

# Feed-in Tariffs (FIT)

[www.ofgem.gov.uk/fits](http://www.ofgem.gov.uk/fits)

September  
2020

## **Essential Guide to applying for preliminary accreditation under FIT (Version 3)**

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## About this guide

**This guide will help you apply for preliminary accreditation (PA) under the Feed-in Tariff (FITs) scheme.** It can help you avoid common mistakes when submitting your application for preliminary accreditation under FITs. Giving us the right information reduces the risk of delays to your application.

This document focuses on the application process and requirements of PA, highlighting ways to help make sure your application is right first time. This guide explains what your responsibilities are as an applicant and what you can expect from Ofgem's ROO-FIT team.

This is not a legal guide and is not a substitute for getting your own independent legal or technical advice. For more detailed information, we encourage you to read the '[Feed-in Tariff: Guidance for renewable installations](#)' available at: [www.ofgem.gov.uk/FITs](http://www.ofgem.gov.uk/FITs).

This guide is issued alongside an '[Essential Guide to applying for ROO-FIT accreditation](#)' which focuses on full accreditation.

The requirements of PA are formally set out in the FIT Order 2012 (as amended).

**No new applications for PA can be made from 1 April 2019.** You must submit your application before this date to be eligible for PA.

## Updates to Guidance (September 2020)

This document has been updated to reflect amended legislation<sup>1</sup>. The following sections of this guidance have been added or updated:

- The mechanism and benefits of preliminary accreditation:  
Understanding preliminary accreditation under FITs

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<sup>1</sup> [The Feed-in Tariffs \(Amendment\) \(Coronavirus\) \(No2\) Order 2020](#). For more information, visit our [Changes to the FIT Scheme](#) web page.

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### How to get FIT preliminary accreditation

Preliminary Accreditation (PA) is only available to ROO-FIT installations. It is not available to extensions or installations that have already commissioned. It is also not available to micro CHP installations.

ROO-FIT (large scale) installations are solar photovoltaic (PV) and wind installations with a declared net capacity (DNC) greater than 50kW up to and including 5MW, and all Anaerobic Digestion (AD) and hydro installations up to and including 5MW. Applications for PA are made to Ofgem.

MCS-FIT (small scale) installations cannot apply for PA. Applications for MCS-FIT should be submitted directly to a FIT Licensee (an energy supplier). More information on this can be found in the ['Essential Guide to applying for ROO-FIT accreditation'](#).

**No new applications for PA can be made from 1 April 2019.** You must submit your application before this date to be eligible for PA. Please see ['Feed-in Tariffs: Essential guide to closure of the scheme'](#) for full details.

### ROO-FIT: Full or preliminary accreditation?

There are two types of application that can be submitted using the ROO-FIT accreditation process:

#### 1 - Full accreditation:

- a. Available for installations which have commissioned
- b. Also available to installations which have been granted preliminary accreditation and have commissioned or are due to commission within the next two months (known as 'Convert to Full' applications).

#### 2 - Preliminary accreditation (PA):

- a. Available for proposed installations that are yet to be commissioned
- b. Available if your installation is eligible to use the ROO-FIT accreditation process
- c. Enables you to obtain a tariff guarantee for a limited time ahead of commissioning
- d. Enables you to apply for a grace period, in specific circumstances, after the closure of the FIT scheme to new applicants from 1 April 2019.

## Deployment Caps

On 8 February 2016 a capped queueing system was introduced into the FIT scheme to limit the aggregate capacity that can receive the FIT tariff available in a particular tariff period.

Separate deployment caps are available for each technology and tariff band and are set for a three-month period, with the exception of micro CHP that are set for a six-month period.

FIT tariffs are adjusted at the beginning of each tariff period through a process called 'degression'.

ROO-FIT applications are queued based on the date and time you click 'send' when making your application. Once a deployment cap is filled, no further installations can receive that tariff rate for that tariff period.

Once the final deployment cap, for the tariff period beginning 1 January 2019, is filled, no further installations can be accredited to the FIT scheme. Check the deployment caps reports on our website to see if there is still room in the final deployment cap before applying.

## The mechanism and benefits of preliminary accreditation

### Understanding preliminary accreditation under FITs

PA offers you the ability to lock into a tariff for a fixed validity period with a tariff guarantee ahead of commissioning, provided you meet documentary evidence requirements. The validity period starts on the date you apply for PA.

