

Feed-in tariff Licensee Transfer

About Feed-in Tariffs

The Feed-in Tariff (FIT) scheme is an environmental programme introduced by Government to promote widespread uptake of a range of small-scale renewable and low carbon electricity generation technologies. The scheme requires certain electricity suppliers (FIT Licensees) to pay a generation tariff to small-scale low-carbon generators for electricity generated and a separate export tariff where electricity is also exported to the national grid.

A range of technologies are eligible for the scheme, including solar PV, anaerobic digestion, hydro and wind up to a maximum installed capacity of 5MW, and combined heat and power (CHP) microgeneration up to 2kW capacity.

As a voluntary FIT Licensee, TotalEnergies Gas & Power will, if requested, register new eligible installations for the FIT scheme and make ongoing FIT payments to generators, provided that the generator is either an electricity supply customer or a Power Purchase Agreement customer of TotalEnergies Gas & Power.

Switching to TotalEnergies Gas & Power for fit payments

In order to switch to TotalEnergies Gas & Power for ongoing FIT payments, generators must complete, sign and return this FIT Licensee Transfer Form along with the required supporting documentation. TotalEnergies Gas & Power will then issue a Statement of Terms agreement. This must be signed by the generator before the switching process can be initiated via Ofgem's Central FIT Register (CFR). This will trigger an automated notification to the generator's current FIT Licensee with a request to authorise the transfer. Once authorised, TotalEnergies Gas & Power will contact the generator on the transfer date to obtain an up to date meter reading, which will be loaded on to the CFR to complete the switching process.

Check list

Please ensure you supply a copy of the following documentation along with your completed form:

- MCS Certificate or ROO-FIT Accreditation email (as applicable) for your FIT installation
- Proof of ownership of the FIT installation, e.g.
 - A receipt or other documentation stating ownership, or the transfer of ownership from the previously stated owner.
 - A copy of the signed sale and purchase agreement transferring ownership from one party to another as part of a property sale, or equivalent documentation.
- If applicable under Section 3c, Energy Performance Certificate for the building where the FIT eligible installation is attached.

Guidance on completing your FIT Application

Unless otherwise stated, please complete all sections of this application form.

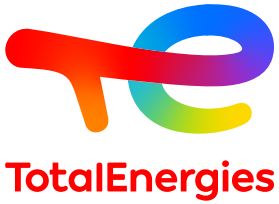
Please post or e-mail your completed application form and supporting documentation to:

Embedded Generation
TotalEnergies Gas & Power
Bridge Gate, 55-57 High Street
Redhill, Surrey RH1 1RX

E: fitreg.uk@totalenergies.com

If you have any queries or require assistance completing this form, please contact our FIT Registration Team on:

T: 01737 275844
(Office hours are 9am to 5pm Monday to Friday)



Feed-in tariff Licensee Transfer

Section 1 - Supply / power purchase agreement information

Please provide the relevant information below so that we can identify you within our systems.

Please state your TotalEnergies Gas & Power Account Number:

Please state your import supply Meter Point Administration Point Number (MPAN):



OR

Please state your counterparty name as it appears on your Power Purchase Agreement with TotalEnergies Gas & Power:

Section 2 - Generator details

Please provide the following FIT Generator information. This will normally be the organisation that owns the generating equipment.

Please note: If the FIT generator is different to the owner of the FIT eligible installation, we will require evidence of the contractual relationship between the parties.

Generator ID:

Generator Name:

Organisation Number:

Company registration number, charity registration number, VAT registration number, school or community reference number.

Registered Address:

Postcode:

Primary Contact

Title: Mr Mrs Ms Miss Other

First Name: Surname:

Job Title:

Telephone: Email:

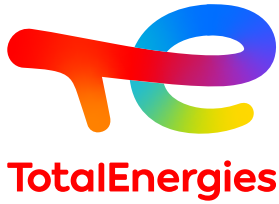
Secondary Contact (optional)

Title: Mr Mrs Ms Miss Other

First Name: Surname:

Job Title:

Telephone: Email:



Feed-in tariff Licensee Transfer

Section 3 – Accredited fit installation details

The details provided in this section must match those held on Ofgem’s Central FIT Register. Please contact your current FIT Licensee if you do not have all the requested information.

