

# Feed-in Tariff: Guidance for Community Energy and School Installations (Version 1)

## Guidance

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### Overview:

This guidance document provides specific guidance for solar photovoltaic (PV) community energy and school installations on how to benefit from provisions available for the Feed-in Tariff (FIT) scheme, following the government's Comprehensive Review of the scheme.

This document is intended to provide guidance for community organisations and education providers. Its scope is limited to providing information on the process of pre-registration and verification as a community/school installation.

- For those applying as a community energy or school installation through ROO-FIT accreditation, this document must be read in conjunction with the 'Feed-in Tariff: Guidance for renewable installations (Version 5)'.
- The document does not provide guidance on general eligibility requirements for the FIT scheme.
- This document is not intended to be a definitive technical or legal guide to the FIT scheme.
- As from 19 April 2013 this document replaces the draft guidance document dated 13 December 2012.

## Context

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The Feed-in Tariff (FIT) scheme is a Great Britain wide initiative intended to encourage the uptake of small-scale renewable and low-carbon technologies up to a Total Installed Capacity (TIC) of 5MW. The FIT scheme creates an obligation for certain Licensed Electricity Suppliers to make tariff payments for the generation and export of renewable and low carbon electricity. Installations using solar photovoltaic (PV), wind, hydro and anaerobic digestion (AD) technologies up to a TIC of 5MW and fossil fuel derived Combined Heat and Power (micro-CHP) up to 2kW (up to a maximum of 30,000 eligible installations) can receive FIT payments, providing all eligibility requirements are met.

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

The FIT scheme was introduced by the Department of Energy and Climate Change (DECC) on 1 April 2010 and is administered by the Gas and Electricity Markets Authority (the Authority), whose day-to-day functions are undertaken by the Office of Gas and Electricity Markets (Ofgem).

A new aspect of the scheme, effective from 1 December 2012, is the introduction of specific benefits and incentives for community organisations and education providers looking to install solar PV installations. This guidance document provides information to assist these organisations in understanding and explaining how they can take advantage of these benefits.

## Associated documents

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- The Feed-in Tariffs Order 2012
- Modifications to Conditions 33 and 34 of the Standard Licence Conditions (as amended)
- Feed-in Tariffs Scheme: Guidance for renewable installations (Version 5)
- Feed-in Tariff Scheme: Guidance for Licensed Electricity Suppliers
- Renewables and CHP Register User Guide (April 2008)
- Department of Energy and Climate Change (DECC): 'Consultation on Comprehensive Review Phase 2B: Tariffs for non-PV technologies and scheme administration issues'

Please note that these documents will be referred to throughout this guidance document and web addresses will be provided in footnotes.

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# Executive Summary

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## This document

This document provides specific guidance on the new provisions available to support solar PV community energy and school installations. This complements our two existing guidance documents for suppliers and ROO-FIT scale<sup>1</sup> renewable installations. It also includes information on the processes and procedures that need to be followed in order 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 MCS scale installations) and verification as a community/school installation (for ROO-FIT scale installations) only.

Community energy installations and school installations with a Total Installed Capacity<sup>2</sup> (TIC) exceeding 250kW who wish to apply for the FIT scheme should only refer to the guidance document 'Feed-in Tariff: Guidance for renewable installations (Version 5)'.<sup>3</sup>

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

## What is the Feed-in Tariff (FIT) scheme?

The FIT scheme is a government programme designed to promote the uptake of a range of small-scale renewable and low-carbon electricity generation technologies across Great Britain.

The scheme requires certain Licensed Electricity Suppliers<sup>3</sup> to pay a generation tariff to small-scale low-carbon generators for electricity they generate. An export tariff is also payable where electricity is exported. The scheme is applicable to a range of technologies up to a maximum TIC of 5MW.

## Community energy and school installations

New benefits for community organisations and education providers have been introduced from 1 December 2012.

These benefits are focussed solely on **solar PV installations (excluding extensions) with an "eligibility date"<sup>4</sup> on or after 1 December 2012** and include the introduction of a "tariff guarantee" for community organisations who propose to commission community energy installations not exceeding 50kW Declared

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<sup>1</sup> Installations with a total installed capacity (TIC) over 50kW

<sup>2</sup> See Appendix 5 (Glossary)

<sup>3</sup> A list of registered FIT Licensees is available on the Ofgem Website - [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

<sup>4</sup> See Appendix 5 - Glossary

Net Capacity (DNC). They also allow for a relaxation of the current minimum energy efficiency requirement to level G and above. This will allow both FIT eligible solar PV community energy and school installations to receive the higher generation tariff rate, provided the multi-installation tariffs do not apply.

The Feed-in Tariffs Order 2012 (the "FIT Order") provides definitions of community organisations and education providers to incentivise participation from these groups in the FIT scheme when installing an eligible solar PV installation. The effect of these definitions are summarised below:

- Community organisations that propose to commission, or have commissioned, a solar PV community energy installation with a DNC not exceeding 50kW will be able to benefit from a "tariff guarantee". This will, through the process of pre-registration, allow the community organisation to secure a tariff date for a period of up to 1 year before the installation is commissioned and an application for FIT accreditation to a FIT Licensee is made. The tariff will be assigned on the basis of the tariff date<sup>5</sup> once a FIT Licensee has accredited the installation.
- Both community energy and school installations using solar PV technology can benefit from a relaxation of the current minimum energy efficiency requirement. The standard requirement for all other installations is that an Energy Performance Certificate (EPC) level D or above is achieved before a higher rate generation tariff can be assigned to an installation, provided the multi-installation tariff does not apply.<sup>6</sup> Once an installation has been verified to be either a community energy or school installation, a valid non-domestic EPC of any level (G or above), presented at the time of application to their FIT Licensee, will satisfy the energy efficiency requirement<sup>7</sup>.

Where a community energy or school installation with a capacity not exceeding 250kW TIC is already commissioned and is wired to provide electricity to a building that has already achieved an EPC level D or above, there is no benefit in applying for pre-registration or for a determination of whether installation is a community energy or school installation. In these circumstances, the community organisation or education provider should apply for the FIT scheme via their FIT Licensee or Ofgem (as applicable), providing all eligibility requirements are met.

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<sup>5</sup> Tariff date: For community energy installations, the tariff date of the installation is the date on which Ofgem received the application for pre-registration. For school installations, the tariff date is the same as its eligibility date.

<sup>6</sup> Please refer to the 'Feed-In Tariff: Guidance for renewable installations (Version 5) document for information on the energy efficiency requirement.

<sup>7</sup> Paragraph 6.2(b)(ii), Annex 5 to the Standard Licence Conditions (SLCs); Relevant links to the SLCs are provided on the Ofgem website ([www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)) and also on the DECC website ([www.gov.uk/decc](http://www.gov.uk/decc))

# 1. Introduction

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## Chapter Summary

Sets out the background of the FIT scheme including the summary of changes from 1 December 2012 for community organisations and education providers, an overview of the energy efficiency requirements, 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 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 upon their share of the electricity supply market, in a process known as Levelisation.