Applications for PA must be accompanied by supporting documentary evidence, issued on or before the date of application. This evidence is assessed by Ofgem’s ROO-FIT team. To receive the full benefit of PA, once granted PA you must then submit an application to convert your PA to full accreditation and commission before the end of the fixed validity period. You can convert to full after scheme closure on 1 April 2019, as long as you do so within your validity period. With the following exceptions, extensions to the validity period cannot be granted:

- The grace period for grid connection or radar works delays (see [‘Feed-in Tariffs: Essential Guide to closure of the scheme’](#))
- Preliminary accreditations which expire on or after 1 March 2020 receive a 12 month extension to their original validity period.<sup>2</sup>

The requirements of PA are formally set out in the FIT Order 2012. Detailed guidance is provided in Ofgem’s [‘Feed-in Tariffs: Guidance for renewable installations’](#).

The table below contains the key terminology for PA:

Term	What is it?	How is it calculated?
Tariff Date	Applications for PA receive a tariff date based on the time and date the application is submitted to Ofgem. The tariff guarantee lasts for a fixed validity period.	The Tariff Date will be the later of the date the PA application is submitted and the start date of the tariff period that your PA application falls into.
Validity Period	To realise the benefits of preliminary accreditation, you must commission your installation <u>and</u> submit an application to convert your PA to full accreditation, within your “validity period”.	The validity period starts on the Tariff Date and differs in length by technology <sup>2</sup> : <ul style="list-style-type: none"> <li>• Solar PV = 6 months</li> <li>• Wind/AD = 1 Year</li> <li>• Hydro = 2 Years</li> </ul>
Eligibility Date	The 20 year period of FIT support starts on the eligibility date.	The eligibility date for installations that go through the PA route is the later of:

<sup>2</sup> [The Feed-in Tariffs \(Amendment\) \(Coronavirus\) \(No2\) Order 2020](#). For more information, visit our [Changes to the FIT Scheme](#) web page.

- The date a 'Convert to Full' application is submitted to Ofgem;
- The date the installation commissioned.



### TOP TIP:

The commissioned installation must not be 'materially different' from the installation which was granted PA, otherwise the PA will be invalidated. Please see the '[Feed-in Tariff: Guidance for renewable installations](#)' for further information



### TOP TIP:

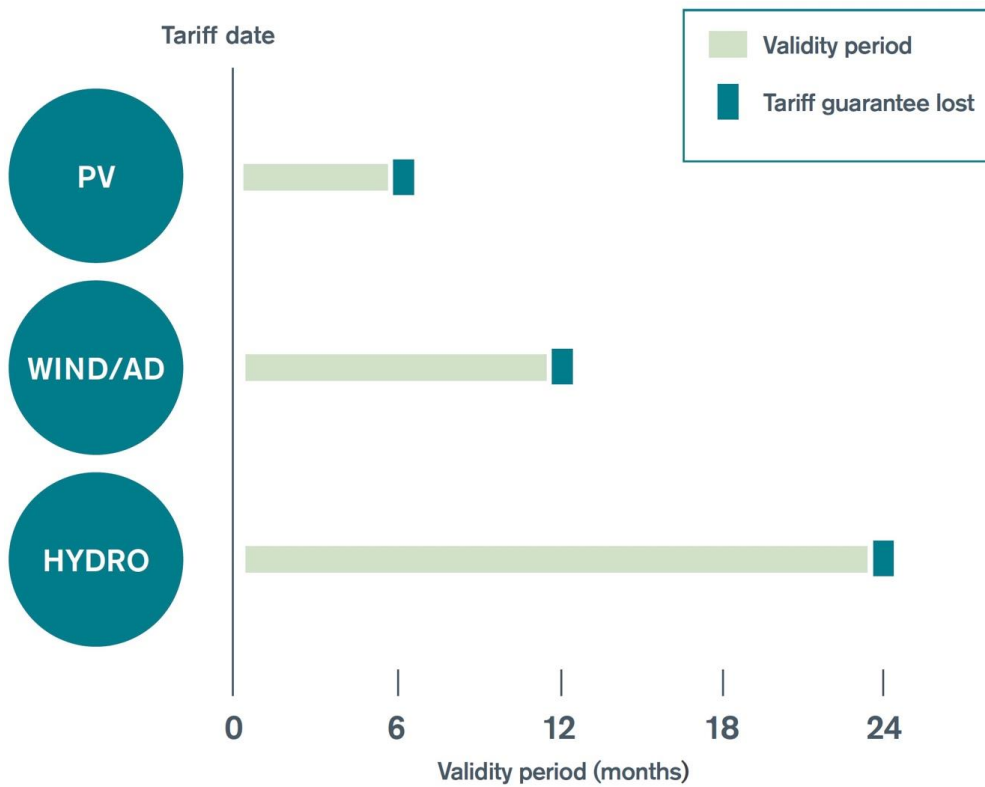
To see the full definition of commissioned under FITs, please see the '[Feed-in Tariff guidance for renewable installations](#)'.

