

Feed-in Tariffs: Guidance for community energy and school installations (Version 3)

Guidance

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Team: FIT Community team,
Renewable Electricity

Email: FITCommunity@ofgem.gov.uk

Overview:

This document explains how community organisations and schools can benefit further from the Feed-in Tariff scheme for their installations after changes to the scheme.

It focusses on how your organisation or school can achieve pre-registration and verification for your installation.

- If you are applying for ROO-FIT accreditation, you should read this document in conjunction with the 'Feed-in Tariff: Guidance for renewable installations'.
- The document does not provide guidance on general eligibility requirements for the FIT scheme.
- It is not intended to be a definitive technical or legal guide to the FIT scheme.
- This document replaces the Version 2 published 27 March 2015.

Context

The Feed-in Tariff (FIT) scheme is a Great Britain-wide initiative. It is intended to encourage the installation of small-scale renewable and low-carbon technologies up to a Total Installed Capacity (TIC) of 5MW. The FIT scheme requires certain Licensed Electricity Suppliers to make tariff payments for the generation and export of renewable and low carbon electricity.

Providing all eligibility requirements are met, the following types of technology qualify for payments under the scheme:

- installations using solar photovoltaic (PV), wind, hydro and anaerobic digestion (AD) technologies up to a TIC of 5MW, and
- installations using fossil fuel-derived Combined Heat and Power (micro-CHP) up to 2 kW (there is a limit of 30,000 such installations).

This scheme is the principal mechanism of support for PV, wind, AD and hydro installations with a Declared Net Capacity (DNC) of 50 kW or less ("micro generators"). It also provides eligible small-scale generators with a DNC over 50 kW ("small generators") with the one-off choice of applying for support under FIT or the Renewables Obligation (RO).

The Gas and Electricity Markets Authority (the Authority) administers the FIT scheme. We undertake the Authority's day to day functions.

In December 2012, the Department of Energy and Climate Change (DECC) introduced specific benefits and incentives for community organisations and education providers looking to install solar PV.

In April 2015, DECC introduced further benefits which apply to all technologies.

In January 2016 DECC introduced a series of cost control measures to limit the impact of the FIT scheme on consumer bills. Alongside this preliminary accreditation was also re-introduced.

Associated documents

- The Feed-in Tariffs Order 2012 (as amended)
- Electricity supply Standard Licence Conditions (as amended)
- Feed-in Tariffs Scheme: Guidance for renewable installations
- Feed-in Tariff Scheme: Guidance for Licensed Electricity Suppliers
- Renewables and CHP Register User Guide

We will refer to these documents throughout this guidance and web addresses can be found in the footnotes.

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Executive summary

This document

This document provides specific guidance on the amended provisions available to support community energy and school installations. This complements our two existing guidance documents for suppliers and ROO-FIT scale¹ renewable installations. It also includes information on the processes and procedures you need to follow to apply for – and benefit from – these provisions.

Who this document is for

This document is for community organisations and education providers who intend to apply for the benefits available for community energy installations and school installations under the FIT scheme. The document provides information on the process of pre-registration for installations not exceeding 50 kW Declared Net Capacity (DNC) and status verification as a community organisation.

This document does not provide guidance on general eligibility requirements for the FIT scheme.

Community energy and school installations

In December 2012, DECC introduced new benefits for community organisations and education providers.

These benefits were focussed solely on **non-domestic solar PV installations (excluding extensions) with an “eligibility date”² on or after 1 December 2012**. They introduced a “tariff guarantee” for community organisations proposing to commission community energy installations not exceeding 50 kW DNC. They also allowed for a relaxation of the current minimum energy efficiency requirement to level G and above. This allowed both FIT eligible solar PV community energy and school installations to receive the higher generation tariff rate, provided the multi-installation tariffs did not apply.

In April 2015, the legislation was changed to provide further benefits to PV and non-PV community energy installations. These included amending the definition of community organisation to include charities; an extension to the ROO-FIT preliminary accreditation validity period and a modification to the methodology by which the “site” of an eligible installation is determined.

On 1 October 2015 the legislation was changed to remove the tariff guarantee benefit for community organisations. The ability to apply for ROO-FIT preliminary accreditation was also removed.

The FIT scheme was paused from 15 January 2016 to 7 February 2016. On 8 February a system of deployment caps was introduced and preliminary accreditation was re-introduced for ROO-FIT scale installations. **The tariff guarantee for community energy installations was not re-introduced.**

¹ Installations with a total installed capacity (TIC) over 50 kW

² See Appendix 5 - Glossary

1. Introduction

Chapter summary

Here we set out the background of the FIT scheme, summarising Ofgem's role in the FIT scheme and an explanation of the purpose of this document.

The Feed-in Tariff (FIT) scheme

Background

1.1. The Feed-In Tariffs (FIT) scheme is an environmental programme aimed at promoting widespread uptake of a range of small-scale low carbon electricity generation technologies.

1.2. The FIT scheme requires FIT licensees to pay fixed tariffs to small renewable and micro-CHP installations for electricity generated and electricity exported. The cost of the FIT scheme is distributed across all Licensed Electricity Suppliers based on their share of the electricity supply market, in a process known as levelisation.

1.3. Accreditation to the FIT scheme can be achieved through one of two routes:

- Prospective owners of solar PV or wind installations with a DNC not exceeding 50 kW, or micro-CHP with a TIC of 2 kW or less, must ensure they use equipment certified by the microgeneration certification scheme (MCS). Owners should then approach their chosen FIT licensee for accreditation³.
- Prospective owners of solar PV or wind installations with a DNC over 50 kW and a TIC of up to 5MW, together with owners of AD or hydro installations of all sizes with a TIC up to 5MW, must apply to us for ROO-FIT accreditation. More detail on ROO-FIT accreditation is available from the guidance document: 'Feed-in Tariffs Scheme: Guidance for renewable installations'⁴ which is available on our website. Applicants should approach their FIT licensee for FIT payments once we have granted ROO-FIT accreditation.

1.4. A list of available tariff rates can be found on our website⁵.

1.5. To receive FIT payments, installations must meet certain eligibility criteria, as set out in the FIT Order and Schedule A to Condition 33 of the electricity supply Standard Licence Conditions (SLCs).

1.6. Further information on applying for the FIT scheme can be found on our website and in our scheme factsheet⁶.

1.7. For information about electricity generation, prospective applicants should contact the Energy Saving Advice Service in England and Wales (www.energysavingtrust.org.uk or 0300 123

³ Due to DNC constraints for MCS-scale installations, Ofgem uses DNC when referring to pre-registration (MCS-scale installations)

⁴ This document can be found on Ofgem's website - www.ofgem.gov.uk/FITs

⁵ This document can be found on the Ofgem website - www.ofgem.gov.uk/FITs

⁶ This document can be found on the Ofgem website - www.ofgem.gov.uk/FITs

1234) and the Home Energy Scotland in Scotland (www.energysavingtrust.org.uk/scotland or 0800 512 012).

Our role in the FIT scheme

1.8. We have a range of statutory duties and functions relating to the FIT scheme. These include: accrediting ROO-FIT scale installations, allocating tariffs, calculating and publishing tariff rates, maintaining a Central FIT Register of installations, levelling the cost of the scheme across licensed electricity suppliers, ensuring supplier compliance with scheme rules as well as a range of reporting and ongoing compliance duties. We also administer deployment caps. Please see 'Feed-in Tariff: Guidance for renewable installations' for more information about our role and powers.⁷

Energy Efficiency Requirement for the FIT scheme

1.9. The energy efficiency requirement applies to solar PV installations with a TIC up to and including 250 kW, including extensions, with the exception of those installations that are stand-alone, with an eligibility date on or after 1 April 2012.

1.10. In order to receive the higher generation tariff rate, these installations are required to demonstrate that the building to which the solar PV is wired to provide electricity to has achieved an Energy Performance Certificate (EPC) rating of level D or above, provided the multi-installation tariff does not apply.

1.11. A Display Energy Certificate (DEC) will not be accepted as proof of meeting the energy efficiency requirement.

1.12. Since December 2012, community organisations and education providers who install non-domestic solar PV community energy or school installations with a DNC not exceeding 50 kW have been able to benefit from a relaxation of the current minimum energy efficiency requirement to level G and above through pre-registration.

1.13. Larger scale non-domestic community energy or school installations that do not exceed 250 kW TIC can apply for this relaxation of the energy efficiency requirement through the existing ROO-FIT accreditation process. However, you will have to provide additional information as part of the accreditation process.

Energy Performance Certificates

1.14. An EPC is "valid" if it has been issued before, but no more than 10 years before, the prospective Commissioning Date of the installation and is the most recent EPC that has been issued in respect of the relevant building. A "rating band" between A and above (most energy efficient) to G (least energy efficient) is allocated on both domestic and non-domestic EPCs.

1.15. The "asset rating" of a non-domestic property in Scotland differs in terms of methodology to those produced for properties in England and Wales. To take account of this Scottish non-domestic EPCs may at some point include an indicative or equivalent "asset rating" as if the

⁷ This document can be found on the Ofgem website - www.ofgem.gov.uk/FITs

property was assessed under the regime in place in England and Wales. If this is the case then the indicative rating should be used as the determinant of whether an installation has met the energy efficiency requirement.

Multi-installation tariffs (PV only)

1.16. Multi-installation tariffs apply to any solar PV installation with a TIC up to and including 250 kW and with an Eligibility Date on or after 1 April 2012 where the FIT Generator or nominated recipient already own or receive FIT payments from 25 or more other eligible solar PV installations.