FIT ID:

Current FIT Licensee Name:

Current FIT Licensee Contact
Telephone Number:

Section 3a – Site address/Location

We require a valid postal address for the site to which the generating equipment is attached, or, where no postal address exists, the OS grid reference for the generation and/or export meters. Please note that this should be identical to the site address/location information stored on Ofgem’s Central FIT Register. Please consult your current FIT Licensee if you do not have this information.

Site Address:

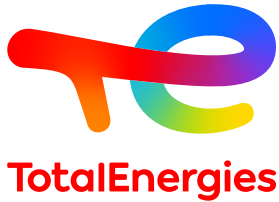
Postcode:

Ordnance Survey Grid Reference:

Section 3b – Installed technology

Please tell us about the generating equipment installed at the site.

Type of technology installed:	PV	Wind	Hydro	Anaerobic Digestion	Micro CHP (below 2kW)
Battery Storage Co-Located:	Yes	No			
Smart Meter Installed:	Yes	No			
If PV, state PV Installation Type:	Retrofit	New build	Stand-alone		
Total Installed Capacity (kW):					
Declared Net Capacity (kW):					
Installation Type:	Domestic				
	Non-domestic (Commercial)				
	Non-domestic (Industrial)				
	Community Energy				
	School				
Grid Connected, i.e. capable of export onto the Grid?	Yes	No			
FIT Scheme Eligibility Date:	/	/			



Feed-in tariff Licensee Transfer

Section 3C – Energy efficiency requirement (applies to PV installations only)

Energy Performance Certificate Rating

Please provide the Energy Performance Certificate (EPC) number for the building to which the installation is attached.

Certificate Number: — — —

Please ensure you include a copy of your Energy Performance Certificate (EPC) along with your application.

If the energy efficiency requirement does not apply because your PV installation is not attached to a relevant building. Please enclose copies of exemption letters from the FIT Generator and EPC Assessor with your application form. Exemption letter templates can be obtained by emailing fitreg.uk@totalenergies.com

Section 3D – MCS / ROO-FIT accreditation details

Your FIT installation must satisfy the following criteria:

- If your installation has a declared net capacity 50 kW or less, Microgeneration Certification Scheme (MCS) accreditation is required. This means that your installation must be commissioned by a MCS-certified installer using MCS-certified products. You will need to provide us with a copy of your valid MCS certificate as proof of this.
- If your installation has a declared net capacity of greater than 50 kW up to a total of installed capacity of 5MW, it must be ROO-FIT accredited by Ofgem. You will need to provide us with a copy of your ROO-FIT Accreditation confirmation as proof of this. N.B. this applies to all anaerobic digestion plants.

Please provide the relevant information below.

Declared net capacity of 50 kW or less

MCS certificate number:

Please provide a copy of your MCS accreditation certificate.

Declared net capacity of over 50 kW

ROO-FIT Accreditation Number:

Please provide a copy of your ROO-FIT accreditation confirmation.

Section 4 – Meter information

Please tell us about the meter(s) fitted to your generating system and state your requirements in relation to exported electricity.

Please note: If you have indicated above that your installation is not grid connected, please complete Section 4a for your generation meter only.

Section 4a – Generation meter

Meter Manufacturer:

Meter Model:

Meter Serial Number:

Meter Location:

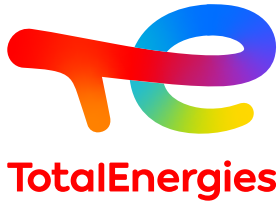
Generation Meter Reading:

Generation Meter Reading Date: / /

Please provide a current generation meter read. Please note: We will contact you to obtain an up to date generation meter read once the switch date has been agreed.

Are there any other installations connected to your generation meter? Yes No

If Yes, please provide details of the technology and installed capacity (kW):



Feed-in tariff Licensee Transfer

Section 4B – Energy efficiency requirement (applies to PV installations only)

A FIT installation with a total installed capacity of over 30kW must have an export meter to receive export payments. FIT installations with a total installed capacity of up to 30kW do not require an export meter, instead we will estimate your exported electricity in accordance with the guidance provided and from time to time updated by Ofgem.