### Validity period timeline

**The diagram below** illustrates the timeline associated with an application for PA. You must submit the necessary documentary evidence issued on or before the application date, and a number of requirements must be met within your validity period, otherwise the tariff guarantee will be lost.

In advance	To maintain you tariff guarantee
<ul style="list-style-type: none"> <li>• Create a generator account (see page 10)</li> <li>• Ensure all documentary evidence obtained, issued on or before the date of application</li> </ul>	<p>To maintain your tariff guarantee, you must:</p> <ul style="list-style-type: none"> <li>• Submit an application converting your PA to full accreditation; and</li> <li>• Commission your installation within your validity period</li> </ul>

Figure 1: Preliminary accreditation validity periods<sup>3</sup>



Please see the previous page for the definition of Tariff Date.

<sup>3</sup> In September 2020, BEIS introduced The Feed-in Tariffs (Amendment) (Coronavirus) (No 2) Order 2020 which grants a 12 month extension to all installations with a validity period expiring on or after 1 March 2020.



## How to apply for PA

### Creating an account on the Renewables and CHP Register

#### Set up an account

**Set up an account** on the Renewables and CHP Register. The account must be set up by the prospective owner of the installation or a suitable representative from within the company who will own the installation. This individual will become the account superuser. This should be done well in advance to avoid delays. An application for PA cannot be submitted until your account has been approved. More information on this can be found on page 10 of this guide.

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#### Select an application form

**Start a new application** by clicking 'Accreditation' and then 'Apply for a New Accreditation'. Ensure you have all documentary evidence to hand, dated on or before the application date for PA.

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#### Select application type

**There are two application types** - Full ROO-FIT accreditation and FIT preliminary accreditation. More information can be found in the 'Essential Guide to applying for ROO-FIT accreditation'. The application starts at the same place for both types of application, but different questions will be asked, depending on the route you take.

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#### Submit

**Complete and submit the application**, uploading the documentary evidence where prompted. Make sure that the superuser of the account agrees all declarations. **For the purpose of caps, the completed application will be classed as received by us once the 'send' option has been selected.** If you have further documentary evidence supporting your application, email it to the ROO-FIT team at [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk)

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#### Ofgem confirms receipt

**We will send an email** to the superuser to confirm that we have received your application (usually within one working day of receiving it). If your installation will be considered for entry into the current Tariff Period, we will contact you to confirm this within 10 working days. If your application is not in the current tariff period, it will take its place in the queue. You won't hear from us again until we write to confirm which tariff period your installation is in. This will happen within 10 working days of the start of

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the relevant tariff period that the installation is being considered for entry for. Installations still in the queue after the final tariff period closes on 31 March 2019 will be informed by 12 April 2019 that they will not be accredited onto the scheme.

### Ofgem Review

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**The application will go through two or three stages of review depending on the complexity of the application.** Based on our experience of administering the scheme to date, if your application is right first time it may take around 12 weeks to approve. If the application is not right first time and we have to ask questions, it is likely to take longer. **We may ask you questions about your application.** See the 'Your responsibilities section' for more details.

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### Application success

**If successfully granted PA,** confirmation will be emailed to the account superuser. Under PA you must reapply to Ofgem to convert your PA to full accreditation. Here your application will again be reviewed, but this time against the requirements of full accreditation.

### Claim FIT payments

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**Once full accreditation has been granted,** confirmation will be emailed to the account superuser. You should approach your chosen FIT licensee with your confirmation email - this will enable you to claim FIT payments. A full list of FIT licensees is available on our [website](#).



#### TOP TIP:

We publish a full list of applications queued for deployment caps in the [deployment caps reports](#) section of our website. You can use the reports to see where your installation is in the queue compared to other applications. The queue may change over time so please keep checking our website for an up-to-date indication of your place in the queue. More information on deployment caps can be found later in this guide.

## Creating an account on the Renewables and CHP Register

This section shows you how to set up an account on the 'Renewables and CHP Register'. This is the Register you will use to submit your ROO-FIT application and respond to any queries from us. The '[Ofgem Renewables and CHP Register – User Guide](#)' provides a more in-depth guide to the register and is available on our website.

1. Go to [www.renewablesandchp.ofgem.gov.uk](http://www.renewablesandchp.ofgem.gov.uk)
2. From the home page, click on the 'Register' button and then click 'continue'.
3. You will be given a choice of four different accounts. Make sure you choose a generator account and click submit.
4. The next screen will show 'Organisation Type' and 'Generator Organisation' options. Make sure you chose the organisation type that is applicable to you. The 'Individual' option should be chosen if you are applying under your own name, the 'Company' option if you are applying under a limited company name and the 'Other' option if you are a business but aren't a limited company, for example if you are a partnership/charity.