1.17. For the purposes of this document, the multi-installation tariff is a reduced, middle tariff rate that applies to an installation. However where the energy efficiency requirement is applicable and not met, the lower tariff rate will always apply.

Combining FIT and grants

1.18. The FIT scheme was designed to replace publicly funded grants as a means of encouraging the growth of small-scale renewable generation. Therefore, an installation which has received a grant from public funds is unlikely to be eligible for the FIT scheme.

1.19. The FIT Order prohibits the accreditation of an installation where a grant has been made from public funds towards any costs of purchasing and/or installing an installation.⁸

1.20. For more information on grants, please refer to "Feed-in Tariffs: Guidance for Licensed Electricity Suppliers"⁹.

Deployment caps

1.21. On 8 February 2016 deployment caps were introduced into the FIT scheme. A deployment cap is a limit on the capacity that can receive a particular FIT tariff in a particular tariff period¹⁰. Separate deployment caps are available for each technology and tariff band¹¹ (with the exception of micro-CHP which is already subject to a limit of 30,000 installations permitted to join the scheme).

1.22. All generators that applied for full ROO-FIT accreditation or had MCS certificates issued on or after the start of the pause to the FITs scheme on 15 January 2016 are subject to deployment caps.

1.23. Under deployment caps, applications are received continuously and are allocated to a tariff period in the following way:

⁸ Article 7(3) of the FIT Order

⁹ This document can be found on the Ofgem website - www.ofgem.gov.uk/FITs

¹⁰ A 'tariff period' is a period of three months starting on 1 April, 1 July, 1 October, 1 January (except for the first tariff period which is 8 February until 31 March 2016).

¹¹ The deployment cap limits are available in Tables 3A – 3C of the SLCs. For the latest version of the Licence Conditions, follow this link: <https://www.ofgem.gov.uk/licences-codes-and-standards/licences/licence-conditions>, and under the 'Electricity' heading, click 'Electricity Supply Standard Licence Conditions'.

- For MCS installations – these are ordered by the date and time of the installation’s MCS certificate.
- For ROO-FIT installations – these are ordered by the date and time that the application was received.

1.24. Once a cap has been reached for a technology or tariff band, no further installations are eligible to receive the tariff rate applicable for that band in that tariff period.

1.25. FIT tariff rates¹² have been set for each tariff period until March 2019 with tariffs in each period decreasing over time. This is known as default degeneration. These tariffs may be subject to a further automatic adjustment after each tariff period. If a deployment cap is reached within a tariff period, the tariff in the next and all subsequent tariff periods will be reduced by 10%. This is known as contingent degeneration.

¹² The FIT tariff tables are available in the Licence Conditions. For the latest version of the Licence Conditions, follow this link: <https://www.ofgem.gov.uk/licences-codes-and-standards/licences/licence-conditions>, and under the 'Electricity' heading, click 'Electricity Supply Standard Licence Conditions'.

2. Community energy installations

Chapter summary

This chapter sets out how community organisations with a community energy installation can apply for a number of benefits. This is achieved through the pre-registration process.

We also explain the status verification process for community energy installations over 50 kW DNC but not exceeding 5MW.

What is a community energy installation?

2.1. A community energy installation is defined in the FIT Order as:

“an eligible installation – which is wired to provide electricity to a building which is not a dwelling; and in relation to which the FIT generator is a community organisation”¹³.

What is a community organisation?

2.2. From 1 April 2015, a community organisation is defined in the FIT Order as:

“any of the following which has 50 or fewer employees: a charity; a subsidiary, wholly owned by a charity; a community benefit or co-operative society; or a community interest company.”¹⁴

2.3. The community organisation must have a community certificate issued before the date of application for pre-registration to the FIT Community team, or before the date the application for ROO-FIT accreditation was made via the Renewables and CHP Register.

Community interest company

2.4. The formation of community interest companies (CICs) is governed by the Companies (Audit, Investigations and Community Enterprise) Act 2004 (the “2004 Act”) and the Community Interest Company Regulations 2005¹⁵. They are limited companies created for people who want to conduct a business or other activity for community benefit and not purely for private advantage.

2.5. A CIC must be registered with the CIC regulator, who provides guidance and assistance to organisations that wish to apply to become a CIC. For further information, please refer to their website: www.bis.gov.uk/cicregulator.

2.6. Once CIC status has been granted, a CIC will be registered on the Companies House Register. For further information, please refer to their website: www.companieshouse.gov.uk.

¹³ Article 11 (6) FIT Order

¹⁴ Article 11 (6) - FIT Order

¹⁵ For further information and guidance, please refer to the Companies Act 2004, Part Two of the Act - www.legislation.gov.uk

Co-operative Society or Community Benefit Society

2.7. A Co-operative Society or Community Benefit Society is defined in the Co-operative and Community Benefits Societies Act 2014(a)¹⁶. The Financial Conduct Authority (FCA) Mutuals Public Register (formerly called the Financial Services Authority¹⁷ (FSA) Mutuals Public Register)¹⁸ holds the details of all mutual societies, including Co-operative and Community Benefit Societies.

2.8. Co-operative Societies are run for the mutual benefit of their members, with any surplus usually re-invested into the organisation to provide new or improved services and facilities.

2.9. Community Benefit Societies provide services for people other than their members and are not registered as a company.

2.10. Applications to become a Co-operative Society or Community Benefit Society must be made to the FCA directly. The FCA can provide guidance and assistance to those who wish to become a Co-operative or Community Benefit Society. Further information is available from the FCA website¹⁹.

2.11. Once approved, a Co-operative or Community Benefit Society will be listed on the FCA Mutuals Public Register²⁰.

Charities (England and Wales)

2.12. Charities in England and Wales are registered with the Charity Commission in accordance with section 29 of the Charities Act 2011. A charity must register with the Charity Commission who can help organisations that wish to be recognised as a charity. For further information, please visit: www.gov.uk/running-charity/setting-up

Charities (Scotland)

2.13. Charities in Scotland are registered with the Office of the Scottish Charity Regulator (OSCR) as set out in section 106 of the Charities and Trustee Investment (Scotland) Act 2005. The OSCR helps organisations that wish to be recognised as a charity. For further information, please see: www.oscr.org.uk/charities/becoming-a-charity

¹⁶ Formerly subject to the transitional provisions under Article 40(4) of the FIT Order in relation to the commencement of the Co-operative and Community Benefit Societies and Credit Unions Act 2010 and the amendment of the Industrial and Provident Societies Act 1965.

¹⁷ Please note that as of 1 April 2013, the Financial Services Authority has become two separate regulatory authorities. The Financial Conduct Authority can be found at www.fca.org.uk and the Prudential Regulation Authority at www.bankofengland.co.uk.

¹⁸ For further information and guidance, please refer to the Financial Conduct Authority website – www.fca.org.uk. Note that the FSA Mutuals Public Register is now referred to as the 'Financial Conduct Authority Mutuals Public Register'.

¹⁹ FCA Website - www.fca.org.uk

²⁵ FCA Website - www.fca.org.uk

Subsidiary, wholly owned by a charity

2.14. An applicant may be a “community organisation” if it is a company that is a “subsidiary” within the meaning of section 1159(1) of the Companies Act 2006, that is *wholly owned* by a charity.

Community organisations: employees

2.15. In order to meet the definition of a “community organisation”, the CIC, society, or charity must employ no more than 50 employees. Volunteers are not regarded as employees for the purposes of the FIT Order. For a company that is a “subsidiary” that is wholly owned by a charity to be a “community organisation”, both the subsidiary company and the charity which wholly owns it must **each** have fewer than 50 employees.

2.16. **We advise all parties to read the relevant articles of the FIT Order, our relevant guidance documents, and take their own legal advice. This will help ensure they meet the definition of a community organisation and community energy installation. They should do this before applying for accreditation.**

What is pre-registration and status verification for a community energy installation?

2.17. Pre-registration is the process by which a prospective community organisation applies to us for a determination as to whether their installation meets the requirements of a community energy installation.

2.18. All prospective community organisations must follow this process when seeking to obtain a relaxation of the energy efficiency requirement for their community energy installation where the DNC does not exceed 50 kW.

2.19. Status verification is the process of determining the organisation’s status as a “community organisation” for installations wishing to receive the modification to the determination of “site”, and for non-domestic PV installations with a DNC greater than 50kW and a TIC not exceeding 250kW wishing to receive a relaxation of the energy efficiency requirement.

Benefits

What is the relaxation of the energy efficiency requirement for a community energy installation?

2.20. If an installation is confirmed as a community energy installation and it is **non-domestic solar PV with a TIC not exceeding 250 kW**, it may be able to benefit from a relaxation of the current minimum energy efficiency requirement to level G and above. To potentially qualify for a higher rate generation tariff, assuming the multi-installation tariff does not apply, applicants need to provide a valid non-domestic EPC of any level (G or above).

2.21. Both MCS and ROO-FIT scale community energy installations can benefit from this provision.

- For installations with a DNC not exceeding 50 kW, applicants can secure this benefit via the pre-registration process.
- For installations with a DNC above 50 kW but with a TIC not exceeding 250 kW, applicants can do this via the existing ROO-FIT accreditation process. They will need to submit documentary evidence similar to that required for pre-registration as part of the ROO-FIT accreditation process.

2.22. The relaxation of the energy efficiency requirement applies only to installations with an eligibility date on or after 1 December 2012. Extensions to existing community energy installations will have to meet the existing requirement of EPC level D or above for the extension to be given the higher generation tariff rate. Extensions with a commissioning date of on or after 15 January 2016 are not eligible for FIT payments.