1.2. Accreditation to the FIT scheme is achieved through one of two routes:

- Prospective owners of solar PV or wind installations with a DNC not exceeding 50kW, or micro-CHP with a TIC of 2kW or less, must ensure they use Microgeneration Certification Scheme (MCS) certified equipment installed by an MCS certified installer and should then approach their chosen FIT Licensee for accreditation<sup>8</sup>.
- Prospective owners of solar PV or wind installations with a DNC over 50kW 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 Ofgem for ROO-FIT accreditation. More detail on ROO-FIT accreditation is available from the guidance document: 'Feed-in Tariffs Scheme: Guidance for renewable installations'<sup>9</sup> which is available on the Ofgem website. Applicants should approach their FIT Licensee for FIT payments once ROO-FIT accreditation has been granted.

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<sup>8</sup> Due to DNC constraints for MCS-scale installations, Ofgem uses DNC when referring to pre-registration (MCS-scale installations)

<sup>9</sup> This document can be found on Ofgem's website – [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

1.3. Tariff payment rates vary depending on the tariff date, technology and TIC of the installation. Tariffs are also adjusted annually by the Retail Price Index by Ofgem. A list of available tariff rates can be found on the Ofgem website<sup>10</sup>.

1.4. A degression mechanism for the scheme is also in place and is administered by Ofgem. Further information on degression is available from the 'Feed-in Tariffs - Frequently Asked Questions document'<sup>11</sup> which is available on the DECC website.

1.5. In order to receive FIT payments, installations must meet certain eligibility criteria, as set out in the FIT Order and Schedule A to Standard Licence Conditions 33 and 34.

1.6. Further information on applying for the FIT scheme can be found on our website and in our scheme factsheet<sup>12</sup>.

### **The role of Ofgem in the FIT scheme**

1.7. Ofgem has a range of statutory duties and functions to perform in respect of the FIT scheme. These include but are not limited to: accrediting ROO-FIT scale installations, allocating tariffs, calculating and publishing tariff rates, maintaining a Central FIT Register (CFR) 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. Please see the 'Feed-in Tariff: Guidance for renewable installation (Version 5)' for more information about Ofgem's role and powers.<sup>13</sup>

### **Changes to the FIT scheme and the FIT Comprehensive Review**

1.8. The government's response to its consultation 'Comprehensive Review 2B: Tariffs for non-PV technologies and scheme administration issues' was published on 20 July 2012. A range of changes have been introduced. However, this document focuses solely on those changes which impact on community organisations and education providers. Further information regarding the Comprehensive Review can be found on the DECC website<sup>14</sup>.

1.9. This document is an updated version of the 'Feed-in Tariff: Draft Guidance for Community Energy and School Installations (Version 1)' and replaces the draft version that was published for feedback 13 December 2012.

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<sup>10</sup> [www.ofgem.gov.uk/FITs\\_fits](http://www.ofgem.gov.uk/FITs_fits)

<sup>11</sup> This document can be found on the DECC website - [www.gov.uk/decc](http://www.gov.uk/decc)

<sup>12</sup> This document can be found on the Ofgem website - [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

<sup>13</sup> This document can be found on the Ofgem website - [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

<sup>14</sup> [www.gov.uk/decc](http://www.gov.uk/decc)

1.10. This document is procedural guidance in connection with the administration of the Feed-in Tariffs scheme. This guidance sits below the obligations, powers and duties that arise in connection with the FIT Order and the SLC. Note that in the event of an inconsistency between the FIT Order and the SLC, the FIT Order prevails.

### **Energy Efficiency Requirement for the FIT scheme**

1.11. The energy efficiency requirement only applies to solar PV installations with a TIC up to and including 250kW<sup>15</sup>, including extensions, with the exception of those installations that are stand-alone, with an eligibility date on or after **1 April 2012**.

1.12. 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 EPC rating of level D or above, provided the multi-installation tariff does not apply.

1.13. From 1 December 2012, certain community organisations and education providers who install solar PV community energy or school installations will be able to benefit from a **relaxation of the current minimum energy efficiency requirement to level G and above**. This means that a valid non-domestic EPC that has achieved level G or above will be sufficient to meet the energy efficiency requirement.

1.14. Community energy and school installations with a DNC not exceeding 50kW can apply for the relaxation of the energy efficiency requirement to level G and above through **pre-registration**.

1.15. Larger scale community energy or school installations (greater than 50kW DNC but not exceeding 250kW TIC) can apply for the relaxation of the energy efficiency requirement to level G and above **through the existing ROO-FIT accreditation process**. However, additional information will be required as part of the application for accreditation to demonstrate that the installation meets the definition of a community energy or school installation.

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<sup>15</sup> Please also see paragraph 1.13. Where a community organisation has installed, or is intending to install, a solar PV community energy installation with a TIC of 250kW or more there is no benefit from applying to confirm community status.

The high-level processes for community energy and school installation applications are:

- For MCS scale installations



- For ROO-FIT scale:



1.16. The relaxation of the current minimum energy efficiency requirement to level G and above applies to installations with an eligibility date on or after **1 December 2012**. Extensions to existing installations, even if they are solar PV community energy or school installations will still be required to meet the existing EPC level D or above in order to receive the higher tariff generation rate. Further information on the energy efficiency requirement and its impact on tariff rates is available from the 'Feed-in Tariffs - Frequently Asked Questions document'<sup>16</sup>.

## Primary audience for this document

1.17. This guidance is aimed primarily at the following:

- Community organisations who have commissioned or are yet to commission a solar PV community energy installation and have a DNC not exceeding 50kW (to benefit from the tariff guarantee via the pre-registration process);
- Community organisations who have commissioned or plan to commission a solar PV community energy installation with a TIC not exceeding 250kW and who have not achieved an EPC level D or above (to benefit from the

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<sup>16</sup>This document is available on the DECC website - [www.gov.uk/decc](http://www.gov.uk/decc)

- relaxation of the current minimum energy efficiency requirement to level G and above, via the pre-registration or ROO-FIT processes); and
- Education providers who have commissioned a solar PV school installation with a TIC not exceeding 250kW, and who have not achieved an EPC level D or above (to benefit from the relaxation of the current minimum energy efficiency requirement to level G and above, via the pre-registration or ROO-FIT processes).

1.18. For information about electricity generation, prospective applicants should contact the Energy Saving Advice Service in England and Wales ([www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk) or 0300 123 1234) and the Energy Saving Trust in Scotland ([www.energysavingtrust.org.uk/scotland](http://www.energysavingtrust.org.uk/scotland) or 0800 512 012).

## 2. Community energy installations

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### Chapter Summary

Informs community organisations who want to receive a tariff guarantee and/or a relaxation of the current minimum energy efficiency requirement to level G and above and have commissioned or are proposing to commission a community energy installation.

Explains the pre-registration process for community energy installations, including when an application should be made, what supporting evidence must be provided, and what to do once pre-registration has been granted.

Outlines the process for solar PV community energy installations over 50kW DNC but not exceeding 250kW TIC (and require accreditation through the ROO-FIT process) seeking to benefit from the relaxation of the current minimum energy efficiency requirement to level G and above.