### TOP TIP:

Applications for FIT preliminary accreditation must be submitted by the prospective owner of the installation. If you are not the prospective owner of the installation, you must get them to create an account. Later, they can then add you as an additional user on their account. You will then be able to complete administrative tasks on their behalf. We cannot discuss any account/application issues with anyone who is not a named user on the account.

5. Once you have filled in all the details, click on 'Add generator organisation'.



### TOP TIP:

The first line of the address provided in your account must match exactly with the Royal Mail Database. You can check this by entering your postcode into the 'Royal Mail Postcode Finder' [www.royalmail.com/postcode-finder](http://www.royalmail.com/postcode-finder). If the address is not registered with Royal Mail, you must get it registered. You can do this while your application is being processed, or use a registered address instead.

6. Enter the details of an authorised signatory for the account. This person will become the superuser of the account. The superuser MUST be the prospective owner of the

installation or a suitable representative from within the company who will own the installation.

- 7.** If you are registering as a 'Company' you must submit a 'Letter of Authorisation'. The letter must be completed on company headed paper and signed by an authorised signatory for the company. For a letter template, contact the ROO-FIT team (see details at the end of this document).
- 8.** Once you have completed the required details, click 'Confirm' and your registration will be complete. You will receive an automated email confirming your username. Within one working day we will approve the account or request further information. Once the account has been approved you will receive an email containing the password. Please contact the ROO-FIT team (see details at the end of this document) if you do not receive an email.



### **TOP TIP:**

You must create a Generator Account before you can submit an application for accreditation under it. You should do this well in advance of any deadlines to ensure you have plenty of time to complete and submit the application for PA.

### The application form

This section outlines the key questions in the application form for PA, stating the appropriate question number. It also gives some guidance on how to complete the application form right first time and explains the additional evidence we will ask for.

#### Generating station name (QA100)

You can name your installation anything you like. Make sure you call it something you can remember. Once you have chosen a name it **cannot** be changed. The name of your generating station will be used as the reference for your application and you will need to use it if you contact us.

#### Commissioned date (QA201)

This is the date you expect your installation will be commissioned. For PA applications it must be in the future.

The commissioned date is the date your installation will be first capable of operation once all commissioning tests are complete. For PA, this date must fall within your validity period. Please see the 'Feed-in tariff: Guidance for renewable installations' for a more detailed explanation.

The validity period starts on the date the application is submitted to Ofgem, and differs in length by technology:

- Solar PV = 6 months
- Wind/AD = 1 Year
- Hydro = 2 Years



#### TOP TIP:

The commissioned date entered for question QA201 must match the commissioning date in the capacity table for question QC237. If they do not match, we will ask you to correct it which will delay your application.



#### TOP TIP:

The commissioned date stated must be in the future. You cannot apply for preliminary accreditation if you have already commissioned your installation. In these cases you must apply for full accreditation.

Please be aware that when you convert your PA to full accreditation, you will be asked for documentary evidence to verify you have commissioned within your validity period. Please see

the latest version of the '[Feed-in tariff: Guidance for renewable installations](#)' and the '[Essential guide to applying for ROO-FIT accreditation](#)' for further information on commissioning evidence.

### Total Installed Capacity (TIC) and Declared Net Capacity (DNC) (QA301 and QA401)

TIC is the maximum capacity that the installation could operate at for a sustained period without damaging it. It is important because it is used to set the FIT generation tariff.



#### TOP TIP:

Once granted preliminary accreditation, the TIC of the commissioned installation cannot be any higher. It also cannot be any lower such that it falls into a lower tariff band. If it is, the preliminary accreditation and tariff guarantee will be void.

DNC is the maximum capacity that the installation could operate at, minus any electricity needed to operate the installation – such as any electricity used to move the head of a wind turbine in and out of the wind.



#### TOP TIP:

The DNC is almost always less than the TIC because all installations will consume some electricity during start-up or operation. Your installer will be able to help you work out the amount of electricity your installation consumes. This should be subtracted from the TIC.

The table on the following page explains how to calculate TIC and DNC.

The table is not exhaustive. When submitting an application keep in mind how TIC and DNC are defined in the FIT legislation, as detailed in the '[Feed-in Tariff: Guidance for renewable installations](#)'. This goes beyond the 'nameplate' capacity of the turbine or what the turbine is marketed as by the manufacturer. It is your responsibility to make sure you enter the correct TIC in your application.

If you intend to de-rate or curtail the TIC of your installation you must indicate this in your application, and submit evidence detailing the method by which this is achieved. You must also confirm that it is irreversible.