2.23. For MCS-scale installations, the relaxation of the energy efficiency requirement will only apply if the installation has obtained pre-registration, commissioned and the applicant has applied for FIT payments from a FIT licensee within the validity period of the pre-registration.

2.24. For ROO-FIT scale community energy installations, the relaxation of the energy efficiency requirement will apply once the installation has commissioned and an application for full ROO-FIT accreditation has been made via the Renewables and CHP Register.

Solar PV community energy installations with an EPC level D or above

2.25. Where a community energy installation with a DNC not exceeding 50 kW is already, or will be, wired to provide electricity to a non-domestic building that has already been issued with an EPC rating of D or above, no additional application to Ofgem through the pre-registration process is required. An application for the installation should be made to the FIT licensee.

2.26. Similarly, a community energy installation with a DNC above 50 kW but not exceeding 250 kW (TIC) that is already, or will be, wired to provide electricity to a non-domestic building that has already been issued with an EPC rating of D or above does not need to answer the community questions in the ROO-FIT application.

What is the tariff guarantee for a community energy installation?

Solar PV community energy installations with a DNC not exceeding 50 kW

2.27. The tariff guarantee only applies to non-domestic solar PV community energy installations with a DNC not exceeding 50 kW, where the application for pre-registration was received before 1 October 2015.

2.28. For applications received before 1 October 2015, the tariff rate that was valid on the tariff date will be assigned to the community energy installation.

2.29. The pre-registration of a community energy installation is valid for one year from the date a complete application was received by Ofgem, which determines the “tariff date”.

2.30. The tariff guarantee only applies once the installation has been commissioned and the applicant has applied for FIT payments from a FIT licensee within the validity period.

2.31. Once commissioned and registered by a FIT licensee on the Central FIT Register, a generation tariff is assigned to the installation. This is determined on the basis of a number of factors:

- the tariff date of the installation
- the technology of the installation, eg solar PV
- the total installed capacity (TIC) of the installation, and
- if the installation meets the energy efficiency requirement or is subject to the multi-installation tariff²¹.

2.32. FIT payments start from the eligibility date of the installation.

Solar PV community energy installations with a DNC greater than 50 kW but not exceeding 250 kW (TIC)

2.33. Community energy installations with a DNC above 50 kW that apply for accreditation via the ROO-FIT process are not eligible for the tariff guarantee, however they may wish to apply for ROO-FIT preliminary accreditation which provides a form of tariff guarantee. More detail is provided in the document ‘Feed in Tariff: Guidance for renewable installations’²².

What is the modification regarding the determination of “Site” in relation to a community organisation?

2.34. The modification will allow certain community- owned installations sharing an supply import MPAN to have MPAN disregarded when their “sites” are assessed for the purpose of the FIT scheme. For the reasons explained in the following paragraphs this may mean that two installations sharing the MPAN will be considered to be on separate sites, and hence separate eligible installations, as long as they are not otherwise electrically or mechanically connected.

Significance of MPAN for FIT installations

2.35. For all installations, in advance of accreditation being granted, either the FIT licensee (MCS scale) or Ofgem (ROO-FIT) must undertake an assessment of the “Site” of the Eligible Installation. All generating equipment of the same technology located on a single “site” will be determined as one “eligible installation”. The extent of the Eligible Installation determines its capacity and its generation tariff.

2.36. The Site is normally determined by reference to the following criteria:

²¹ These requirements only apply to solar PV installations with an eligibility date on or after 1 April 2012 that are not stand-alone and have a TIC not exceeding 250 kW.

²² This document can be found on the Ofgem website - www.ofgem.gov.uk/FITs

- a) the meter point administration number (MPAN) of the meter measuring the supply of electricity to the premises at which the installation is located
- b) the address of the premises at which the installation is located
- c) the Ordnance Survey grid reference at which the installation is located, and
- d) any other factors which the Authority considers relevant.

2.37. In the main, where more than one installation of the same technology connects to the distribution or transmission network through the same grid connection (and therefore share the same supply and/or export MPAN) they will be considered to be located on the same site.

Significance of MPAN for Community Energy Installations

2.38. For community installations, where at least one FIT installation is verified to be owned, or is to be owned, by a community organisation, criteria 'a' above (the MPAN) will not be taken into account when completing the site assessment.

2.39. The above applies to all PV and non-PV FIT technologies of any capacity not exceeding 5MW each.

2.40. The two installations may share a single grid connection, but shall not be otherwise electrically or mechanically connected.

2.41. Both installations sharing the MPAN must have Tariff Dates or Eligibility Dates on or after 1 April 2015.

What is the preliminary accreditation validity period extension for a community organisation?

2.42. Preliminary Accreditation is only available to proposed ROO-FIT installations. The validity period of preliminary accreditation is dependent on the technology type. For further information, please see the guidance document 'Feed-in Tariffs: Guidance for renewable installations'.

2.43. ROO-FIT community installations of any technology will have their preliminary accreditation validity period extended by six months. The new validity periods will be as follows:

- PV – 12 months
- AD and wind – 18 months
- Hydro – 30 months

2.44. This benefit only applies to ROOFIT installations verified to be owned, or are to be owned, by a community organisation.

Eligibility date and tariff date for community energy installations

2.45. For community applications for pre-registration received by us before 1 October 2015 the eligibility date will be the later of:

- The date on which we received the application for pre-registration
- The date on which the installation was commissioned.

The tariff date for these installations will be the date the application is received by us.

2.46. For community applications for pre-registration received by us on or after 1 October 2015 but before 15 January 2016, the eligibility date will be the later of:

- The date on which we received the application for pre-registration
- The date on which the installation commissioned.

The tariff date will be the same as the eligibility date.

2.47. For community applications for pre-registration received by us on or after 8 February 2016, where the installation has also commissioned from this date, the eligibility date will be the later of:

- The date on which Ofgem received the application for pre-registration
- The start date of the tariff period that the installation falls into.

The tariff date will be the start date of the tariff period that the installation falls into.

Applications

What is the application process for pre-registration of a community energy installation with a DNC not exceeding 50 kW?

Who can apply?

2.48. Community organisations may apply if all of the following applies:.

- They have or propose to commission a solar PV community energy installation with a DNC not exceeding 50 kW
- They require a relaxation of the energy efficiency requirement to level G and above
- They require status verification to be exempt from the MPAN consideration within the definition of site

2.49. The pre-registration process will confirm whether the applicant is a community organisation and the applicant's installation is a community energy installation.

Who should we apply to and what documents are required?

2.50. Applications must be made to the Ofgem FIT Community team and should be sent via email to FITCommunity@ofgem.gov.uk or alternatively by post to:

FIT Community team, Ofgem, 9 Millbank, London, SW1P 3GE

2.51. An application for pre-registration must include a complete application letter using the relevant template, evidence to establish the applicant's community organisation status, a non-domestic EPC and, where an installation has been commissioned, an MCS certificate. These documents must all be submitted together.

2.52. The application letter provides key information to support the application for pre-registration and will need to confirm the following:

- confirmation of what benefit is being applied for
- the technology used or to be used, by the installation
- the commissioning status of the installation (where applicable)
- the type of community organisation
- whether the community organisation employs 50 employees or fewer²³
- the capacity or proposed capacity (TIC and DNC) of the installation
- the address of the community organisation
- the address of the building to which the installation is wired
- information regarding the EPC
- the MPAN that the installation will be, or is, wired to
- the supporting documents submitted with the application letter, and
- agreement to a declaration.

2.53. Excluding subsidiaries *wholly owned* by charities, evidence to establish an applicant as a community organisation will be either:

- Certificate of Incorporation (for a Community Interest Company)²⁴
- Acknowledgement of Registration (for a Co-operative Society/Community Benefit Society)²⁵, or
- A certificate specifying a Charity registration²⁶

2.54. Where an applicant is a company that is a "subsidiary", *wholly owned* by a charity, evidence to establish it as a community organisation should include:

- Certificate of Incorporation
- Copy of company share register (if it is a company with a share capital) or register of members (if it is a company limited by guarantee), showing that a charity is the only shareholder or member (as applicable) of the company
- A certificate specifying a charity registration
- Signed statement from company secretary or director confirming that the register of shareholders or members (as applicable) is an up to date copy and that the register itself is up to date, and that they are authorised to give those statements on the company's behalf.

2.55. A valid non-domestic EPC²⁷ (with an asset rating of G or above) is required for the building to which the community energy installation is, or will be, wired and providing electricity to. The

²³ In the case of a company that is a subsidiary, wholly owned by a charity, the charity and the subsidiary should each have 50 or fewer employees.

²⁴ This will be issued by the registrar of companies.

²⁵ This will be issued by the Financial Conduct Authority and must bear the FCA seal. For older (pre year 2000) societies the acknowledgement of registration is issued by the chief or assistant registrar or by the central office of friendly societies.

²⁶ This will be issued by the Charity Commission (England and Wales) or the Office of the Scottish Charity Regulator (Scotland).

²⁷ An EPC is "appropriate" if it has been issued no more than 10 years before the Commissioning Date *and* is the most recent EPC that has been issued in respect of the relevant building.

non-domestic EPC must have been issued before the application date for pre-registration and before the date the installation is commissioned. More information on EPCs can be found on the Department for Communities and Local Government (DCLG) website²⁸ and the Scottish Government website²⁹.

2.56. An MCS certificate confirms that an MCS-certified installer, using an MCS-certified product, has commissioned the installation.

