioning Date: 08/05/2013
 Total Installed Capacity (kW): 1.00
 Declared Net Capacity (kW): 1.00
 Estimated Annual Generation (kWh): 657.28
 Green Deal Installation: No
 Installation Type: Non-Standalone
 Planning Regulations Compliance:
 Permitted Development Rights (PDR)
 Building Regulations Notification:
 After the installation through a self certification
 Competent Persons Scheme (CPE)

PRODUCT DETAILS
 Technology Type:
 SOLAR PHOTOVOLTAIC
 MCS Certificated Product Name:
 TSM-xxxPC05A where xxx = 230 to 275 in 5W stepsTSM-xxxPC05A.05 where xxx = 230 to 275 in 5W stepsTSM-xxxPC05.08 where xxx = 215 to 260 in 5W stepsTSM-xxxPC05A.08 where xxx = 230 to 275 in 5W steps
 MCS Certificated Product Manufacturer:
 Changzhou Trina Solar Energy Co., Ltd.
 MCS Certificated Product Number:
 BRA0016/01

← **If you had planning permission please can you let us know your application reference?**

← **Panel Model – if more than one type is listed please refer to your accepted proposal documents or contact us**

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Export Meter

As well as paying you for everything you generate the FIT scheme pays you for what you export. As most domestic properties do not have an existing export meter the Government have not made it a requirement for systems 30kWp or under to have one. Instead, they estimate that most systems will export 50% of what they generate. If you wish to be paid this you will need to tick the *opt into the export tariff* box, if there is one on your FIT application form. However, if you already have an export meter, or if you wish to find out more about having one installed, please contact your FIT Licensee / energy supplier. For systems over 30kWp it is advisable to discuss your options with the FIT Licensee.

Energy Performance Certificate

To support your eligibility to the FIT Scheme, along with your FIT application form you will need to provide the FIT Licensee with an Energy Performance Certificate (EPC), rating D or above (apart from eligible community / school installations). If this is not possible then the system will be placed on the lower tariff. If we have arranged the Energy Performance Assessment then the certificate will be emailed/ posted to you shortly after the installation has been completed.

Eligibility Date

The eligibility date is the date that your FIT licensee receives the completed application form and supporting documents, it is also the date that your 20 years of FIT payments will be backdated to.

If your application is incomplete the FIT Licensee might return it to you and therefore your Eligibility Date will not be until the fully completed application is received. If your Eligibility Date is delayed you will still be entitled to 20 years worth of FIT payments (as long as your system remains compliant with Ofgem rules), however there is the risk of being placed on a lower FIT tariff if the tariff drops before your system has been registered.

Community Energy / School installations with a pre-registration will most likely have the date on which Ofgem received an application request as the Eligibility Date.

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Start reading

In order for your FIT application to be eligible, you must provide a start reading from your total generation meter (TGM). SunGift install the TGM and it is usually located close to your consumer unit. If you are emailing the application to your FIT licensee the reading must be taken on the day you sign and email the form to them. For postal applications, your FIT licensee will contact you once they receive the form and take a reading from you for the date they received the form. During busy periods it may take a few days for your FIT licensee to contact you so we would advise keeping a note of daily meter readings until you receive the call. If you don't have a record of the readings you will need to give your licensee the reading as it stands when you receive the call.

Proof of Ownership

FIT Licensees are required by Ofgem to establish that the FIT applicant is the owner of the system. Therefore, you will be required to provide a receipted invoice or a SunGift Commissioning Certificate as "Proof of Ownership". Your Project Manager will email or post this to you.

It is possible for the system owner to nominate a 3rd party as recipient of the FIT payments. The nominated recipient would be permitted to provide the FIT Licensee with generation and / or export meter readings.

Electrical Schematic / Circuit Diagram

Please let us know if the FIT Licensee requires an electrical schematic, so that we can send this to you as soon as possible. Ecotricity for instance require this as part of their FIT application process.

For assistance with filling in your Feed In Tariff application form please contact your Project Manager who will be happy to help.

The Project Management Team can be contacted on 01392 213 912 (opt 2)

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