### TOP TIP:

The TIC stated in the application must be the TIC that the installation is capable of operating at on the commissioned date. It must not be the intended TIC if capacity will be added later.



### TOP TIP:

The TIC cannot be changed after the application is submitted. Any changes to the TIC may result in the application being refused.

Technology	How to calculate TIC	How to calculate DNC
Solar PV	Multiply the number of panels installed by the rated peak power output of the panels. For example, an installation comprising 1000 panels of 250 watts would have a TIC of 250kW.	The DNC should reflect the TIC, minus any power consumed by the installation to run its auxiliaries during operation. In most cases this will be the capacity of the inverters. Contact your installer if you are unsure of this figure.
Wind	Wind turbines may be sold stating a lower capacity than the maximum it can operate. Refer to the turbine manufacturer's published power curve. The maximum generation data point should be given as the TIC.	The DNC should reflect the TIC, minus any power consumed by the turbine to run its auxiliaries. Your installer can help you provide this information.
Hydro	The TIC of a hydro can be calculated in a number of ways. Most simply, it is the maximum continuous rating (MCR) of the generator. If you wish to state a TIC which is different to this, please provide an explanation from the installer. This should reference the definition of TIC stated in the FIT legislation.	The DNC should reflect the TIC, minus any power consumed by the installation to run its auxiliaries. Your installer can help you provide this information.
AD	The TIC of an AD installation is the maximum continuous rating (MCR) of the engine.	The DNC should reflect the TIC, minus any power consumed by the installation to run its auxiliaries. Power used in the anaerobic digestion process is not considered an installation auxiliary.

### Location: Address, postcode and OS grid reference (QA206 and QB300)

The installation address and OS grid reference should refer to the location of the installation's connection to the grid (normally the Meter Point Administration Number or MPAN).

The OS grid reference should use two letters, followed by the first three figures of each five figure sequence that follow these letters. For example: Point AB 01234 56789, the Grid Reference would be AB012567.

You can find your OS grid reference on the UK Grid Reference Finder website: [www.gridreferencefinder.com](http://www.gridreferencefinder.com). Your preliminary accreditation may be void if your address changes when you commission your installation.



#### TOP TIP:

The postcode and OS grid reference must refer to the same location (or be close together). If they do not, we will question it and this will delay the application.

### Planning permission (QA4a) – A requirement of preliminary accreditation

You must provide documentary evidence that you have been granted planning permission for the installation, or that planning permission is not required. In both cases the documentary evidence must have been issued on or before the date of application to Ofgem.

A decision notice from your planning authority will usually demonstrate that this requirement has been met. When assessing your evidence, we will consider, at a minimum:

- The address or location of the installation
- The installation's technology, make or model
- The installation's capacity
- The date the permission was granted
- Whether it was granted under the relevant legislation, as specified in the FIT Order 2012.

If the description of your installation differs from what is stated in your planning consent, we will raise queries with you which may delay your application. For example, if there is a discrepancy regarding the installation's capacity as specified in your preliminary accreditation application and the planning permission we may request further clarification from you.

See the '[Feed-in Tariff: Guidance for renewable installation](#)' for more information on planning permission and situations where planning permission is not required.



### Reusing generating equipment (QC130)

If any of the generating equipment that is to be used in the installation previously formed part of an installation/generating station that has received support under the Renewables Obligation (RO) or Feed-in Tariffs (FIT) schemes, you must answer 'yes' to this question. We will then contact you for more information on this matter.

To read more about how we define 'generating equipment', please refer to the 'Feed-in Tariff "Generating equipment" decision' on our website: [www.ofgem.gov.uk/fits](http://www.ofgem.gov.uk/fits)

### Are there any previous installations of this technology operating on this site? (QC140)

If you have an installation of the same technology installed on the site, you should say 'yes' to this question. We will then ask you additional questions about the previous installation, such as if there is to be any electrical interaction with the proposed installation or indeed a shared export MPAN and grid connection. Please note, extensions cannot receive preliminary accreditation.

### Grants (QC150)

If you have accepted an offer of a grant from public funds for the cost of purchasing or installing your installation and you have not repaid the grant, the installation will not be eligible to receive FIT support.

If you are unsure whether your grant is from public funds or whether the grant was made for purchasing or installing the installation, declare 'yes' to this question and we will help to identify whether or not this will affect you.



#### **TOP TIP:**

If in doubt, declare the grant and we will help work out whether the grant affects entitlement to FIT payments.

### Grid connection agreement (QF151) – A requirement of preliminary accreditation

Applications for grid connected installations must be accompanied by evidence that the prospective FIT generator has entered into a grid connection agreement, or that a grid connection agreement is not required.