2.57. The applicant's declaration must be signed by an individual with the authority to legally act on behalf of the community organisation. This could be (for a company) a director or secretary, or (for a society) an officer or committee.

2.58. Failure to provide the application in the correct format or any of the supporting evidence required will delay the pre-registration process.

Confirmation of pre-registration

2.59. When we receive an application, we will assess it and, if satisfied that the conditions are met, pre-register the community energy installation. We will also recommend the recording of a generation meter read on the date we confirm receipt (see next section).

2.60. Once pre-registration has been granted, we will notify the community organisation in writing via email. A letter, confirming pre-registration will contain the following information:

- The tariff date for the community energy installation (for applications for the tariff guarantee received before 1 October 2015)
- The validity period of the pre-registration
- The unique community reference number which will appear in a format beginning with "C" followed by a 6 digit number, eg "C123456"
- Details of the EPC submitted to support the pre-registration process, and
- Details of the MCS certificate (where applicable).

2.61. The pre-registration letter will confirm the applicant's eligibility for the tariff guarantee and/or relaxation of the current minimum energy efficiency requirement to level G and above, as well as the exemption from the definition of site rule, as applicable.

What happens after pre-registration?

2.62. After pre-registration, once a community energy installation has been commissioned, the community organisation must provide the confirmation letter together with other required documents (e.g. MCS certificate, EPC) when applying to their FIT licensee for FIT payments.

2.63. The community organisation must commission the installation and apply to their FIT licensee for FIT accreditation within the validity period to receive the benefits of pre-registration.

2.64. If a FIT licensee receives an application for FIT payments for a pre-registered community energy installation with a pre-registration that is no longer valid, the provisions of the FIT Order

²⁸ DCLG information on Energy Performance Certificates can be found at www.gov.uk; "Planning and building" section.

²⁹ Scottish Government Website - www.scotland.gov.uk

which preserve the eligibility date and tariff date no longer apply. In this case, the installation will no longer benefit from a tariff guarantee and relaxation of the energy efficiency requirement. The installation will therefore need to meet the energy efficiency requirement (level D or above) in order to achieve the higher generation tariff.

2.65. Alternatively, the organisation can re-apply for pre-registration but only once the original validity period has expired.

What happens if pre-registration is not granted?

2.66. Where a community energy installation has failed to achieve pre-registration, we will inform the applicant via email that their application has been unsuccessful.

2.67. There are a number of reasons why Ofgem may not grant pre-registration for a community energy installation. This may include any one of, but is not limited to, the following:

- applicant or installation does not meet the eligibility criteria
- no registration found on the relevant register for the community organisation
- insufficient supporting evidence (e.g. no non-domestic EPC issued before date of application for pre-registration).

2.68. Failure to receive pre-registration does not prevent the community organisation from applying to a FIT licensee for FIT payments for their installation. However, they will not be treated as having a community energy installation. Applicants can also re-apply for pre-registration if they can later meet the eligibility criteria as set out in this document.

Meter reads

2.69. We encourage a generation meter reading³⁰ to be taken (with photographic evidence of the reading) on the first day of each quarter after the installation has commissioned.

What is the application process for status verification of non-PV community energy installations with a DNC not exceeding 50 kW?

Who can apply?

2.70. Community organisations can apply for verification if they have commissioned a non-PV installation with a DNC not exceeding 50 kW. They wish to receive status verification to be exempt from the MPAN consideration within the definition of site.

Who do you apply to and what documents are required?

2.71. When an application for accreditation is submitted to a FIT licensee the generator should indicate that they are also applying for community organisation status. An assessment will then be made of whether the organisation meets the definition of community.

³⁰ Please note, an export meter reading, where relevant, should also be taken (see section on metering in 'Feed-In Tariffs: Guidance for renewable installations' document available on the Ofgem website).

What is the application process for ROO-FIT installations looking to benefit from an extended preliminary accreditation validity period?

2.72. Installations with a DNC greater than 50 kW can apply for ROO-FIT preliminary accreditation. Further information can be found in the guidance document: 'Feed-in Tariffs: Guidance for renewable installations'³¹.

Who can apply?

2.73. You can apply if you are a community organisation planning to commission a community energy installation of any technology type with a DNC of greater than 50 kW.

Who do you apply to and what documents are required?

2.74. Community organisations should apply for ROO-FIT preliminary accreditation via the usual route on the Renewables and CHP Register (RCHP).³²

2.75. When a ROO-FIT preliminary accreditation application is submitted to Ofgem, additional information must be provided to demonstrate that the applicant meets the definition of "community organisation".

2.76. For these applications made on the RCHP Register, question QC190 must be answered as "Community". This demonstrates that the applicant wishes to be verified as a community organisation to receive an extension to their preliminary accreditation validity period.

2.77. A community application letter and supporting evidence should also be sent to the FIT Community team via email to FITCommunity@ofgem.gov.uk or alternatively by post to:

FIT Community team, Ofgem, 9 Millbank, London, SW1P 3GE

2.78. The application letter provides key information including a number of legal declarations. The letter will confirm the following:

- What the application is for
- the technology used or to be used, by the installation
- The name of the installation (generating station name on the RCHP register)
- The type of community organisation
- Confirmation that the community organisation employs no more than 50 employees³³
- The planned capacity (TIC and DNC) of the installation
- The address of the community organisation
- The planned address of the building to which installation will be wired
- The supporting documents submitted with the application letter, and
- Agreement to a declaration

³¹ This document can be found on the Ofgem website - www.ofgem.gov.uk/FITs

³² Guidance on how to submit a successful preliminary accreditation application can be found on our website: <https://www.ofgem.gov.uk/environmental-programmes/feed-tariff-fit-scheme/applying-feed-tariff/roo-fit>

³³ In the case of a company that is a subsidiary, wholly owned by a charity, the charity and the subsidiary should each have 50 or fewer employees.

2.79. Excluding subsidiaries wholly owned by charities, evidence to establish an organisation as a community organisation will be either a(n):

- Certificate of Incorporation (for a Community Interest Company)³⁴, or
- Acknowledgement of Registration (for a Co-operative Society/Community Benefit Society)³⁵, or
- A certificate specifying Charity registration³⁶

2.80. Where an applicant is a company that is a “subsidiary”, wholly owned by a charity, evidence to establish it as a community organisation should include:

- Certificate of Incorporation
- Copy of company share register (if it is a company with a share capital) or register of members (if it is a company limited by guarantee), showing that a charity is the only shareholder or member (as applicable) of the company
- A certificate specifying a charity registration
- Signed statement from company secretary or director confirming that the register of shareholders or members (as applicable) is an up to date copy and that the register itself is up to date, and that they are authorised to give those statements on the company’s behalf.

2.81. The application letter’s declaration must also be signed by an individual with the authority to act on behalf of and who can legally represent the community organisation. This could be (for a company) a director or secretary, or (for a society) an officer or committee.

2.82. Failure to provide the application letter in the correct format or any of the supporting evidence required may delay the ROO-FIT accreditation process.

Confirmation of verification

2.83. When we receive an application, we will assess it and, if satisfied that the conditions are met, verify the status of the community organisation. We will notify the community organisation in writing by email. A confirmation letter, will contain the following information:

- confirmation that the generator is a community organisation, and
- the name of the generating station that is owned, or is to be owned, by the community organisation

What happens after confirmation of verification?

2.84. The ROO-FIT team will complete its assessment of the application for preliminary accreditation, referring as appropriate to the confirmed status of the community organisation. If

³⁴ This will be issued by the registrar of companies

³⁵ This will be issued by the Financial Conduct Authority (formerly known as the Financial Services Authority, i.e. FSA) and must bear the FCA seal. For older (pre year 2000) societies the acknowledgement of registration is issued by the chief or assistant registrar or by the Central Office of Friendly Societies)

³⁶ This will be issued by the Charity Commission (England and Wales) or the Office of the Scottish Charity Regulator (Scotland).

preliminary accreditation is granted, the ROO-FIT team will issue confirmation of this and of the validity period of the accreditation.

What happens if verification is not confirmed?

2.85. If status verification is not confirmed, preliminary accreditation can still be granted. However, the accreditation will not receive an extended validity period.

What is the application process for ROO-FIT installations looking to benefit from the relaxation of the energy efficiency requirement (solar PV with a DNC greater than 50kW but not exceeding 250kW TIC)?

2.86. Pre-registration is not available to solar PV community energy installations with a DNC greater than 50 kW. However, community energy installations with a DNC greater than 50 kW but a TIC not exceeding 250 kW can still benefit from the relaxation of the energy efficiency requirement through the ROO-FIT accreditation process.

Who can apply?

2.64. Community organisations who have commissioned a non-domestic solar PV community energy installation with a DNC greater than 50 kW but not exceeding 250 kW TIC, who require a relaxation of the current minimum energy efficiency requirement to level G and above.

Who do you apply to and what documents are required?

2.87. Community organisations with installations with a DNC greater than 50 kW but not exceeding 250 kW TIC will need to apply for ROO-FIT full accreditation in the same way as other ROO-FIT generators via the Renewables and CHP Register.

2.88. For these applications made on the RCHP Register, question QC128 must be answered as "Community". This demonstrates that the applicant wishes to be verified as a community organisation for the purposes of receiving the relaxation of the energy efficiency requirement.

2.89. The ROO-FIT application must also include the ROO-FIT community application letter, evidence to support determination of the applicant's community organisation status and a non-domestic EPC. This can be uploaded as a single pdf file as part of the online application.