### Definitions

#### **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”<sup>17</sup>.

2.2. Stand-alone<sup>18</sup> installations, domestic installations, and extensions to existing installations do not fall within the definition of a community energy installation and therefore cannot receive either a tariff guarantee or a relaxation of the current minimum energy efficiency requirement to level G and above in order to receive the higher generation tariff rate.

2.3. For the purposes of this guidance, a community energy installation should be taken to be only an installation using FIT eligible solar PV technology.

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<sup>17</sup> The definition of a community energy installation can be found in Article 11 (6) of the Feed-in Tariffs Order 2012.

<sup>18</sup> The definition of stand-alone has been amended, to take effect on 1<sup>st</sup> May 2013. See Annex 3 to ‘Modifications to the Standard Conditions of the Electricity Supply Licences (No 4. Of 2012)’ under heading ‘Contents of the Quarterly Solar Tariff Table’, and Appendix 5 (Glossary) of this document.

## What is a community organisation?

2.4. A community organisation is defined in the FIT Order as a:

“community interest company; or a community benefit or co-operative society, other than such a company or society with more than 50 employees.”<sup>19</sup>

2.5. Charities do not fall within the definition of a community organisation and therefore cannot own a community energy installation. Consequently, they cannot apply to receive a tariff guarantee or the relaxation of the current minimum energy efficiency requirement to level G and above.

2.6. Community organisations fall in to one of three categories. These are as follows:

- a Community Interest Company, or
- a Co-operative Society, or
- a Community Benefit Society.

### Community Interest Company (CIC)

2.7. The formation of Community Interest Companies (CIC) is governed by Companies (Audit, Investigations and Community Enterprise) Act 2004 (the “2004 Act”) and the Community Interest Company Regulations 2005<sup>20</sup>. They are limited companies, with special additional features, created for the use of people who want to conduct a business or other activity for community benefit and not purely for private advantage. A CIC cannot be formed to support political activities and a company that is a charity cannot be a CIC, unless it relinquishes its charitable status.<sup>21</sup>

2.8. The registration of a CIC must be made to the CIC Regulator, who can provide 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](http://www.bis.gov.uk/cicregulator).

2.9. 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](http://www.companieshouse.gov.uk).

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<sup>19</sup> The definition of community organisations can be found in Article 11 (6) of the Feed-in Tariffs Order 2012.

<sup>20</sup> For further information and guidance, please refer to the Companies Act 2004, Part Two of the Act - [www.legislation.gov.uk](http://www.legislation.gov.uk)

<sup>21</sup> Note that a charity must obtain prior consent from the relevant charity commissioner before converting to a CIC, England and Wales ss. 39(1) and Scotland ss. 40(4) of the 2004 Act

## **Co-operative Society or Community Benefit Society**

2.10. A Co-operative Society or Community Benefit Society is defined in the Industrial and Provident Societies Act 1965<sup>22</sup>. The Financial Conduct Authority Mutuals Public Register (formerly called the Financial Services Authority<sup>23</sup> (FSA) Mutuals Public Register)<sup>24</sup> holds the details of all Mutual Societies, which includes Co-operative Societies and Community Benefit Societies.

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

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

2.13. Applications to become a Co-operative Society or Community Benefit Society must be made to the FCA directly.

2.14. The FCA can provide guidance and assistance to Co-operative Societies and Community Benefit Societies for those that wish to apply to become one. Further information is available from the FCA website<sup>25</sup>.

2.15. Once approved, a Co-operative Society or Community Benefit Society will be listed on the FCA Mutuals Public Register<sup>26</sup>.

## **Community organisations: Employees**

2.16. In order to meet the definition of a "community organisation", the CIC or society must employ no more than 50 employees. This is the number of employees cited in the Companies Act 2006 definition of a "small company". An "employee" is defined in the FIT Order as an individual who has entered into or works under a contract of employment with the company or society. Volunteers are not captured under the definition of employee for the purposes of Article 11(6) of the FIT Order 2012.

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<sup>22</sup> 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.

<sup>23</sup> 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](http://www.fca.org.uk) and the Prudential Regulation Authority at [www.bankofengland.co.uk](http://www.bankofengland.co.uk). Information about Mutual Societies can be found on the FCA website – [www.fca.org.uk](http://www.fca.org.uk).

<sup>24</sup> For further information and guidance, please refer to the Financial Conduct Authority website – [www.fca.org.uk](http://www.fca.org.uk). Note that the FSA Mutuals Public Register is now referred to as the 'Financial Conduct Authority Mutuals Public Register'.

<sup>25</sup> FCA Website - [www.fca.org.uk](http://www.fca.org.uk)

<sup>26</sup> FCA Mutuals Public Register - - [www.fca.org.uk](http://www.fca.org.uk)

**2.17. We advise all parties to read the relevant articles of the FIT Order, relevant guidance documents published by Ofgem, and take their own legal advice to ensure they meet the definition of a community organisation and community energy installation, before applying for pre-registration or for ROO-FIT accreditation.**

## **Benefits**

### **What does the relaxation of the energy efficiency requirement mean for a community energy installation?**

2.18. If an installation is confirmed as a community energy installation it may be able to benefit from a relaxation of the current minimum energy efficiency requirement to level G and above (if the TIC of the installation does not exceed 250kW). 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) would need to be provided at the time of application to their FIT Licensee.

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

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

2.20. The relaxation of the current minimum energy efficiency requirement to level G and above 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 EPC level D or above requirement in order for the extension to be assigned the higher generation tariff rate.

2.21. For MCS-scale installations, the relaxation of the current minimum energy efficiency requirement to level G and above only applies if the installation has been commissioned and the applicant has applied for FIT accreditation from a FIT Licensee within the validity period of the pre-registration.

2.22. There is no time limit or validity period for ROO-FIT scale community energy installations as they are not subject to the pre-registration process. Therefore, there are no time restrictions between the granting of ROO-FIT accreditation and an application for FIT payments being received by a FIT Licensee.

### **Community energy installations who have achieved an EPC level D or above**

2.23. Where a community energy installation with a DNC not exceeding 50kW 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. This is because the existing energy efficiency requirement would have already been met and an application for the installation should be made to the FIT Licensee.

2.24. Similarly, a community energy installation with a DNC above 50kW (but not exceeding 250kW 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. This is because the existing energy efficiency requirement would have already been met.

### **What does the “Tariff Guarantee” mean for a community energy installation?**

#### **Community energy installations with a DNC greater than 50kW but not exceeding 250kW TIC**

2.25. Community energy installations with a DNC above 50kW that apply for accreditation via the ROO-FIT process are not eligible for the “tariff guarantee”, but may wish to apply for ROO-FIT preliminary accreditation.

2.26. Preliminary accreditation will also provide a form of tariff guarantee, albeit for a shorter duration of 6 months from the date of application. More detail on ROO-FIT preliminary accreditation is provided in the document ‘Feed in Tariff: Guidance for renewable installations’<sup>27</sup>.

#### **Community energy installations with a DNC not exceeding 50kW**

2.27. The tariff guarantee only applies to non-domestic solar PV community energy installations with a DNC not exceeding 50kW.