Where required, the grid connection agreement must be with a licensed distribution network operator (DNO). All grid connection evidence must have been issued on or before the date of application.

At a minimum you must submit:

- A grid connection offer (GCO)
- Signed acceptance of that offer
- Evidence that any specified acceptance payment has been received in full by your DNO.

Where documentary evidence is absent, incomplete or insufficient, we will raise queries on your account. This may delay your application.



### TOP TIP:

If your offer letter requires a specified payment on acceptance, we will need evidence that payment was received by your DNO on or before your date of application. The simplest way to evidence this is by sending us a dated receipt from the DNO. Copies of invoices only stamped with "PAID" are unlikely to be sufficient and we may ask for further documentation. This may delay your application.



### TOP TIP:

If payment terms for acceptance of a GCO have been varied, we will require documentary evidence of this variation. All documents must pre-date your application.



### TOP TIP:

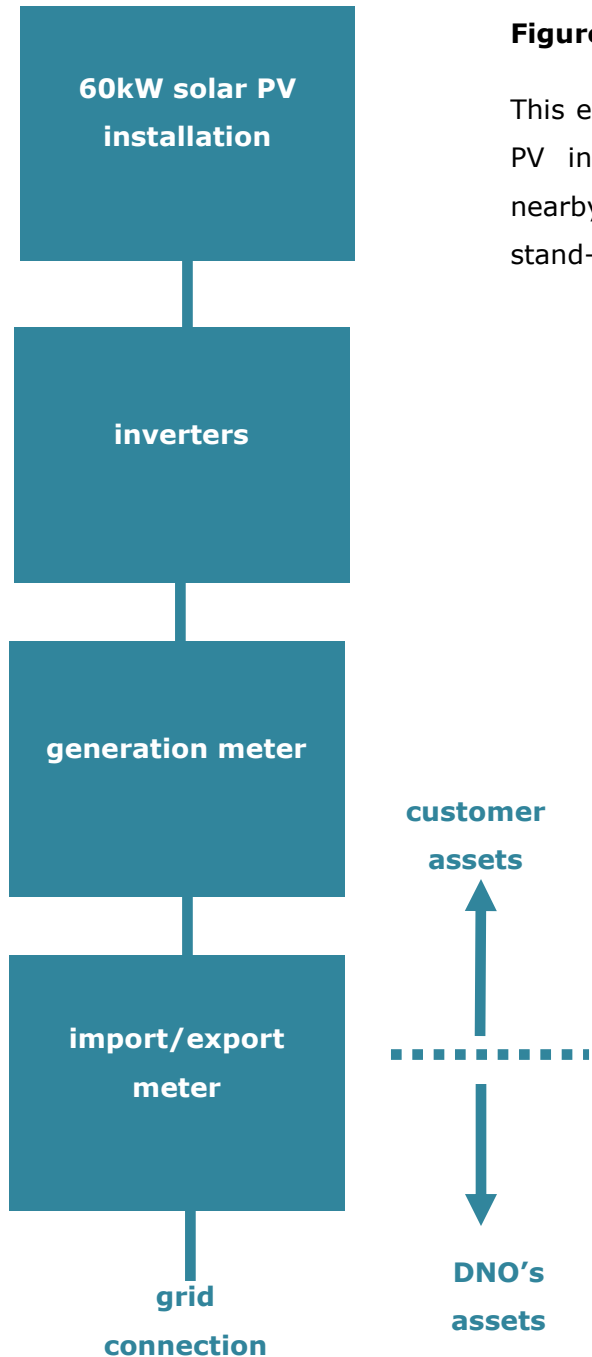
If you think you may need to apply for a grace period due to grid connection works delays, you will need to provide evidence of a grid connection offer, with proof of the location, capacity and planned date of the grid works. If your grid connection offer already has these details when you apply, it can save you time later.

## Schematic diagram/single line diagrams (SLD) (QI100)

You must provide a schematic diagram showing the electrical layout of the installation. The diagram doesn't need to be complicated. It should be clearly labelled and easily understood. At a minimum, it should include the location of the following:

- All generating equipment associated with the installation (such as solar panels and inverters),
- Any other installations sharing the same grid connection,
- Other electrical loads not associated with the installation (such as buildings supplied with electricity from the installation),
- Any standby generation and associated interlocking facilities,
- All import and export connections,

- Location of all meters. The specific make, model and serial numbers of meters should be added to the SLD at the convert to full stage.



