

Feed-in Tariff pre-registration application: MCS school installation

Template 4

You should use this template if you are an education provider looking for a relaxation of the Energy Efficiency Requirement for a **school installation**.

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 education provider (the “Generator”)

In this section you should give us details of the education provider that will be the generator of the eligible installation.

1.1	Name of education provider:		
1.2	Type of education provider [PLEASE SELECT AS APPROPRIATE]:	Primary	<input type="checkbox"/>
		Secondary	<input type="checkbox"/>
		Further level education	<input type="checkbox"/>
1.3	Qualifying educational institution [PLEASE COMPLETE EITHER SECTION a) b) or c)]		
a)	England		
	Type of qualifying educational institution:		
	Establishment Number:		
	Local authority number:		
b)	Wales [PLEASE SELECT EITHER (i) or (ii)]		
	School number:		
(i)	Local authority code:		
	(ii) The qualifying educational institution is a further education institution in Wales.	<input type="checkbox"/>	

c)	Scotland [PLEASE SELECT EITHER (i) or (ii)]	
(i)	SEED number:	
(ii)	The qualifying educational institution is a further education institution in Scotland.	<input type="checkbox"/>
Part 2: The school installation (the "Eligible Installation")		
This section should be completed with details of the education provider's school installation.		
2.1	I can confirm that the school installation uses FIT eligible solar PV technology.	<input type="checkbox"/>
2.3	Commissioning status	
	I can confirm the school installation has been commissioned and is not an extension to an existing installation.	<input type="checkbox"/>
	The commissioning date of the school installation, as stated on its MCS certificate, is:	
2.4	Capacity	
	The capacity of the commissioned installation is:	Total Installed Capacity (TIC): Declared Net Capacity (DNC):
2.5	Installation address	
	The address of the building to which the school installation is wired is:	
Part 3: Generator contact details		
This section should be completed with contact details of the education provider.		
3.1	Education provider postal address:	
3.2	Education provider registered office address [IF DIFFERENT] :	
3.3	Main point of contact for education provider	
a)	Full name:	
b)	Position in education provider:	
c)	Email address:	

d)	Phone number:	
Part 4: Supporting documents provided with application		
You must provide the supporting documents listed below with your application letter. Please select below as appropriate.		
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	Micro-certification scheme (MCS) certificate	<input type="checkbox"/>
Part 5: Declaration		
This section must be completed by an individual with the authority to act on behalf of and who can legally represent the Education Provider.		
Please note that we will only be using the information provided in this form to administer the Feed-in Tariffs (FIT) scheme. We may pass information to the Department of Energy and Climate Change to help them analyse the scheme's impact.		
Please retain a record of your application and all supporting evidence.		
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:		
Date:		