

Feed-in-Tariff Installation Registration Request Form



This form is for generators who have not previously received payment for their electricity generation through the FIT scheme and wish to register their installation and appoint Igloo Energy as their FIT provider. Please fill in clearly in BLOCK CAPITALS.

W: igloo.energy
E: fit@igloo.energy
T: 0333 405 5555

Document Checklist

Please attach clear copies of the below supporting documents along with a scan of this form once completed to team@igloo.energy

- MCS Installation Certificate
- Proof of ownership - a full payment receipt/fully paid invoice in your name or a letter from solicitor/property builder specifically stating transfer of installation ownership to you (this should include particulars of parties involved, transfer date and installation address).
- Proof of identity of owner such as copy of Passport or Driving License.
- Generation meter photo (must clearly show all the meter details such as the serial number and reading).
- Export meter photo (if applicable) as per above specification
- EPC (must be submitted if your installation is Solar PV)
- A single line diagram or schematic diagram (must be submitted if your installation has co-located storage)

1. Owner Contact Details

Please enter the name and address of the person/company who owns the installation in the following boxes. You'll also need to provide proof of ID and address if different to the Igloo account holder.

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you the owner of other installations which receive FIT payments? If so please enter your FIT generator ID below (this is of the format GEN followed by 7 numbers.

Yes No Generator ID (if applicable)

Email Address

Mobile telephone number

Landline telephone number

Address

County

Postcode

Igloo Customer Electricity account ID

Company Name (If applicable)

Company Reg no. (If applicable)

2. Contact Details (if different from owner)

Please enter the name and address of the person who will deal with the Feed-in Tariff account paperwork and any correspondence from us. If that's the owner, you can leave this section blank – we'll have the information we need from section 1.

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address

Mobile telephone number	Landline telephone number
<input type="text"/>	<input type="text"/>

Address

County	Postcode	Igloo Customer Electricity account ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Name (If applicable)	Company Reg no. (If applicable)
<input type="text"/>	<input type="text"/>

3. Nominated Recipient (if different from owner)

Please enter the name and address of the person or company who will receive the Feed-in Tariff payments from us. If that's the owner, you can leave this section blank – we'll have the information we need from section 1.

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address

Mobile telephone number	Landline telephone number
<input type="text"/>	<input type="text"/>

Address

County	Postcode	Igloo Customer Electricity account ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Name (If applicable)	Company Reg no. (If applicable)
<input type="text"/>	<input type="text"/>

4. Bank Details

For existing Igloo Customers FIT payments will be credited directly to your Igloo account. Bank details are required below for registration purposes. Please note that this must be a UK bank account.

Name(s) of account holders

Account number

Sort Code

5. Generation Meter details

Address of the installation

County

Postcode

Meter serial number

Meter location (where at the above address)

MCS certificate number or ROO-FIT accreditation number

Declared Net Capacity

Total Installed Capacity

Since your installation, does your electricity meter turn backwards?

Yes

No

Current generation meter reading (This must match the supplied photo requested in the document checklist above).

6. Installation Technology

Generator technology (Eg Solar, Wind, Hydro, Anaerobic digestion or CHP)

Are there any existing installations of the same technology at this site which do not receive payments under the FiT scheme? If the answer to this is yes, then please include the Declared Net Capacity and Total Installed Capacity of this additional existing installation below.

Yes

No

Declared Net Capacity

Total Installed Capacity

7. Installation Type

- Retrofit** – installed to provide electricity to a previously existing building (up to 4 kW)
- Newbuild** – installed to provide electricity a newly constructed building (up to 4 kW)
- Standalone** – not attached to a building and not wired to provide electricity to a building
- Other** – capacity of 4kW or more is installed that is not standalone. Also known as standard installations

8. Installation Site Description

- Domestic Commercial Industrial Community Energy School

If not domestic please provide the following:

Organisation Name (If applicable)

Organisation Reg no. (If applicable)

If, and only if, you require VAT paid on FIT export payments then please provide your VAT registration number

9. Grants

Have you received a grant for this installation?