2.90. The application letter and supporting evidence can also be sent to the FIT Community team via email to FITCommunity@ofgem.gov.uk or alternatively by post to:

FIT Community team, Ofgem, 9 Millbank, London, SW1P 3GE

2.91. A valid non-domestic EPC³⁷ (with an asset rating of G or above) is required for the building to which the installation is, or will be, wired and providing electricity to. The non-domestic EPC

³⁷ An EPC is "appropriate" if it has been issued no more than 10 years before the Commissioning Date *and* is the most recent EPC that has been issued in respect of the relevant building.

must have been issued before the application date for pre-registration and the date on which the installation is commissioned. More information on EPCs can be found on the Department for Communities and Local Government (DCLG) website³⁸ and the Scottish Government website³⁹.

2.92. Please see paragraphs 2.79 to 2.82 for further information on the application letter and supporting evidence.

2.93. Failure to provide the application letter in the correct format or any of the supporting evidence required will delay the ROO-FIT accreditation process.

Confirmation of verification

2.94. When we receive an application, we will assess it and, if satisfied that the conditions are met, verify the status of the community organisation. We will notify the community organisation in writing by email. A confirmation letter, issued on Ofgem e-serve letterhead, will contain the following information:

- confirmation that the generator is a community organisation,
- the address of the building to which the installation is wired, and
- the community organisation reference number which will appear in a format beginning with "C" followed by a six digit number, eg "C123456".

What happens after confirmation of verification?

2.95. Once the applicant has received the confirmation letter, the ROO-FIT full accreditation application will need to be amended. This is to provide the community reference at question QC131, which could not be answered previously. Once the reference number from the confirmation letter has been entered, the ROO-FIT application can be re-submitted.

2.96. Once ROO-FIT accreditation has been granted, the ROO-FIT accreditation letter should be provided to a FIT licensee. It is not necessary to provide a copy of the confirmation letter.

What happens if verification is not confirmed?

2.97. If status verification of the community organisation is not confirmed, ROO-FIT accreditation can still be granted. However, the relaxation of the energy efficiency requirement cannot be applied, as the installation will not be considered to be owned by a community organisation.

³⁸ DCLG information on Energy Performance Certificates can be found at www.gov.uk; "Planning and building" section.

³⁹ Scottish Government Website - www.scotland.gov.uk

What is the application process for ROO-FIT accreditation of community installations wishing to be granted status verification for site exemption?

Who can apply?

2.98. Community organisations who have commissioned an installation of any technology with a DNC greater than 50 kW and TIC up to and including 5MW, who require the ability to share an MPAN with one other FIT installation.

Who do you apply to and what documents are required?

2.99. Community organisations with installations with a DNC greater than 50 kW will need to apply for ROO-FIT accreditation in the same way as other ROO-FIT generators via the Renewables and CHP Register. Full details of how to do this are provided in the Renewables and CHP Register User Guide⁴⁰.

2.100. Separate ROO-FIT applications should be made for each installation wishing to share the MPAN. Only the community installation sharing the MPAN must submit a community application.

2.101. During the application for ROO-FIT accreditation, the applicant will be asked to provide evidence to demonstrate that they meet the definition of a "community organisation". For these applications, question QC128 of the ROO-FIT application process should be answered as "Community". This demonstrates that the applicant wishes to be verified as a community organisation for the purposes of the site exemption.

2.102. The evidence must include the ROO-FIT community application letter, evidence to support determination of the applicant's community organisation status and a non-domestic EPC (if applicable). For solar PV, this can be uploaded as a single pdf file as part of the online application.

2.103. For non-PV applications, QC190 should be answered as 'Community'. In this instance, a query will be raised requesting supporting information after the application has been submitted.

2.104. The application letter and supporting evidence can also be sent to the FIT Community team via email to FITCommunity@ofgem.gov.uk or alternatively by post to:

FIT Community team, Ofgem, 9 Millbank, London, SW1P 3GE

2.105. As part of the ROO-FIT application for solar PV installations, question QC131 will ask applicants to provide their "community reference". However, applicants will not be in possession of this reference number at the time of application and should leave this blank until they receive it. The community reference is provided in the confirmation of status letter (see next section).

2.106. For solar PV installations with a TIC not exceeding 250 kW, a valid non-domestic EPC⁴¹ for the building to which the community energy installation is or will be wired to provide electricity to

⁴⁰ This document can be found on the Ofgem website: www.ofgem.gov.uk/FITs

⁴¹ An EPC is "appropriate" if it has been issued no more than 10 years before the Eligibility Date and is the most recent EPC that has been issued in respect of the relevant building.

is required. This must have an asset rating of G or above. More information on EPCs can be found on the DCLG website⁴² and the Scottish government website⁴³.

2.107. Failure to provide the application letter in the correct format or any of the supporting evidence required will delay the ROO-FIT accreditation process.

2.108. Please see paragraphs 2.79 to 2.82 for further information on the application letter and supporting evidence.

Confirmation of verification

2.109. Once Ofgem has verified the status of the community organisation, we will notify the organisation in writing by email. A confirmation letter, will contain the following information:

- confirmation that the generator is a community organisation
- the address of the building to which the installation is wired, and
- the community organisation reference number which will appear in a format beginning with "C" followed by a six digit number, e.g. "C123456" (where applicable).

What happens after confirmation of verification?

2.110. Once the applicant has received the confirmation letter, for solar PV installations, the ROO-FIT application will need to be amended. This is to provide the community reference at question QC131, which could not be answered previously.

2.111. For non-PV installations, the community reference will not be recorded on the ROO-FIT application.

2.112. Once ROO-FIT accreditation has been granted, the ROO-FIT accreditation letter should be provided to a FIT licensee. It is not necessary to provide a copy of the confirmation letter.

What happens if verification is not confirmed?

2.113. If status verification is not confirmed, ROO-FIT accreditation can still be granted. However, the exemption to the definition of site cannot be applied, as the installation will not be considered and verified to be owned by a community organisation.

Queries

2.114. Queries relating to the pre-registration status verification processes should be emailed to FITCommunity@ofgem.gov.uk. Queries relating to applications for ROO-FIT accreditation should be emailed to ROOFIT@ofgem.gov.uk

2.115. Written queries should be sent to the address on the front of this document, clearly marked for the attention of the FIT Community or ROO-FIT team. You can also call 020 7901 7310.

⁴² DCLG information on Energy Performance Certificates can be found at www.gov.uk ; "Planning and building" section

⁴³ Scottish Government Website - www.scotland.gov.uk

3. School installations

Chapter summary

This chapter explains the pre-registration process for school installations, including when an application should be made, what supporting evidence must be provided, and what to do once pre-registration has been granted. Information is also available here on the process for solar PV school installations not exceeding 250 kW TIC looking to benefit from the relaxation of the energy efficiency requirement.

What is a school installation?

3.1. An installation is a “school installation” if it is wired to provide electricity to a building which is used as the premises of a “qualifying educational institution”. The applicant must also be an education provider who owns or is responsible for the management of that qualifying educational institution.⁴⁴

3.2. Stand-alone installations and extensions to existing installations do not fall within the definition of a school installation and cannot have a relaxation of the energy efficiency requirement.

3.3. For the purposes of this guidance, a school installation should be taken to be only an installation using solar PV technology.

What is an education provider?

3.4. An education provider is defined in the FIT Order as:

“The owner of a building used as the premises of a qualifying educational institution; or the person or body responsible for the management of such an institution.”⁴⁵

3.5. A school has to meet the definition of “qualifying educational institution” for its installation to benefit from the relaxation of the energy efficiency requirement mentioned above. As such, a qualifying educational institution captures the following categories of schools and further education establishments within England, Wales and Scotland.

England and Wales

In England and Wales, there are three categories of institutions, which are captured by the definition: schools, further education colleges and academies:

- **Schools:** an institution which is concerned principally with the delivery of primary and secondary education as its main focus.

⁴⁴ The definition of a school installation can be found in Article 12 (6) of the FIT Order.

⁴⁵ The definition of an education provider can be found in Article 12 (6) of the Feed-in Tariffs Order 2012.

- **Academies:** the subsistence of the relevant funding agreement with the secretary of state ought to be definitive of an institution’s status as an academy.
- **Further education:** this captures the various further education colleges and sixth form colleges which subsist as corporations designated by an order of the Secretary of State.

Scotland

In Scotland, there are two categories of institutions included in the definition:

- **Schools:** an institution which is concerned principally with the delivery of primary and secondary education.
- **Further education:** this sector captures those institutions which are concerned with the delivery of a programme of further education as designated by legislation⁴⁶.

Table 1: Qualifying Educational Institutions

| England and Wales | Scotland |
|--|---|
| Primary, secondary and middle schools maintained by local authorities | Primary schools (public or grant aided) |
| Primary, secondary and middle schools directly funded by the secretary of state, including academies and university technical colleges | Secondary schools (public or grant aided) |
| Independent schools | Independent schools |
| Special schools for children with special educational needs, whether maintained or independent | Special schools |
| Pupil referral units and alternative provision academies | N/A |
| Nursery schools | Nursery schools |
| Further education corporations | Colleges of further education |
| Sixth form colleges | N/A |

3.6. Universities, specialist institutes, conservatoires, and other higher education colleges do not fall within the definition of a qualifying educational institution. As such, they cannot benefit from the relaxation of the energy efficiency requirement. These applicants should apply to their FIT licensee for FIT payments or through the ROO-FIT process. The installation will need to meet all standard eligibility requirements in order to be accredited by the FIT licensee/Ofgem.

