Feed-in Tariff application for ROO-FIT community energy installation: full accreditation

Template 3

You should use this template if you are a community organisation seeking support under the Feed-in Tariff scheme and:

- a relaxation of the Energy Efficiency Requirement (PV only up to 250kW)

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.

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

In this section you should provide 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	☐
		Cooperative Society or Community Benefit Society	☐
		Charity	☐
		Wholly owned subsidiary of a charity	☐
1.3	Community organisation reference number as stated on your community certificate. Please refer to the above stated guidance for more information.		
1.4	I confirm that the above named community organisation does not have more than 50 employees.	☐	

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

Here you should provide details of your organisation's community energy installation.

2.1	Technology (please state):	
2.2	The name of the generating station as stated on the Renewables and CHP Register is:	
2.3	**Commissioning status [PLEASE CHOOSE ONE OPTION FROM a) or b)]**	
a)	I confirm that the installation has commissioned and is not an extension to an existing installation.	☐
	The commissioning date of the installation is:	
b)	I can confirm that the installation has not yet been commissioned.	☐
	The proposed commissioning date of the installation is:	
2.4	**Capacity [PLEASE CHOOSE ONE OPTION FROM 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):
2.5	**Installation address**	
	The address of the building to which the community energy installation is/will be wired is:	

Part 3: Generator contact details

Here you should provide contact details for your organisation.

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

3.3	Main point of contact for your community organisation	
a)	Full name:	
b)	Position in the organisation:	
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)(PV only)	☐
	EPC reference number (PV only): 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](all technologies):	☐

Part 5: Declaration

This section must be completed by an individual with the authority to act on behalf of the organisation and legally represent it.

We will only use the information provided in this form to administer the Feed-in Tariff (FIT) scheme. However we may also share information with the Department of Energy and Climate Change (DECC) so they can 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.	☐
Signed:	
Full name:	
Position:	
Date:	

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