- Yes No

10. Grid connection

Is your installation currently connect to the grid?

- Yes No

11. Co-located storage

A co-located storage is defined as a battery storage which is located with or linked to a renewable generating station or installation, supplied (at least in part) by this source of generation.

Does this system have co-located storage?

- Yes No

If the answer to the above question is yes, please ensure that you supply, a single line diagram or schematic diagram to identify how the electricity from the installation is provided to the storage facility and the metering arrangements in place.

The diagram must show the FIT installation, the storage device and the metering, this must be provided by the FIT generator in order to be able to determine that FIT payments are only being made for eligible electricity.

12. Export Meter details (Export meters only)

An export meter is not your generation meter or inverter. Only fill in this section if you have an export meter. If you have an export meter you must also include a photo of the installation as per the document checklist above. You must have an export meter installed if your installation capacity is 30kW or more. If unsure, please contact your installer .

Export meter supply number

Export meter serial number

Meter location (where at the above address)

Current export meter reading (This must match the supplied photo requested in the document checklist above).

13. Export payment option

- My installed capacity is less than 30kW and I have no export meter, so I wish to have my exports estimated. (Secretary of State determines the percentage of electricity deemed to be exported).
- My installed capacity is less than 30kW and I have an export meter that I wish to use to record my exports. (Export payments will be calculated solely on export meter readings provided).
- I am going to receive export payments outside FIT scheme as I have a separate negotiated tariff in place. (No export payments will be made as you are selling the electricity in open market via 3rd party).
- My installation is Off-Grid so I cannot export. (No export payments will be made).

14. Multi-installation Declaration (Solar PV Installations Only)

OFGEM (the governing body for the FIT scheme) requires that all applications for solar PV installations, are accompanied by this completed declaration. If your installation is solar PV, then please tick the option below which best describes your situation:

Does the FIT Generator (i.e. owner of this installation) or the Nominated Recipient (person/company receiving FIT payments from this installation) own, or will receive, FIT payments from 25 or more other eligible solar PV installations?

- Yes No

Ofgem require a specifically worded agreement as part of this declaration We have set this out below.

Multi-Installation Declaration

If You have ticked Yes above, You and the Nominated Recipient certify in respect of this Application for accreditation that either You 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, "FIT Generator" and "Nominated Recipient" include all persons who are "connected persons" in relation to them.

If You have ticked No above, You and the Nominated Recipient certify in respect of this Application for accreditation that neither You 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, "FIT Generator" and "Nominated Recipient" include all persons who are "connected persons" in relation to them.

15. Notification of Distribution Network Operator

As a FIT licensee we have an obligation to check that the Distribution Network Operator (DNO) has been notified of details of MCS installations. This requirement is set out in legislation (Article 25 of The Electricity Safety, Quality and Continuity Regulations 2002) and reflected in Engineering Recommendations. Installers are required to notify DNOs and they should pass this evidence on to you as a FIT generator.

Has the DNO been notified of the installation?

Yes No

16. Signature and Declaration

Signature (Owner)

Signature (Payee, if different from Owner)

Full name (Owner)

Full name (Payee, if different from Owner)

Date of signature

Date of signature

By signing this application form you also confirm that:

- You own the MCS or ROO-FIT certified installation which is being applied for, and
- You have made the declaration indicated above (if your installation is solar PV), and
- You have included copies of all relevant documents listed in the documents checklist found above, and
- You agree to be bound by Igloo Energy's Feed-in Tariff Scheme Terms and Conditions, and
- The information provided to Igloo Energy in this Feed-in Tariff Switch Form is correct and accurate and that you will notify Igloo Energy as soon as possible if any of this information needs updating. You acknowledge that audit checks are in place to monitor for scheme misuse and you may be prosecuted if fraudulent activity is found to have taken place.

Please tick here if you are happy to receive emails on exciting new products and services from us? You will not receive any marketing emails from 3rd parties.

Once completed please scan and return this form to us along with scans of the relevant documents as per the document checklist above via email to fit@igloo.energy

If you have any issues in completing the form then please ring us on 0333 405 5555 and we will be happy to help.