3.7. The categories of qualifying educational institutions noted in Table 1 are provided by way of example only⁴⁷. Accordingly, we advise all applicants to read the relevant articles of the FIT Order, related legislation and relevant guidance documents published by Ofgem. They should also take their own legal advice to ensure that the relevant setting meets the definitions of an education provider, school installation and qualifying educational institution, before applying for pre-registration or ROO-FIT accreditation.

⁴⁶ Section 1 Further and Higher Education (Scotland) Act 1992

⁴⁷ Article 12(6) FIT Order

What is pre-registration and status verification of a school installation?

3.8. Pre-registration is a process through which a prospective education provider applies to us for a determination as to whether their commissioned installation meets the requirements of a school installation.

3.9. All prospective education providers must follow the pre-registration process if they are seeking to obtain the relaxation of the energy efficiency requirement for their installation where the DNC does not exceed 50 kW.

3.10. A tariff guarantee is not available to school installations with a DNC of 50 kW or less.

3.11. Status verification is the process of determining the status as an “education provider” for non-domestic solar PV installations with a capacity of 50-250 kW wishing to receive a relaxation of the energy efficiency requirement.

Benefits

What is the relaxation of the energy efficiency requirement for a school installation?

3.12. If an installation is confirmed as a school installation, it may be able to benefit from a relaxation of the current minimum energy efficiency requirement to level G and above⁴⁸. This means that to potentially qualify for a higher rate generation tariff, assuming the multi-installation tariff does not apply, a valid non-domestic EPC of any level (G or above) can be provided to a FIT licensee. This replaces the usual requirements of an EPC showing that the building, to which the PV installation is wired to provide electricity, has achieved an EPC rating of level D or above.

3.13. Both MCS and ROO-FIT accredited school installations can benefit from this provision.

- For installations with a DNC not exceeding 50 kW this is via the pre-registration process, and;
- For installations with a DNC above 50 kW but with a TIC not exceeding 250 kW, this is via the ROO-FIT accreditation process, with documentary evidence similar to that required for pre-registration being submitted as part of the ROO-FIT accreditation process.

3.14. The relaxation of the energy efficiency requirement applies only to installations with an eligibility date on or after 1 December 2012. Extensions to existing school installations will have to meet the existing EPC level D or above requirement to be assigned the higher generation tariff.

3.15. For MCS-scale installations, this benefit only applies if, once pre-registered, the applicant has applied to their FIT licensee for FIT accreditation within the validity period.

⁴⁸ Paragraph 6.2(b)(ii) of the SLCs

3.16. For ROO-FIT school installations, this benefit applies once the installation has commissioned and an application for ROO-FIT full accreditation has been made via the RCHP Register.

School installations who have achieved an EPC level D or above

3.17. A school installation with a DNC not exceeding 50 kW that is wired to provide electricity to a non-domestic building, that has already been issued with an EPC rating of D or above, does not have to apply to Ofgem through the pre-registration process. This is because the existing energy efficiency requirement would have already been met. An application for the installation should be made directly to the FIT licensee.

3.18. Similarly, a school installation with a DNC above 50 kW (but not exceeding 250 kW TIC) that is already, or will be, wired to provide electricity to a non-domestic building that already has an EPC rating of D or above does not need to answer the school questions in the ROO-FIT application.

Eligibility dates and tariff dates for school installations

3.19. For school applications for pre-registration received by us before 15 January 2016, the eligibility date will be the date the application is received by us. The tariff date will be the same as the eligibility date.

3.20. For school applications for pre-registration received on or after 15 January 2016 the Eligibility Date will be the later of:

- The date on which we received the application for pre-registration
- The start date of the tariff period that the installation falls into.

The tariff date will be the same as the eligibility date.

Applications

What is the application process for pre-registration of a school installation with a DNC not exceeding 50kW?

Who can apply?

3.21. Education providers may apply if each of the following statements applies:

- They have already commissioned a non-domestic solar PV installation with a DNC not exceeding 50 kW
- They require a relaxation of the energy efficiency requirement to level G and above

3.22. The pre-registration process will confirm whether the applicant's installation is a school installation.

Who do you apply to and what documents are required?

3.23. Applications must be made to the Ofgem FIT Community team and should be sent via email to FITCommunity@ofgem.gov.uk or alternatively by post to:

FIT Community team, Ofgem, 9 Millbank, London, SW1P 3GE

3.24. An application for pre-registration must include a complete application letter using the relevant template, a non-domestic EPC and an MCS certificate. These documents must all be submitted together.

3.25. The template application letter provides key information to support the application for pre-registration. It includes a number of legal declarations and will need to confirm the following:

- What the application is for
- The technology used by the installation
- The commissioning status of the installation
- The type of education provider
- The capacity (TIC and DNC) of the installation
- The address of the education provider
- The address of the building to which the installation is wired
- Information regarding the EPC
- The supporting documents submitted with the application letter, and
- Agreement to a declaration.

3.26. A valid non-domestic EPC⁴⁹ for the building to which the school installation is wired to provide electricity is required. It must have an asset rating of G or above. More information on EPCs can be found on the DCLG website⁵⁰ and the Scottish government website⁵¹.

3.27. An MCS certificate is a certificate demonstrating the installation has been commissioned by an MCS-certified installer, using an MCS-certified product.

3.28. The application letter's declaration must also be signed by an individual with the authority to act on behalf of and legally represent the organisation. This could be the head teacher, principal, or a clerk to the governing body.

3.29. When we receive the application, we will confirm receipt and check that the information provided is correct. We will also recommend the recording of a meter read on the date of receipt.

3.30. Failure to provide the application letter in the correct format or any of the supporting evidence required will delay the pre-registration process.

⁴⁹ An EPC is "appropriate" if it has been issued no more than 10 years before the Eligibility Date and is the most recent EPC that has been issued in respect of the relevant building.

⁵⁰ DCLG information on Energy Performance Certificates can be found at www.gov.uk; "Planning and building" section.

⁵¹ Scottish Government Website - www.scotland.gov.uk

Confirmation of pre-registration

3.31. When we receive an application, we will assess it and, if satisfied that the conditions are met, pre-register the school installation.

3.32. We will notify the education provider that pre-registration has been granted in writing by email. A letter, confirming pre-registration will contain the following information:

- the validity period description of the pre-registration
- the school reference number which will appear in a format beginning with "S" followed by a six digit number, eg "S123456" which is unique to the school address of the installation
- details of the EPC submitted to support the pre-registration application letter
- details of the MCS certificate.

3.33. The pre-registration letter will be used to confirm the applicant's eligibility for a relaxation of the energy efficiency requirement when an application is submitted to a FIT licensee for FIT accreditation of the school installation.

Meter reads

3.34. We encourage school installations to ensure a generation meter reading⁵² is taken (with photographic evidence of the reading) from the first day of each quarter after the installation has commissioned.

What happens after pre-registration?

3.35. Once granted, pre-registration is valid for one year starting on the date that Ofgem received the application. Within the validity period, the education provider must provide the confirmation letter together with other required documents (e.g. the MCS certificate, EPC) when applying to their FIT licensee for FIT accreditation.

3.36. If an application for FIT accreditation for a pre-registered school installation is received by a FIT licensee outside the validity period of its pre-registration, provisions of pre-registration in the FIT Order no longer apply. In this case, the school installation will no longer benefit from the relaxation of the energy efficiency requirement. The installation will therefore need to meet the energy efficiency requirement (level D or above) in order to achieve the higher generation tariff.

3.37. Alternatively, the organisation can re-apply for pre-registration but only once the original validity period has expired.

What happens if pre-registration is not granted?

3.38. Where a school installation has failed to be pre-registered, the applicant will be informed in writing by email that their application has been unsuccessful.

⁵² Please note, an export meter reading, where relevant, should also be taken (see section on metering in 'Feed-In Tariffs: Guidance for renewable installations' document available on the Ofgem website).

3.39. There are a number of reasons why we may not grant pre-registration for a school installation. This may include any of the reasons below, but this list is not exhaustive:

- the applicant or installation does not meet the eligibility criteria
- there is insufficient supporting evidence (eg no EPC or MCS certificate).

3.40. Failure to receive pre-registration does not prevent the education provider from applying to a FIT licensee for FIT accreditation for their installation, although they will not be treated as having a school installation. Applicants can also re-apply for pre-registration if they are later able to meet the eligibility criteria as set out in this document.

What is the application process for ROO-FIT accreditation of school installations (solar PV with a DNC greater than 50kW but not exceeding 250kW TIC)?

Who can apply?

3.41. Pre-registration is not available to school installations with a DNC greater than 50 kW. However, school installations with a DNC greater than 50 kW but a TIC not exceeding 250 kW are still able to benefit from the relaxation of the energy efficiency requirement through the ROO-FIT process, once they have commissioned.

3.42. Additionally, those installations with a DNC greater than 50 kW can also apply for preliminary accreditation through the ROO-FIT process. This will provide a form of tariff guarantee, with a validity period of six months. Further information can be found in the guidance document 'Feed-in Tariff: Guidance for renewable installations'⁵³.

Who do you apply to and what documents are required?

3.43. Education providers with school installations with a DNC greater than 50 kW will need to apply for ROO-FIT accreditation in the same way as other FIT generators.

3.44. Applications for ROO-FIT full accreditation are submitted via the Renewables and CHP Register⁵⁴. Details of how to do this are provided in the Renewables and CHP Register User Guide⁵⁵.