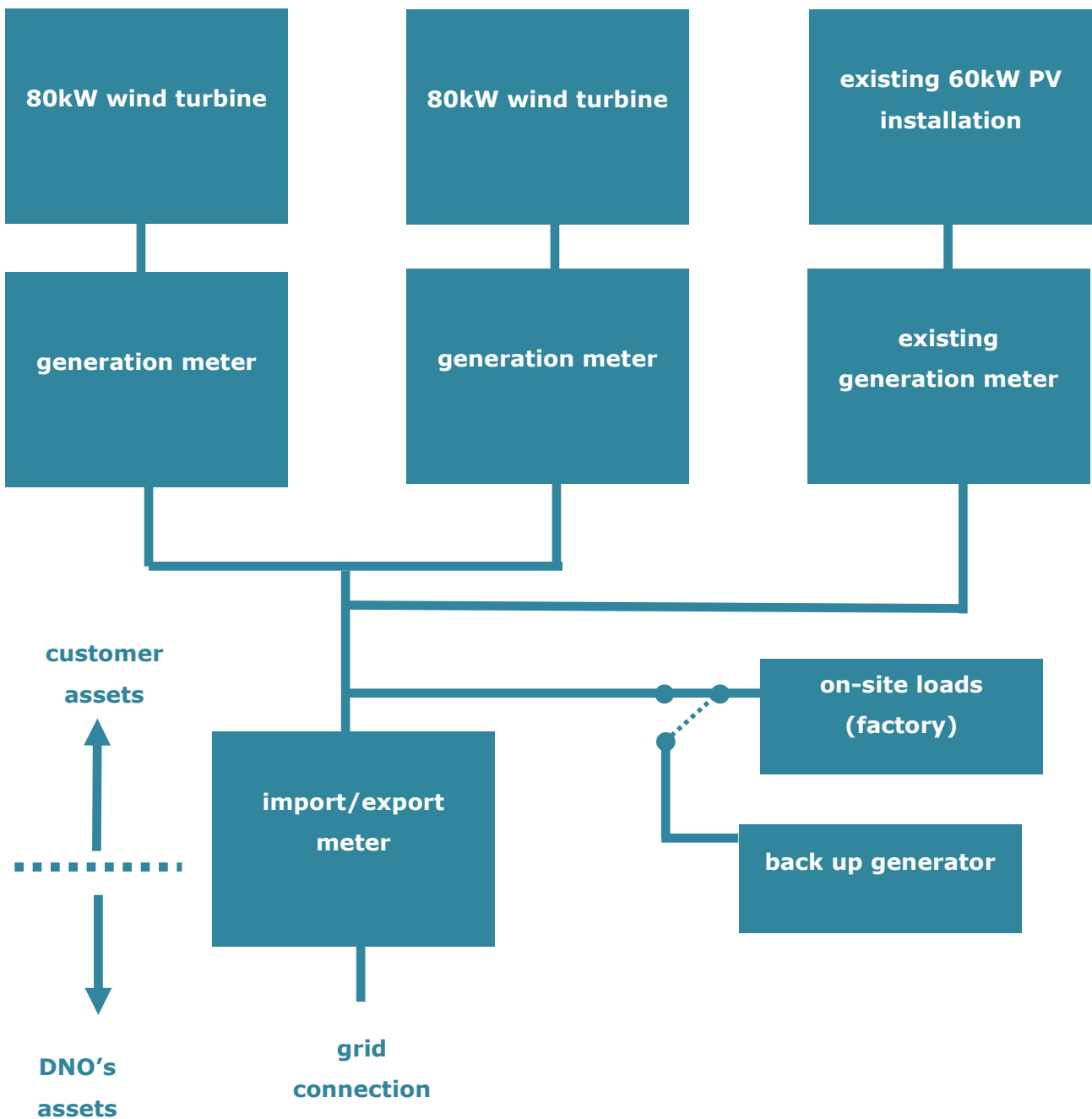
**Figure 2: Simple solar PV installation**

This example shows a grid-connected solar PV installation with no onsite loads or nearby installations. This is typical of a stand-alone solar PV installation.

**Figure 3: Complex Wind Turbine Installation**

This example shows a more complex installation with two 80kW wind turbines sharing a connection to the grid. In this instance, an existing installation of a different technology (solar PV) also shares the same grid connection.

Also shown is an onsite load (a factory). The factory has a standby generator and interlocking is in place, and clearly indicated, to make sure that the standby generator cannot add to the generation or export meter readings.



### Hydro consents (QC126) – A requirement of preliminary accreditation

Hydro applications must be accompanied by documentary evidence that specified hydro licences and consents have been issued for the installation, or are not required. In both cases, the documentary evidence must have been issued on or before the date of application.

For installations in England and Wales the following licences and consents issued under Water Resources Act 1991, must be obtained:

- An abstraction licence
- An impoundment licence
- A flood defence consent.