Do you have an export meter fitted to your FIT eligible generating equipment? Yes No

Please select one of the following options:

I wish to receive an export tariff from
TotalEnergies Gas & Power **(Opt In)**

OR

I DO NOT wish to receive an export tariff from
TotalEnergies Gas & Power **(Opt Out)**

Tick this box if either of the following applies:

- a) Your installation has a total installed capacity of not more than 30kW and you wish to receive export payments, or
- b) Your installation has a total installed capacity of more than 30kW, you have installed an export meter and you wish to receive export payments at the prevailing FITexport tariff rate.

Tick this box if either of the following applies:

- a) You have a separate power purchase agreement with TotalEnergies Gas & Power or another electricity supplier for your exported electricity, or
- b) Your installation has a total installed capacity of more than 30kW and you have not installed an export meter.

Export meter details (if applicable)

Please select one of the following options:

I wish to receive an export tariff from
TotalEnergies Gas & Power **(Opt In)**

OR

I DO NOT wish to receive an export tariff from
TotalEnergies Gas & Power **(Opt Out)**

Please tick this box if you have a separate power purchase agreement

Export Meter Point Administration Point
Number (MPAN):

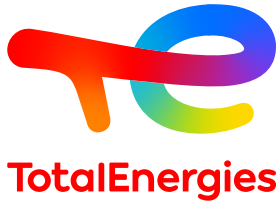


Meter Manufacturer:

Meter Model:

Meter Serial Number:

Meter Location:



Feed-in tariff Licensee Transfer

Section 5 - Payment details

Generation payments and export payments (where applicable) will be made on a quarterly basis on receipt of valid generation and export meter reads from the FIT generator or their nominated recipient AND upon the production of an appropriate tax invoice for the FIT payment amount by the relevant party.

Are FIT payments to be made to the FIT Generator named in Section 2? Yes No

If no, please provide details of the nominated FIT payment recipient below. Please note: By providing these details you are giving your consent for the assignment of FIT payments to the stated recipient until such time that you provide us with written consent to change to another party.

Nominated recipient details

Company Name:

Company Number:

VAT Registration No:

Registered Address:

Postcode:

Contact Details

Title: Mr Mrs Ms Miss Other

First Name: _____ Surname: _____

Job Title:

Telephone: _____ Email: _____

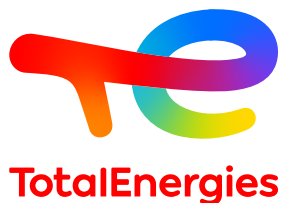
Section 6 - Grants

Have you received a grant towards your FIT installation? Yes No

If yes, please indicate the date on which the grant was received: / /

Grant Reference Number:

Grant Value (£):



Feed-in tariff Licensee Transfer

Section 7 – Sign-off

By signing this form:

- you are instructing TotalEnergies Gas & Power to act as your new FIT Licensee in respect of the accredited FIT installation detailed in section 3;
- you declare that the information provided in this form is complete and accurate, and you agree to notify us immediately if the information provided is subsequently found to be incorrect;
- if you are an off-grid generator, you hereby declare that it is your intention to use any and all electricity generated by the above FIT installation and that you fully understand that any electricity generated but not so used will not be eligible for FIT payments;
- you agree that you will notify us of any installations, including any extensions, which may affect the eligibility and capacity calculation of the accredited FIT installation to which this form relates;
- you declare that the nominated recipient for FIT payments (if stated in Section 5) has the authority to receive such FIT payments;
- you acknowledge and agree that the information provided can be used for the purpose of administering, reporting and auditing the FIT Scheme by us and Ofgem;
- you acknowledge and agree that any information provided by you to us may be shared with Ofgem or such other regulatory authority or government department and industry body for the purpose of administering, reporting and auditing of the FIT Scheme; you declare that where you have provided details about a third party within this form, you have their authority to do so.

By signing the declaration below you are confirming that you have installed a FITs eligible technology. You must not sign this form and send it until you have had the equipment 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 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:

Full Name:

Position:

Date: / /