3.45. During the application for ROO-FIT accreditation, the FIT generator will be asked at question QC128 to provide evidence that the installation meets the definition of a "school installation". The evidence must consist of an application letter using the relevant template and a non-domestic EPC. These can be uploaded as part of the online application as a single pdf file, or sent subsequently via post, email or fax. For these applications question QC128 should be answered as "School".

⁵³ This document can be found on Ofgem's website - www.ofgem.gov.uk/FITs

⁵⁴ www.renewablesandchp.ofgem.gov.uk

⁵⁵ This document can be found on the Ofgem website - www.ofgem.gov.uk/FITs

3.46. The application provides key information used to determine status as a school installation. It includes a number of legal declarations and will need to confirm the following:

- the technology used by the installation
- the commissioning status of the installation
- the name of the installation in its ROO-FIT application form (on the Renewables and CHP register)
- the type of education provider
- the capacity (TIC and DNC) of the installation
- the address of the education provider
- the address of the building to which the installation is wired
- information regarding the EPC
- the supporting documents submitted with the application letter, and
- agreement to a declaration.

3.47. A valid non-domestic EPC⁵⁶ for the building to which the school installation is wired to provide electricity is required with an asset rating of G or above. More information on EPCs can be found on the Department for Communities and Local Government (DCLG) website⁵⁷ and the Scottish Government website⁵⁸.

3.48. The application letter must be signed by an individual with the authority to act on behalf of and legally represent the organisation. This could be the head teacher, principal, or a clerk to the governing body.

3.49. As part of the ROO-FIT application, question QC131 will ask applicants to provide their "School reference". However, applicants will not be in possession of this reference number at the time of application and should leave this blank until receiving confirmation their installation is a school installation. The school reference is provided in the confirmation letter.

3.50. Failure to provide the application letter in the correct format or any of the supporting evidence required may delay the ROO-FIT accreditation process.

School installations who have achieved an EPC level D or above

3.51. Education providers who already hold an EPC rated level D or above for the building to which their installation is wired to provide electricity, will not have to show they meet the definition of an "education provider". For these applications question QC128 as part of the ROO-FIT application process should be answered as "neither".

3.52. Where this applies, no additional evidence has to be submitted for the installation to meet the definition of a "school installation". However, in order to achieve ROO-FIT accreditation all standard eligibility criteria, as set out in guidance⁵⁹, must be met.

⁵⁶ An EPC is "appropriate" if it has been issued no more than 10 years before the Eligibility Date of application of the pre-registration *and* is the most recent EPC that has been issued in respect of the relevant building.

⁵⁷ DCLG information on Energy Performance Certificates can be found at www.gov.uk; "Planning and building" section

⁵⁸ Scottish Government Website - www.scotland.gov.uk

⁵⁹ "Feed-in Tariffs: Guidance for renewable installations"

Confirmation of verification

3.53. On receiving the application letter, supporting documents and relevant declarations, we will verify all information provided is correct.

3.54. Once we have verified that the installation is a school installation, we will notify the applicant in writing by email. The confirmation letter, will contain the following information:

- confirmation that the generator is considered an education provider and that the installation has been verified as a school installation
- the school reference number which will appear in a format beginning with "S" followed by a six-digit number, eg "S123456".

What happens after confirmation of verification?

3.55. Once the applicant has received the confirmation letter, the ROO-FIT application for full accreditation will need to be amended. This is to provide the school reference number at question QC131, which they would not have been able to answer previously. Once the applicant has entered the reference number from the confirmation letter, they can re-submit the ROO-FIT application.

3.56. Once ROO-FIT accreditation has been granted, the ROO-FIT accreditation letter should be provided to a FIT licensee. It is not necessary to provide a copy of the school confirmation letter.

3.57. What happens if verification is not confirmed? If education provider verification is not confirmed, ROO-FIT accreditation can still be granted. However, a relaxation of the energy efficiency requirement cannot be applied and the installation will need an EPC of level D or above to be considered for the higher generation tariff.

3.58. Applicants can however resubmit an application for school installation verification later if they are able to meet the eligibility criteria set out in this document.

Queries

3.59. Queries relating to the pre-registration/status verification processes should be emailed to FITCommunity@ofgem.gov.uk. Queries relating to applications for ROO-FIT accreditation should be emailed to ROOFIT@ofgem.gov.uk.

3.60. Written queries should be sent to the address on the front of this document, clearly marked for the attention of the FIT Community or ROO-FIT team. You can also call 020 7901 7310.

Appendix 1 - Glossary

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| Accredited FIT installation | means an Eligible Installation which the Authority has entered onto the Central FIT Register in accordance with the FIT Order; |
| Affiliate | means in relation to an Electricity Supplier any holding company or subsidiary or subsidiary undertaking of a holding company of the licensee in each case within the meaning of the Companies Act 2006; |
| BSC | Balancing and Settlement Code; |
| Central FIT Register | means the register kept and maintained by the Authority for the purpose of recording details of FIT Generators, Accredited FIT Installations and other such matters relating to the FIT Scheme; |
| Commissioned | means, in relation to an Eligible Installation, that: a) such procedures and tests have been completed as constitute, at the time they are undertaken, the usual industry standards and practices for commissioning that type of installation such that it is capable of operating at its Declared Net Capacity (assuming that the relevant Eligible Low-Carbon Energy Source was available to it without interruption or limitation); and b) The installation is connected to Plant such that the whole of its maximum output could be used in a permitted way; For this purpose: i. the maximum output of an installation is the amount of electricity that it would generate if operated at its Declared Net Capacity; and electricity is used in a permitted way if it is: ii. consumed by the FIT Generator or (if different) the operator of the installation, or by persons to whom it is supplied by the FIT Generator; or iii. Exported. |
| Community organisation | means any of the following which has 50 or fewer employees: a charity; a subsidiary, wholly owned by a charity; a community benefit or co-operative society; or a community interest company; |
| Community energy installation | means an eligible installation which is wired to provide electricity to a building which is not a dwelling; and in relation to which the FIT generator is a community organisation; |
| Complaints procedure | means the procedure available to a FIT Generator in the event it has a complaint about any action taken by a FIT Licensee in relation to the FIT Scheme; |
| Connected Person | in relation to a FIT Generator or Nominated Recipient, means any person connected to that person within the meaning of section 1122 of the Corporation Tax Act 2010; |
| Confirmation date | means, in relation to an Eligible Installation, the date on which the FIT Generator is entered onto the Central FIT Register by the Authority, such that the Eligible Installation becomes an Accredited FIT Installation; |

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| Declared net capacity | means the maximum capacity at which an installation can be operated for a sustained period without causing damage to it (assuming the source of power used by it to generate electricity was available to it without interruption) less the amount of electricity that is consumed by the Plant; |
| Deemed export | means Export from an Accredited FIT Installation which is deemed to be a percentage of the equivalent Generation Meter Reading for the same Accredited FIT Installation and period, in cases where: <ol style="list-style-type: none">It is not possible or practical to measure the export by way of Export Meter Readings; andThe FIT Order provides for the determination by the Secretary of State of the percentage or a methodology for determining it; |
| Degression | means the regular review and potential reduction of tariff rates for new installations based on deployment in the preceding months. For solar PV this review is quarterly, whilst for non-PV technologies this review is annually; |
| Education provider | means the owner of a building used as the premises of a qualifying educational institution; or a person or body responsible for the management of such an institution; |
| Eligibility period | means the maximum period during which a FIT Generator can receive FIT Payments for a particular Eligible Installation, as set out in the table at Annex 1 of Schedule A to Standard Condition 33 of the Electricity Supply Licence; |
| Eligible Installation | means any Plant on a Site which is capable of Small-scale Low-carbon Generation; and except as provided otherwise in the FIT Order all such Plant on the same Site which is capable of generating electricity from the same type of Eligible Low-carbon Energy Source is to be treated as a single Eligible Installation; |
| Eligible low-carbon energy source | means the following sources of energy or technology: <ul style="list-style-type: none">- anaerobic digestion, as defined in the FIT Order;- hydro generating station, as defined in the FIT Order;- combined heat and power with an electrical capacity of 2 kW or less;- solar photovoltaic;- wind; and technologies identified in s.41(5) EA08; |
| Energy efficiency requirement | Means the requirement for a (solar PV) FIT Generator (with a TIC of 250 kW or less) to achieve an asset rating of level D or above on an Energy Performance assessment of the installation that is wired to provide electricity to one or more relevant buildings; |
| EPB Regulations | In relation to the energy performance of a building. In England and Wales as specified in Regulations 2012, and in Scotland as specified in Regulations 2008; |
| Export | means the flow of electricity from an Eligible Installation onto a distribution system or transmission system and, if the FIT Licensee so elects, accounted for in settlement in accordance with the BSC, and Export used as a verb shall be construed accordingly; |
| Export meter | means a meter which measures the quantity of Export which, if registered pursuant to the BSC, such registration is to be the responsibility of the FIT Licensee; |
| Export meter reading | means the measure by an Export Meter of the amount of Export; |