2.28. Relevant applicants must complete the pre-registration process with Ofgem in order to confirm whether they can apply for accreditation as a community energy installation, and in order to be assigned a “tariff date” prior to making the accreditation application.

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<sup>27</sup> This document can be found on the Ofgem website - [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

2.29. Once an installation is commissioned and registered by a FIT Licensee onto the CFR, 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
- whether or not the installation meets the energy efficiency requirement or is subject to the multi-installation tariff<sup>28</sup>.

2.30. The pre-registration of a community energy installation has a validity period of one year, beginning on the tariff date.

2.31. The tariff guarantee only applies once the installation has been commissioned and the applicant has applied for FIT accreditation from a FIT Licensee within the validity period of the pre-registration.

2.32. In this case, the tariff rate that was valid on the tariff date will be assigned to the community energy installation, irrespective of whether the tariff rate has been reduced as a result of degression.

2.33. FIT payments commence from the eligibility date of the installation. In the case of a community energy installation, the eligibility date is the later of the date on which Ofgem received the application for pre-registration or the date on which the installation was commissioned.

## **Applications**

### **What is pre-registration for a community energy installation?**

#### **Community energy installations with a DNC not exceeding 50kW**

2.34. Pre-registration is the process whereby a prospective community organisation applies to Ofgem for a determination as to whether their installation meets the requirements of a community energy installation.

2.35. The pre-registration process must be followed by all prospective community organisations seeking to obtain a tariff guarantee and/or relaxation of the energy efficiency requirement for their community energy installation where the proposed or commissioned DNC does not exceed 50kW.

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<sup>28</sup> 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 250kW.

2.36. Upon receipt of an application for pre-registration, Ofgem will assess the application and if satisfied that the conditions are met will pre-register the community energy installation. Ofgem will notify the community organisation that pre-registration has been granted and will inform them for how long pre-registration is valid.

2.37. Once granted, pre-registration is valid for 1 year starting on the date that Ofgem received the application; this date will be the tariff date of the community energy installation. The tariff date of an installation is used to help determine the tariff rate payable.

2.38. A community energy installation will benefit from the tariff guarantee and relaxation of the energy efficiency requirement if during the validity period of the pre-registration:

- the installation has commissioned
- a FIT Licensee receives an application for FIT accreditation for a pre-registered community energy installation.

2.39. **If an application for FIT accreditation for a pre-registered community energy installation is received by a FIT Licensee outside of the validity period of its pre-registration, the provisions of the FIT Order which preserve the eligibility date and tariff date no longer apply.** In this case, the community energy 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 and its tariff date will be the later or the commissioning date of the date on which an application was made to the FIT Licensee for FIT accreditation.

#### **Community energy installations with a DNC greater than 50kW but not exceeding 250kW TIC**

2.40. Pre-registration is not available to those community energy installations with a DNC greater than 50kW. However community energy installations with a DNC greater than 50kW but a TIC not exceeding 250kW are still able to benefit from the relaxation of the current minimum energy efficiency requirement through the ROO-FIT accreditation process. Further information on this can be found later in this chapter.

2.41. Additionally those installations with a DNC greater than 50kW can apply for preliminary accreditation through the ROO-FIT accreditation process. Further information regarding preliminary accreditation can be found in the guidance

document: 'Feed-in Tariff: Guidance for renewable installations'<sup>29</sup> which is available on the Ofgem website.

## **Pre-registration of community energy installations (solar PV with a DNC not exceeding 50kW – MCS scale)**

### **Who needs to apply?**

2.42. Community organisations who have or propose to commission a community energy installation with a DNC not exceeding 50kW who require a tariff guarantee and/or relaxation of the current minimum energy efficiency requirement to level G and above.

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

### **Who do you apply to and what documentation is required?**

2.44. 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

2.45. An application for pre-registration must consist of an application letter, evidence to support determination of applicant as a community organisation, an EPC and, where an installation has commissioned, a Microgeneration Certification Scheme (MCS) certificate, using the appropriate template (see appendices). These documents must all be submitted together at the point of application.

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

- the description of the provision 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 no more than 50 employees

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<sup>29</sup> [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

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- 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 supporting documentation submitted with the application letter, and
- agreement to a declaration.

2.47. Evidence to support determination of an applicant as a community organisation will be either a(n):

- Certificate of Incorporation (for a Community Interest Company)<sup>30</sup>, or
- Acknowledgement of Registration (for a Co-operative Society/Community Benefit Society)<sup>31</sup>.

2.48. A valid non-domestic EPC<sup>32</sup> for the building to which the community energy installation is, or will be, wired to provide electricity to 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) website<sup>33</sup> and the Scottish Government website<sup>34</sup>.

2.49. An MCS Certificate (where the installation has commissioned) is a certificate demonstrating the installation has been commissioned by a MCS-certified Installer, using an MCS-certified product.

2.50. The application letter should be provided on headed paper (where available) of the organisation. It 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.

2.51. Applications for pre-registration must use the correct template for the application letter which can be downloaded from the Ofgem website<sup>35</sup>. This template provides details of all information that is required and all relevant sections must be completed by the applicant.

2.52. On receiving the application letter and supporting documentation, we will confirm receipt and verify all the information provided is correct. We will also

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<sup>30</sup> This will be issued by the registrar of companies

<sup>31</sup> 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

<sup>32</sup> 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.

<sup>33</sup> DCLG information on Energy Performance Certificates can be found at [www.gov.uk](http://www.gov.uk); "Planning and building" section

<sup>34</sup> Scottish Government Website - [www.scotland.gov.uk](http://www.scotland.gov.uk)

<sup>35</sup> [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

recommend the recording of a generation meter read on the date we confirm receipt (see next section).

2.53. Where a degression threshold is approaching and a community organisation is unable to email their pre-registration application to the FIT Community Team, we recommend that the application including all supporting documents are sent by post via recorded or special delivery. Any documentation sent to the FIT Community Team must be received before the date that tariffs are adjusted to gain a tariff date prior to a tariff reduction.

2.54. Failure to provide the application letter in the correct format or any of the supporting evidence required will result in a delay to the pre-registration process and a consequential delay to the assigning of a tariff date. The date used to determine the tariff date is the date that a properly made application was received by Ofgem with a complete set of valid supporting documents.

### **Meter reads**

2.55. We encourage community energy installations to ensure a generation meter reading<sup>36</sup> is taken (with photographic evidence of the reading) for their installation on its "eligibility date"<sup>37</sup>. This date will be the later of:

- the date an application letter is received by Ofgem, or
- the date on which installation is commissioned.

2.56. Whilst this is not for the purposes of pre-registration, FIT Licensees will request a start meter reading taken on the "eligibility date" in order to make FIT Payments. FIT Licensees may also request supporting evidence of this reading, such as a photo, when processing an application for FIT accreditation.

### **Confirmation of pre-registration**

2.57. Once pre-registration has been granted, Ofgem will notify the community organisation in writing via post and email. A letter, issued on Ofgem letterhead, confirming pre-registration will amongst other things contain the following information:

- the tariff date for the community energy installation;
- the validity period of the pre-registration;
- a link to the current tariff table on the Ofgem website;

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<sup>36</sup> Please note, an export meter reading, where relevant, should also be taken (see section on metering in 'Feed-In Tariff: Guidance for renewable installations (Version 5)' document available on the Ofgem website).

