

Feed-in Tariff pre-registration and status verification application: MCS community energy installation

Template 1

You should use this template if your **community organisation** is looking to pre-register a **community energy installation with a Declared Net Capacity (DNC) of no greater than 50kW**, and you are seeking:

- a relaxation of the Energy Efficiency Requirement (PV only)
- and/or looking to benefit from the modification to the definition of 'Site' as a **community organisation**

Please complete **one** application letter per installation.

You should complete all of the sections. Incomplete forms will be returned.

Completed application letters and supporting documents should be sent to the **Ofgem FIT Community team** at Ofgem, 9 Millbank, London, SW1P 3GE. You can also email them to us at FITCommunity@ofgem.gov.uk.

Applicants should consult our **Guidance for Community Energy and School Installations** before making an application.

Part 1: The community organisation (the "Generator")

In this section you should give us details of the community organisation that will be the Generator of the eligible installation.

1.1	Name of community organisation:		
1.2	Type of community organisation [PLEASE SELECT ONE]:	Community Interest Company	<input type="checkbox"/>
		Cooperative Society or Community Benefit Society	<input type="checkbox"/>
		Charity	<input type="checkbox"/>
		Wholly owned subsidiary of a charity	<input type="checkbox"/>
1.3	Community organisation reference number as stated on the community certificate.		
1.4	I confirm that the above named community organisation does not employ more than 50 employees.	<input type="checkbox"/>	

Part 2: The community energy installation (the “Eligible Installation”)

This section should be completed with details of the community energy installation which the community organisation owns as detailed in part 1.

2.1	Technology (please state)	
2.2	Commissioning status [PLEASE ANSWER EITHER a) or b)]	
a)	I can confirm the community energy installation has been commissioned and is not an extension to an existing installation.	<input type="checkbox"/>
	The commissioning date of the installation, as stated on its MCS certificate, is:	
b)	The installation has not yet been commissioned.	<input type="checkbox"/>
	The proposed commissioning date of the installation is:	
2.3	Capacity [PLEASE ANSWER EITHER a) or b)]	
a)	The capacity of the commissioned installation is:	Total Installed Capacity (TIC): Declared Net Capacity (DNC):
b)	The proposed capacity of the installation once commissioned is:	Total Installed Capacity (TIC): Declared Net Capacity (DNC):
2.4	Installation address	
	The address of the building to which the community energy installation is/will be wired is:	
2.5	MPAN (Meter Point Administration Number)	
	MPAN measuring the supply of electricity to the premises at which the community energy installation is / will be located:	

Part 3: Generator contact details

This section should be completed with contact details of the community organisation.

3.1	Community organisation’s postal address:	
3.2	Community organisation’s registered office address [IF DIFFERENT] :	

3.3	Main point of contact for community organisation	
a)	Full name:	
b)	Position in community organisation:	
c)	Email address:	
d)	Phone number:	
Part 4: Supporting documents provided with application		
<p>You must provide the supporting documentation listed below with your application letter. Please confirm you have included the following documents:</p>		
4.1	Energy Performance Certificate (EPC)	<input type="checkbox"/>
	EPC Reference number N.B. You do not need to provide the EPC number if you have a Scottish EPC, where the EPC number is not provided on the certificate.	
4.2	The required evidence supporting community status ¹ :	<input type="checkbox"/>
4.3	Micro-certification scheme (MCS) certificate [applicable only if installation has been commissioned]	<input type="checkbox"/>
Part 5: Declaration		
<p>This section must be completed and physically signed by an individual with the authority to act on behalf of the community organisation and legally represent it.</p> <p>Please note that we will only use the information provided in this form to administer the Feed-in Tariff (FIT) scheme. We may pass information to the Department of Energy and Climate Change to help them analyse the scheme's impact.</p> <p>Please retain a record of your application and all supporting evidence.</p>		
I confirm that the information in this application letter is true to the best of my knowledge, information and belief. I understand that if false or misleading information is provided, this application may be refused.		<input type="checkbox"/>
Signed:		
Full name:		
Position:		

¹ Please refer to the FIT community energy and schools guidance found on our website for further information.

Date:	
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