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| Export payment | means the sum paid to the FIT Generator or Nominated Recipient, as applicable, by a FIT Licensee, for FIT Export in any period, calculated by reference to the Export Tariff and Export Meter Reading or Deemed Export Reading; |
| Export tariff | means the payment rate per kilowatt hour for FIT Export from an Accredited FIT Installation as set out in the FIT Payment Rate Table at Annex 2 of Schedule A to Standard Condition 33 of the Electricity Supply Licence; |
| Extension | means a modification to an Accredited FIT Installation to increase its Total Installed Capacity from the same type of Eligible Low-carbon Energy Source, and Extend as a verb shall be construed accordingly; |
| FIT export | means Export or Deemed Export from an Accredited FIT Installation in relation to which a FIT Generator has requested to receive Export Payments in accordance with Part 1, clause 7.1; |
| FIT Generator | means: <ul style="list-style-type: none">(a) In relation to an Accredited FIT Installation, the person identified as the Owner in the Central FIT Register; and(b) In relation to any other Eligible Installation, the Owner, Whether or not that person is also operating or intending to operate the Eligible Installation; |
| FIT Licensee | means the collective term for Mandatory FIT Licensees and Voluntary FIT Licensees; |
| FIT notification | means the notification to be submitted to the Authority by each licensee on or before 14 February in each year to confirm whether the licensee is: <ul style="list-style-type: none">- a Mandatory FIT Licensee; or- a Voluntary FIT Licensee; or- neither a Mandatory FIT Licensee nor a Voluntary FIT, by reference to its status as at 31 December of the previous calendar year. In FIT Year 1, the FIT Notification must be submitted on or before 30 June 2010 by reference to a licensee's status as at Implementation; |
| FIT Order | means the Feed-in Tariffs Order 2012 (including any amendments to that Order) |
| FIT payments | means, as applicable, the Generation Payments and/or Export Payments; |
| FIT scheme | means the scheme for feed-in tariffs introduced in accordance with sections 41 to 43 EA08, as set out in Standard Condition 33 of the Electricity Supply Licence, and Schedule A to Standard Condition 33 of the Electricity Supply Licence and the FIT Order; |
| FIT year | means the year commencing on 1st April and ending on 31st March numbered sequentially from FIT Year 1 (being 1st April 2010 to 31st March 2011); |
| Generation meter | means a meter which measures the quantity of electricity generated by an Accredited FIT Installation, for which the FIT Generator is responsible; |
| Generation payment | means the sum paid to the FIT Generator or Nominated Recipient, as applicable, by a FIT Licensee, for the electricity generated by Accredited FIT Installations in any period, calculated by reference to the Generation Tariff and Generation Meter Readings; |
| Generation meter reading | means the measure by a Generation Meter of the gross amount of electricity generated by an Accredited FIT Installation; |

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| Generation tariff | means the payment rate per kilowatt hour of electricity generated by an Accredited FIT Installation as set out in the FIT Payment Rate Table at Annex 2 of Schedule A to Standard Condition 33 of the Electricity Supply Licence; |
| Levelisation payment | means a payment required to be made by a FIT Licensee to the Authority or by the Authority to the FIT Licensee, in accordance with the Levelisation Process as determined in the FIT Order; |
| Levelisation process | means the process by which the total cost of the FIT Scheme is allocated between licensees in proportion to the size of their share in the electricity supply market of Great Britain, as determined in accordance with the FIT Order; |
| Mandatory FIT Licensee | means a licensee which either: <ul style="list-style-type: none">- supplies electricity to at least 250,000 domestic customers; or- together with its Affiliates jointly supplies electricity to at least 250,000 domestic customers as at 31 December before the start of each FIT Year; and effective on and from the 1 April of the current FIT Year; |
| MCS-certified Installation | means an Eligible Installation using an MCS-FIT Technology which has been recognised by MCS or equivalent as satisfying relevant equipment and installation standards; |
| MCS-certified Registration | means the process whereby an Eligible Installation confirmed as an MCS-certified Installation is entered onto the Central FIT Register by the Authority; |
| MCS or equivalent | means the Microgeneration Certification Scheme or equivalent schemes accredited under EN 45011, which certify microgeneration products and installers in accordance with consistent standards; |
| MCS-FIT technology | means the following Eligible Low-carbon Energy Sources for which MCS-certified Registration is required: <ul style="list-style-type: none">solar photovoltaic with a declared net capacity of 50 kW or less;wind with a declared net capacity of 50 kW or less;hydro generating station with a declared net capacity of 50 kW or less (in relation to Eligible Installations with an Eligibility Date before 1st December 2012 only)combined heat and power with an electrical capacity of 2 kW or less; |
| Migrated ROO generator | means a Generator whose installation was accredited under the ROO as at 1 st April 2010 and has subsequently become an Accredited FIT Installation; |
| Multi-installation tariff | The reduced tariff rate, applicable from 1 April 2012 to any solar PV installation up to and including 250 kW TIC, where the FIT Generator or nominated recipient already owns or receives FIT payments from 25 or more other eligible solar PV installations. This is subject to whether the energy efficiency requirement has also been met; |
| Nominated recipient | means a person appointed by a FIT Generator to receive FIT Payments in respect of an Accredited FIT Installation owned by that FIT Generator and recorded as such on the Central FIT Register; |
| Original FIT installation | means a person appointed by a FIT Generator to receive FIT Payments in respect of an Accredited FIT Installation owned by that FIT Generator and recorded as such on the FIT Central Register; |

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| Owner | means, in relation to any Plant which is the subject of a hire purchase agreement, a conditional sale agreement or any agreement of a similar nature, the person in possession of the Plant under that agreement, and in all other contexts it shall bear its ordinary meaning, and Owned as a verb shall be construed accordingly; |
| Plant | means any equipment, apparatus or appliance; |
| Principal FIT Licensee Terms | means the principal terms, to be included in the Statement of FITs Terms, which relate to the obligations which a FIT Generator must satisfy in order to receive FIT Payments from a FIT Licensee; |
| Principal Generator Terms | means the principal terms, to be included in the Statement of FIT Terms, which relate both to FIT Payments and the protection of FIT Generators; |
| Qualifying educational institution | means in England and Wales— <ol style="list-style-type: none">a school within the meaning of section 4 of the Education Act 1996(a)⁽⁶⁰⁾;an institution within the further education sector, within the meaning of section 91(3) of the Further and Higher Education Act 1992(a)⁽⁶¹⁾; ora 16 to 19 Academy within the meaning of section 1B of the Academies Act 2010(b) ⁽⁶²⁾; in Scotland— <ol style="list-style-type: none">a school within the meaning of section 135(1) of the Education (Scotland) Act 1980(c)⁽⁶³⁾; ora college of further education within the meaning of section 36(1) of the Further and Higher Education (Scotland) Act 1992(d)⁽⁶⁴⁾; |
| Reduction | means a modification to an Eligible Installation to decrease its Total Installed Capacity; |
| ROO | means collectively the Renewables Obligation Order 2009 and Renewables Obligation (Scotland) Order 2009 (or equivalent determinations under any amendments to those Orders or re-enactments of the renewables obligation upon revocation of those Orders); |
| ROO-FIT accreditation | means the process of accreditation pursuant to the FIT Order to be undertaken in respect of an Eligible Installation not using an MCS-FIT Technology; |
| School installation | means an eligible installation which is wired to provide electricity to a building which is used as the premises of a qualifying educational institution; and in relation to which the FIT Generator is the education provider which owns that building or is responsible for the management of that institution. |

⁶⁰ 1996 c.56. Section 4 was amended by the Education Act 1997 (c.44), section 51 and Schedule 7, paragraph 10, the Education Act 2002 (c.32), Schedule 22, Part 3, the Childcare Act 2006 (c.21) section 95, the Education Act 2011 (c.21), Schedule 13, paragraph 9, and S.I. 2010/1080, Schedule 1, Part 2, paragraph 97.

⁶¹ 1992 c.13. Section 91(3) was amended by the Apprenticeships, Skills, Children and Learning Act 2009 (c.22), Schedule 8, paragraph 13.

⁶² 2010 c.32. Section 1B was inserted by the Education Act 2011 (c.21), section 53(7).

⁶³ 1980 c.44. The definition of "school" in section 135(1) was amended by the Registered Establishments (Scotland) Act 1987 (c.4), section 2(2), and the Standards in Scotland's Schools etc. Act 2000 (asp 6), Schedule 3.

⁶⁴ 1992 c.37.

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| Small-scale low-carbon generation | means the generation of electricity, by any Plant: which, in generating electricity, relies wholly or mainly on an Eligible Low-carbon Energy Source; and the Total Installed Capacity of which does not exceed the Specified Maximum Capacity; |
| Specified maximum capacity | means the maximum capacity specified in the FIT Order; |
| Stand-alone | An installation: <ul style="list-style-type: none">- not attached to a building and not wired to provide electricity to an occupied building [for eligible installations with a Tariff Date before 1 May 2013]; or- not wired to provide electricity to a building [for eligible installations with a Tariff Date on or after 1 May 2013]. |
| Statement of FIT terms | means the statement of terms and conditions agreed between the FIT Licensee and FIT Generator in relation to participation in the FIT Scheme; |
| Switching | means the process involved when a FIT Generator elects to change its FIT Licensee, and Switch used as a verb shall be construed accordingly; |
| Tariff code | means a code allocated to each Accredited FIT Installation by the Authority to enable identification of the FIT Payment rates applying to that installation; |
| Tariff Period | means one of the following periods – (a) the period beginning on 8th February 2016 and ending on 31st March 2016; (b) the period of 3 months beginning on 1st April 2016; or (c) any subsequent period of 3 months beginning on 1st July, 1st October, 1st January or 1st April; |
| Total installed capacity | means the maximum capacity at which an Eligible Installation could be operated for a sustained period without causing damage to it (assuming the Eligible Low-carbon Energy Source was available to it without interruption), a declaration of which is submitted as part of the processes of ROO-FIT Accreditation and MCS-certified Registration; |
| Transfer date | Means the date upon which a FIT Generator is deemed to have Switched in relation to an Accredited FIT Installation; |