<sup>37</sup> See Appendix 5 - Glossary

- the community reference number which will appear in a format beginning with “C” followed by a 6 digit number, eg “C123456” and which will be unique to the community energy installation;
- details of the EPC submitted to support the pre-registration process; and
- details of the MCS certificate (where applicable).

2.58. The pre-registration letter will be used to confirm the applicant’s eligibility for the tariff guarantee and/or relaxation of the current minimum energy efficiency requirement to level G and above when an application is submitted to a FIT Licensee for FIT accreditation by the community energy installation.

### **What happens after pre-registration?**

2.59. After pre-registration, once a community energy installation has been commissioned, the community organisation must provide the pre-registration letter together with other required documents (eg MCS Certificate, EPC etc) when applying to their FIT Licensee for FIT accreditation.

2.60. Pre-registration is valid for one year beginning on the tariff date of the community energy installation. **The community organisation must commission the installation and apply to their FIT Licensee for FIT accreditation within the validity period in order to receive the tariff guarantee or relaxation of the current minimum energy efficiency requirement to level G and above.**

### **What happens if pre-registration is not granted?**

2.61. Where a community energy installation has failed to be pre-registered, the applicant will be informed in writing via post and email that their application has been unsuccessful.

2.62. 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 (eg no EPC);
- Application letter not signed by the appropriate member of the organisation.

2.63. Failure to receive pre-registration does not prevent the community organisation from applying to a FIT Licensee for FIT accreditation for their installation, although they will not be treated as having a community energy installation. Applicants can also re-apply for pre-registration if they are subsequently able to meet the eligibility criteria as set out in this document.

## **ROO-FIT accreditation of community energy installations (solar PV with a DNC greater than 50kW but not exceeding 250kW TIC)**

### **Who needs to apply?**

2.64. Community organisations who have commissioned or are within 2 months of commissioning a non-domestic community energy installation with a DNC greater than 50kW DNC but not exceeding 250kW TIC, who require a relaxation of the current minimum energy efficiency requirement to level G and above.

2.65. A tariff guarantee is not available to community energy installations with a DNC above 50kW in the same way as is available for MCS scale installations via the pre-registration process. However, community organisations may wish to apply for ROO-FIT preliminary accreditation. This will also provide a form of tariff guarantee, albeit for a shorter duration of 6 months from the date an application is received by Ofgem. More detail on ROO-FIT preliminary accreditation is provided in the document 'Feed in Tariff: Guidance for renewable installations'.<sup>38</sup>

### **Community energy installations who have achieved an EPC level D or above**

2.66. Community organisations who already hold an EPC rated level D or above for the building to which their installation is wired to provide electricity to will not be required to demonstrate that they meet the definition of "community organisation". For these applications question QC128 as part of the ROO-FIT application process should be answered as "neither".

2.67. Where this applies, no additional evidence is required to be submitted for the installation to meet the definition of a community energy installation. However, in order to achieve ROO-FIT accreditation, all standard eligibility criteria as set out in guidance<sup>39</sup> must be met.

### **Who do you apply to and what documentation is required?**

2.68. Community organisations with community energy installations with a DNC greater than 50kW will need to apply for ROO-FIT accreditation in the same way as other ROO-FIT generators.

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<sup>38</sup> This document can be found on the Ofgem website - [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

<sup>39</sup> Feed-in Tariffs Scheme: Guidance for renewable installations (Version 5)

2.69. Applications for ROO-FIT accreditation are submitted via the Renewables and CHP Register<sup>40</sup>. Full details of how to do this are provided in the Renewables and CHP Register User Guide<sup>41</sup>.

2.70. At the time a ROO-FIT application is submitted to Ofgem, additional information must be provided to demonstrate that the applicant meets the definition of "community organisation". This is to allow Ofgem to determine that the installation is a community energy installation for the purposes of the relaxation of the current minimum energy efficiency requirement to level G and above.

2.71. 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". This can be uploaded as part of the online application or sent subsequently via post, email or fax. For these applications question QC128, as part of the ROO-FIT application process should be answered as "Community".

2.72. Note, if the supporting information is being uploaded, this will need to be combined into a single pdf file.

2.73. The information required is similar to that required for pre-registration (with the exception of requiring an MCS certificate). The evidence must consist of an application letter, evidence to support the determination of the installation as a community installation, and an EPC. These documents must all be provided together at the point of application.

2.74. The application letter provides key information used to determine the installation as a community energy installation. It includes a number of legal declarations and will need to confirm the following:

- the description of the provision being applied for
- the technology used or to be used, by the installation
- the commissioning status of the installation
- the name of the installation in its ROO-FIT application form (on the Renewables & CHP register)
- the type of community organisation
- confirmation that the community organisation employs no more than 50 employees
- the capacity (TIC and DNC) of the installation
- the address of the community organisation
- the address of the building to which installation is wired
- information regarding the EPC

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<sup>40</sup> Renewables & CHP Register - [www.renewablesandchp.ofgem.gov.uk](http://www.renewablesandchp.ofgem.gov.uk)

<sup>41</sup> This document can be found on the Ofgem website: [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

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- the supporting documentation submitted with the application letter, and
- agreement to a declaration.

2.75. Evidence to support the determination of an organisation as a community organisation will be either a(n):

- Certificate of Incorporation (for a Community Interest Company)<sup>42</sup>; or
- Acknowledgement of Registration (for a Co-operative Society/Community Benefit Society)<sup>43</sup>

2.76. A valid non-domestic EPC<sup>44</sup> for the building to which the community energy installation is or will be wired to provide electricity to is required with an asset rating of G or above. More information on EPCs can be found on the DCLG website<sup>45</sup> and the Scottish Government website<sup>46</sup>.

2.77. The application letter should be provided on headed paper (where available) of the organisation. It 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.

2.78. The correct template for the application letter can be downloaded from the Ofgem website<sup>47</sup>, and must be provided as part of the evidence. This template provides details of all the information that is required and all sections must be completed by the applicant.

2.79. As part of the ROO-FIT application, 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 confirmation of verification is received. The community reference is provided in the confirmation of status letter.

2.80. On receiving the application letter and supporting documentation, Ofgem will confirm receipt and verify all the information provided is correct.

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<sup>42</sup> This will be issued by the registrar of companies

<sup>43</sup> This will be issued by the Financial Conduct Authority (formerly known as the Financial Services Authority, ie 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)

<sup>44</sup> 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.

<sup>45</sup> DCLG information on Energy Performance Certificates can be found at [www.gov.uk](http://www.gov.uk) ; "Planning and building" section

<sup>46</sup> Scottish Government Website - [www.scotland.gov.uk](http://www.scotland.gov.uk)

<sup>47</sup> [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

### **Confirmation of verification**

2.81. Once Ofgem has verified that the installation is a community energy installation, a confirmation of status letter will be sent in writing via post and email to the applicant.

2.82. The confirmation letter, on Ofgem letterhead, will contain the following information:

- confirmation that the generator is a community organisation and that the installation has been classified as a community energy installation, and
- the community organisation reference number which will appear in a format beginning with "C" followed by a 6 digit number, eg "C123456".

### **What happens after confirmation of verification?**

2.83. Once the applicant has received the confirmation letter, 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. Once the reference number from the confirmation letter has been entered, the ROO-FIT application can then be re-submitted.

2.84. Once ROO-FIT accreditation has been granted, only the ROO-FIT accreditation letter should be provided to a FIT Licensee and it is not necessary to provide a copy of the confirmation letter.

### **What happens if verification is not confirmed?**

2.85. If community energy installation verification 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 a community energy installation. In this case the installation will need an EPC level D or above to be considered for the higher rate generation tariff. Applicants can however resubmit an application for community energy installation verification if they are subsequently able to meet the eligibility criteria as set out in this document.

## **Queries**

2.86. Queries relating to the pre-registration process or confirmation of verification as community organisations/community energy installations should be emailed to FITCommunity@ofgem.gov.uk or by telephone 020 7901 7310. The nature of the query should be clearly marked. Written queries should be sent to the address on the front of this document, clearly marked for the attention of the FIT Community Team.

2.87. Queries in relation to applications for accreditation of ROO-FIT installations should be emailed to ROOFIT@ofgem.gov.uk or by telephone 020 7901 7310.



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Written queries should be sent to the address on the front of this document, clearly marked for the attention of the ROO-FIT Team.

## 3. School installations

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### Chapter Summary

Informs education providers who want to receive a **relaxation of the current minimum energy efficiency requirement to level G and above** and have commissioned, or are proposing to commission, a school installation.

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.

Outlines the process for solar PV school installations with a DNC above 50kW but not exceeding 250kW TIC (and require accreditation through the ROO-FIT process) seeking to benefit from the relaxation of the current minimum energy efficiency requirement to level G and above.

### Definitions

#### 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”. Further, the applicant must be an “education provider” who owns or is responsible for the management of that qualifying educational institution.<sup>48</sup>

3.2. Stand-alone installations and extensions to existing installations do not fall within the definition of a school installation and therefore cannot receive the relaxation of the current minimum energy efficiency requirement to level G and above.

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:

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<sup>48</sup> The definition of a school installation can be found in Article 12 (6) of the FIT Order.

“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.”<sup>49</sup>

3.5. Meeting the definition of “qualifying educational institution” is required in order for a school installation to be able to benefit from the relaxation on the energy efficiency requirements mentioned above.

3.6. As such, broadly, 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.
- **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 which are captured by 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 legislation<sup>50</sup>.

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<sup>49</sup> The definition of an education provider can be found in Article 12 (6) of the Feed-in Tariffs Order 2012.

<sup>50</sup> Section 1 Further and Higher Education (Scotland) Act 1992

**Table 1: Qualifying Educational Institutions**

<b>ENGLAND &amp; WALES</b>	<b>SCOTLAND</b>
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

3.7. 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 current minimum energy efficiency requirement to level G and above. These applicants should apply for the FIT scheme via their FIT Licensee or through the ROO-FIT process depending on the capacity of their installations. The installation will need to meet all standard eligibility requirements in order to be accredited by the FIT Licensee/Ofgem (as applicable).

3.8. The categories of qualifying educational institutions noted in Table 1 are provided by way of example only<sup>51</sup>. Accordingly, **we advise all applicants to read**

<sup>51</sup> Article 12(6) FIT Order

**the relevant articles of the FIT Order and related legislation, relevant guidance documents published by Ofgem, and 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 for ROO-FIT accreditation.**

## **Benefits**

### **What does the relaxation of the energy efficiency requirement mean for a school installation?**

3.9. 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 above<sup>52</sup>. 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) would need to be provided to a FIT Licensee. This is in place of the usual requirements of an EPC showing that the building, to which the PV installation is wired to provide electricity to, has achieved an EPC rating of level D or above.

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

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

3.11. The relaxation of the current minimum energy efficiency requirement to level G and above 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 in order for the extension to be assigned the higher tariff generation rate.

3.12. For MCS-scale installations, the relaxation of the current minimum energy efficiency requirement to level G and above only applies if, once pre-registered, the applicant has applied for FIT accreditation for their MCS school installation from a FIT Licensee within the validity period of pre-registration.

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<sup>52</sup> Paragraph 6.2(b)(ii) of the SLCs

3.13. There is no time limit or validity period for ROO-FIT scale school installations as they are not subject to the pre-registration process. Therefore, there are no time restrictions between the granting of ROO-FIT accreditation and an application for FIT payments being received by a FIT Licensee.

### **School installations who have achieved an EPC level D or above?**

3.14. Where a school installation with a DNC not exceeding 50kW 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. This is because the existing energy efficiency requirement would have already been met and an application for the installation should be made to the FIT Licensee.

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

## **Applications**

### **What is pre-registration for a school installation?**

#### **School installations with a DNC not exceeding 50kW**

3.16. Pre-registration is a process whereby a prospective education provider applies to Ofgem for a determination as to whether their commissioned installation meets the requirements of a school installation.

3.17. The pre-registration process must be followed by all prospective education providers seeking to obtain the relaxation of the current minimum energy efficiency requirement to level G and above for their installation where its DNC does not exceed 50kW.

3.18. A tariff guarantee is not available to school installations with a DNC not exceeding 50kW.

3.19. Upon receipt of an application for pre-registration, Ofgem will assess the application and if satisfied that the conditions are met will pre-register the school installation. Ofgem will notify the education provider that pre-registration has been granted and will inform them for how long pre-registration is valid.

3.20. Once granted, pre-registration is valid for one year starting on the date that Ofgem received the application; this date will be the tariff date and the eligibility date of the school installation.

3.21. A school installation will benefit from the relaxation of the current minimum energy efficiency requirement to level G and above if during the validity period of the pre-registration:

- the installation has commissioned; and
- a FIT Licensee receives an application for FIT accreditation for a pre-registered school installation.

**3.22. 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 the FIT Order which preserve the eligibility date and tariff date 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 and its tariff date will be the later of the commissioning date or the date on which an application was made to the FIT Licensee for FIT accreditation.

### **School installations with a DNC greater than 50kW but not exceeding 250kW TIC**

3.23. Pre-registration is not available to school installations with a DNC greater than 50kW. However school installations with a DNC greater than 50kW but a TIC not exceeding 250kW are still able to benefit from the relaxation of the current minimum energy efficiency requirement to level G and above through the ROO-FIT process. Further information on this can be found later in this chapter.

3.24. Additionally those installations with a DNC greater than 50kW can also apply for preliminary accreditation through the ROO-FIT process. Further information regarding preliminary accreditation can be found in the guidance document 'Feed-in Tariff: Guidance for renewable installations'<sup>53</sup> which is available on the Ofgem website.

### **Pre-registration of school installations (solar PV with a DNC not exceeding 50kW – MCS scale)**

#### **Who needs to apply?**

3.25. Education providers who have installed and commissioned a school installation with a DNC not exceeding 50kW who require a relaxation of the current minimum energy efficiency requirement to level G and above.

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<sup>53</sup> This document can be found on Ofgem's website - [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

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

### **Who do you apply to and what documentation is required?**

3.27. 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

3.28. An application for pre-registration must consist of an application letter, an EPC and a Microgeneration Certification Scheme (MCS) certificate. These documents must all be provided together at the point of application.

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

- the description of the provision being applied 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 documentation submitted with the application letter, and
- agreement to a declaration.

3.30. A valid non-domestic EPC<sup>54</sup> for the building to which the school installation is, or will be, wired to provide electricity to is required with an asset rating of G or above. More information on EPCs can be found on the DCLG website<sup>55</sup> and the Scottish Government website<sup>56</sup>.

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<sup>54</sup> 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.

<sup>55</sup> DCLG information on Energy Performance Certificates can be found at [www.gov.uk](http://www.gov.uk); "Planning and building" section.

<sup>56</sup> Scottish Government Website - [www.scotland.gov.uk](http://www.scotland.gov.uk)

3.31. An MCS Certificate is a certificate demonstrating the installation has been commissioned by a MCS-certified Installer, using an MCS-certified product.

3.32. The application letter should be provided on the headed paper (where available) of the educational institution. It must be also be signed by an individual with the authority to act on behalf of and who can legally represent the organisation. This could be the head teacher, principal, or a clerk to the governing body.

3.33. Applications for pre-registration must use the correct template for the application letter which can be downloaded from the Ofgem website<sup>57</sup>. This template provides details of all information that is required and all relevant sections must be completed by the applicant.

3.34. On receiving the application letter and supporting documentation, Ofgem will confirm receipt and verify all the information provided is correct. We will also recommend the recording of a meter read on the date we confirm receipt (see next section).

3.35. Where a degression threshold is approaching and a education provider is unable to email their pre-registration application to the FIT Community Team, we recommend that the application including all supporting documents are sent by post via recorded or special delivery. Any documentation sent to the FIT Community Team must be received before the date that tariffs are adjusted to gain a tariff date prior to a tariff reduction.

3.36. Failure to provide the application letter in the correct format or any of the supporting evidence required will result in a delay to the pre-registration process and a consequential delay to the assigning of a tariff date. The date used to determine the tariff date is the date that a properly made application was received by Ofgem with a complete set of valid supporting documents.

### **Meter reads**

3.37. We encourage school installations to ensure a generation meter reading<sup>58</sup> is taken (with photographic evidence of the reading) from their installation on its "eligibility date"<sup>59</sup>. This date is:

- the date an application letter is received by Ofgem.

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<sup>57</sup> [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

<sup>58</sup> Please note, an export meter reading, where relevant, should also be taken (see section on metering in 'Feed-In Tariff: Guidance for renewable installations (Version 5)' document available on the Ofgem website).

<sup>59</sup> See Appendix 5 - Glossary

3.38. Whilst this is not for the purposes of pre-registration, FIT Licensees may request to see evidence of the meter reading taken on the “eligibility date” in order to make FIT Payments. FIT Licensees may also request supporting evidence of this reading, such as a photo, when processing an application for FIT accreditation.

### **Confirmation of pre-registration**

3.39. Once pre-registration has been granted, Ofgem will notify the education provider in writing via post and email. The letter, with an Ofgem letterhead, will confirm pre-registration and will amongst other things contain the following information:

- the tariff date and eligibility date for the school installation
- the validity period description of the pre-registration
- a link to the current tariff table on the Ofgem website
- the school reference number which will appear in a format beginning with “S” followed by a 6 digit number, eg “S123456” which is unique to the school address of the installation
- details of the EPC supporting documentation submitted to support with the pre-registration process application letter
- details of the MCS certificate.

3.40. 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 by the school installation.

### **What happens after pre-registration?**

3.41. After pre-registration, the education provider must provide the pre-registration letter together with other required documents (eg MCS Certificate, EPC etc) when applying to their FIT Licensee for FIT accreditation.

3.42. Pre-registration is valid for one year beginning on the tariff date of the school installation. **The education provider must apply to their FIT Licensee for FIT accreditation within the validity period in order to receive a relaxation of the current minimum energy efficiency requirement to level G and above.**

### **What happens if pre-registration is not granted?**

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

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

- applicant or installation does not meet the eligibility criteria
- application letter not signed by the appropriate member of the organisation
- insufficient supporting evidence (eg no EPC or MCS certificate).

3.45. 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 subsequently able to meet the eligibility criteria as set out in this document.

## **ROO-FIT accreditation for school installations (solar PV with a DNC greater than 50kW but not exceeding 250kW TIC)**

### **Who needs to apply?**

3.46. Education providers who have commissioned, or are within 2 months of commissioning a school installation with a DNC greater than 50kW DNC but not exceeding 250kW TIC who require a relaxation of the current minimum energy efficiency requirement to level G and above.

3.47. A tariff guarantee (via the pre-registration process) is not available to school installations. However, education providers may also wish to apply for ROO-FIT preliminary accreditation. This will provide a form of tariff guarantee, for a duration of 6 months from the date of application. More detail on ROO-FIT preliminary accreditation is provided in the document 'Feed in Tariff: Guidance for renewable installations'<sup>60</sup>.

### **School installations who have achieved an EPC level D or above**

3.48. Education providers who already hold an EPC rated level D or above for the building to which their installation is wired to provide electricity to will not be required to demonstrate that 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".

3.49. Where this applies, no additional evidence is required 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 guidance<sup>61</sup>, must be met.

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<sup>60</sup> This document can be found on Ofgem's website: [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

<sup>61</sup> Feed-in Tariffs Scheme: Guidance for renewable installations (Version 5)

## **Who do you apply to and what documentation is required?**

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

3.51. Applications for ROO-FIT accreditation are submitted via the Renewables and CHP Register<sup>62</sup>. Full details of how to do this are provided in the Renewables and CHP Register User Guide<sup>63</sup>.

3.52. At the time a ROO-FIT application is submitted to Ofgem, additional information must be provided to demonstrate that the applicant meets the definition of an "education provider". This is to allow Ofgem to determine that the installation is a school installation for the purposes of the relaxation of the current minimum energy efficiency requirement to level G and above.

3.53. During the application for ROO-FIT accreditation, the FIT generator will be asked at question QC128 to provide evidence to demonstrate that the installation meets the definition of a "school installation". This can be uploaded as part of the online application, or sent subsequently via post, email or fax. For these applications question QC128, as part of the ROO-FIT application process should be answered as "School".

3.54. Note, if the supporting information is being uploaded, this will need to be combined into a single pdf file.

3.55. The information required is similar to that required for pre-registration (with the exception of requiring an MCS certificate). The evidence must consist of an application letter and an EPC. These documents must all be provided together at the point of application.

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

- the description of the provision being applied for
- 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 & CHP register)

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<sup>62</sup> [www.renewablesandchp.ofgem.gov.uk](http://www.renewablesandchp.ofgem.gov.uk)

<sup>63</sup> This document can be found on the Ofgem website - [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs)

- 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 documentation submitted with the application letter, and
- agreement to a declaration.

3.57. A valid non-domestic EPC<sup>64</sup> for the building to which the school installation is wired to provide electricity to 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) website<sup>65</sup> and the Scottish Government website<sup>66</sup>.

3.58. The application letter should be provided on the headed paper (where available) of the educational institution. It must be also be signed by an individual with the authority to act on behalf of and who can legally represent the organisation. This could be the head teacher, principal, or a clerk to the governing body.

3.59. The correct template for the application letter can be downloaded from the Ofgem website<sup>67</sup> and must be provided as part of the evidence. This template provides details of all the information that is required and all relevant sections must be completed by the applicant.

3.60. 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 confirmation of whether their installation is a school installation is received. The school reference is provided in the confirmation letter.

3.61. On receiving the application letter, supporting documentation and relevant declarations, Ofgem will verify all information provided is correct.

### **Confirmation of verification**

3.62. Once Ofgem has verified that the installation is a school installation, a confirmation letter will be sent in writing via post and email to the applicant.

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<sup>64</sup> 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.

<sup>65</sup> DCLG information on Energy Performance Certificates can be found at [www.gov.uk](http://www.gov.uk); "Planning and building" section

<sup>66</sup> Scottish Government Website - [www.scotland.gov.uk](http://www.scotland.gov.uk)

<sup>67</sup> [www.ofgem.gov.uk/fits](http://www.ofgem.gov.uk/fits)

3.63. The confirmation letter, with an Ofgem letterhead, 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 by Ofgem
- the school reference number which will appear in a format beginning with "S" followed by a 6 digit number, eg "S123456".

### **What happens after confirmation of verification?**

3.64. Once the applicant has received the confirmation letter, the ROO-FIT application will need to be amended. This is to provide the school reference number 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 then be re-submitted.

3.65. Once ROO-FIT accreditation has been granted, only 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?**

3.66. If education verification is not confirmed, ROO-FIT accreditation can still be granted. However, a relaxation of the energy efficiency requirement cannot be applied as the installation will not be considered a school installation. In this case the installation will need an EPC of level D or above to be considered for the higher rate generation tariff. Applicants can however resubmit an application for school installation verification if they are subsequently able to meet the eligibility criteria as set out in this document.

## **Queries**

3.67. Queries relating to the pre-registration process or verification of the status of education providers or school installations should be emailed to [FITCommunity@ofgem.gov.uk](mailto:FITCommunity@ofgem.gov.uk) or by telephone 020 7901 7310. The nature of the query should be clearly marked. Written queries should be sent to the address on the front of this document, clearly marked for the attention of the FIT Community Team.

3.68. Queries in relation to applications for accreditation of ROO-FIT installations should be emailed to [ROOFIT@ofgem.gov.uk](mailto:ROOFIT@ofgem.gov.uk) or by telephone 020 7901 7310. Written queries should be sent to the address on the front of this document, clearly marked for the attention of the ROO-FIT team.

## 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;
CCAB	Consultative Committee of Accountancy Bodies;
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: <ul style="list-style-type: none"><li>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</li><li>b) The installation is connected to Plant such that the whole of its maximum output could be used in a permitted way;</li></ul> For this purpose: <ul style="list-style-type: none"><li>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:</li><li>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</li><li>iii. Exported.</li></ul>

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Community organisation	means a community interest company; or a community benefit society or co-operative society, other than such a company or society with more than 50 employees;
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;
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"><li>It is not possible or practical to measure the export by way of Export Meter Readings; and</li><li>The FIT Order provides for the determination by the Secretary of State of the percentage or a methodology for determining it;</li></ol>

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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 Date (for community energy installations)	is the later of: (i) the date on which the Authority received an application for pre-registration; or (ii) the date on which the installation was commissioned;
Eligibility Date (for school installations)	is the date on which the Authority received an application for pre-registration and is not as provided in Standard License Condition 33;
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"><li>- anaerobic digestion, as defined in the FIT Order;</li><li>- hydro generating station, as defined in the FIT Order;</li><li>- combined heat and power with an electrical capacity of 2kW or less;</li><li>- solar photovoltaic;</li><li>- wind;</li></ul> and technologies identified in s.41(5) EA08;

Energy efficiency requirement	Means the requirement for a (solar PV) FIT Generator (with a TIC of 250kW 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;
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;

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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: (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: - 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);

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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;
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;
Implementation	means the date on which the FIT Scheme becomes operational;
Insolvency event	to be interpreted in accordance with paragraphs 1(f)-(g), 2 and 3 of Schedule 2 on Revocation 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"><li>- supplies electricity to at least 250,000 domestic customers; or</li><li>- together with its Affiliates jointly supplies electricity to at least 250,000 domestic customers</li></ul> as at 31 December before the start of each FIT Year; and effective on and from the 1 April of the current FIT Year;

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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: solar photovoltaic with a declared net capacity of 50kW or less; wind with a declared net capacity of 50kW or less; hydro generating station with a declared net capacity of 50kW or less (in relation to Eligible Installations with an Eligibility Date before 1 <sup>st</sup> December 2012 only) combined heat and power with an electrical capacity of 2kW or less;
Migrated ROO generator	means a Generator whose installation was accredited under the ROO as at 1 <sup>st</sup> 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 250kW 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;
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;
Part 1	means Part 1 of Schedule A to Standard Condition 33 of the Electricity Supply Licence;
Part 2	means Part 2 of Schedule A to Standard Condition 33 of the Electricity Supply Licence;
Part 3	means Part 3 of Schedule A to Standard Condition 33 of the Electricity Supply Licence;
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"><li>i. a school within the meaning of section 4 of the Education Act 1996(a)<sup>(68)</sup>;</li><li>ii. an institution within the further education sector, within the meaning of section 91(3) of the Further and Higher Education Act 1992(a)<sup>(69)</sup>; or</li><li>iii. a 16 to 19 Academy within the meaning of section 1B of the Academies Act 2010(b) <sup>(70)</sup>;</li></ol> in Scotland— <ol style="list-style-type: none"><li>i. a school within the meaning of section 135(1) of the Education (Scotland) Act 1980(c)<sup>(71)</sup>; or</li><li>ii. a college of further education within the meaning of section 36(1) of the Further and Higher Education (Scotland) Act 1992(d)<sup>(72)</sup>;</li></ol>
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;

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<sup>68</sup> 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.

<sup>69</sup> 1992 c.13. Section 91(3) was amended by the Apprenticeships, Skills, Children and Learning Act 2009 (c.22), Schedule 8, paragraph 13.

<sup>70</sup> 2010 c.32. Section 1B was inserted by the Education Act 2011 (c.21), section 53(7).

<sup>71</sup> 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.

<sup>72</sup> 1992 c.37.

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.
Site	means the premises to which are attached one or more Accredited FIT Installations or Eligible Installations in close geographical proximity to each other, to be determined as required by the Authority by reference to: a) the relevant Meter Point Administration Number (MPAN) for electricity supply; b) street address; c) OS grid reference; and any other factors which the Authority at its discretion views as relevant;
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: - 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;



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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 Date (for community energy installations)	is the date on which the Authority received the application for pre-registration;
Tariff Date (for school installations)	is the same as its eligibility date;
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;