For installations in Scotland, consent must have been obtained under the Water Environment (Controlled Activities) (Scotland) Regulations 2011 for:

- Abstraction
- Impoundment
- Any other engineering works required for the installation.

All the above licences and consents must have been issued on or before the date of application.

Where any such licences or consents are not required, you must provide documentary evidence of this. For instance, if you do not need an impoundment licence, you must provide confirmation of this from the relevant environmental regulator. This evidence must have been issued on or before the date of your application.

### Civil works diagram (QE300 and QE400)

All hydro applications must be accompanied by a description of the manmade structures associated with the installation – the 'civil works' - and a civil works map. This map should include all abstraction and impoundment points, pipelines, powerhouse(s) and tailrace(s). If the civil works are shared with another hydro project, these should be clearly labelled on the map.



#### **TOP TIP:**

The civil works diagram must be clearly labelled, highlighting the key features of the installation so that its layout and characteristics can be easily understood.

### Export capacity (QH500)

The grid export capacity must be provided for grid connected installations. Where this is less than the DNC of the installation, you will be asked how you intend to consume all of the generated electricity when you come to commission for the purposes of FIT.

### Fuel Measurement and Sampling questionnaire (QJ700)

All AD FIT applications must be accompanied by a completed Fuel Measurement and Sampling (FMS) questionnaire. It should be signed by the superuser and submitted with your application.

The questionnaire asks you to explain how you plan to measure and sample the fuels you intend to use. These processes must be agreed with Ofgem before accreditation can be granted. It should be signed by the superuser and submitted with your application. Please see '[Feed-in Tariffs: Guidance on sustainability criteria and feedstock restrictions](#)' for more information.

## Application checklist



**Are all questions complete, with no gaps?**



**Are all answers correct and consistent, with no spelling errors that could lead to uncertainty?**



**Do you have all documentary evidence in place?**



**Has this evidence been issued on or before the date of application?**



**After clicking 'send', has the account superuser agreed the online declarations? The application is received by us and joins the deployment caps queue based on the date and time that you click 'send'. However we aren't able to process your application until you agree all relevant declarations."**

## Converting your preliminary accreditation to full accreditation (CTF)

Preliminary accreditation offers you the ability to lock into a tariff for a fixed period with a tariff guarantee ahead of commissioning, provided you meet documentary evidence requirements.

To receive the full benefit once granted preliminary accreditation you must then submit an application, to convert your preliminary accreditation to full accreditation (CTF) and commission within your installation's validity period.

The option to convert your preliminary accreditation to full accreditation is only available once you have been granted preliminary accreditation. To submit a CTF application, log into Ofgem's Renewables and CHP Register and click "Convert preliminary accreditation to full accreditation". This will enable you to review your application and to enter meter information and readings from your eligibility date. Once the CTF application has been completed and any required declarations agreed by the superuser, the application will then be formally submitted and assessed against all eligibility requirements by the ROO-FIT team.

If you have indicated that you are applying under a grace period, you will need to provide evidence of eligibility by email to [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk). If you have not already done so, we will contact you to request the necessary documents to prove your eligibility for the grace period. You must submit this evidence within one year of the day after the final day of your validity period in order to receive accreditation. For details on applying for a grace period, please see our '[Feed-in Tariffs: Essential guide to closure of the scheme](#)'.

You should be aware that the commissioned installation must not be 'materially different' from the installation which was granted preliminary accreditation, otherwise the preliminary accreditation will be invalidated and the tariff guarantee will be void.

For example, an installation will be considered 'materially different' if the commissioned installation's TIC is greater than that stated in the PA. It will also be 'materially different' if the TIC is lower, such that it falls into a different tariff band.

Please see the '[Feed-in Tariffs: Guidance for renewable installations](#)' for further information on the requirements of CTF and full accreditation.

### Your responsibilities

#### Before you apply

Before completing an application, please familiarise yourself with the current version of the '[Feed-in Tariff: Guidance for renewable installations](#)' which explains in detail the requirements that must be met.

#### Agreeing Declarations

Once the application has been completed, declarations are generated which the superuser must agree before the application can be progressed in the review process.

Once an application has been submitted, the superuser will receive an email confirming receipt. This is usually sent within 1 working day of the declarations being agreed. Please contact the ROO-FIT team (see page 24) if you do not receive this email.

#### Responding to queries

All applications with the ROO-FIT team go through a two or three stage review process depending on the complexity of the application. If anything is unclear, inconsistent or we require additional evidence, we will raise queries through the Renewables and CHP Register.

If a query is raised, the superuser will receive an 'Action Required' email. All queries must be responded to before an application can be submitted back to us.

**TOP TIP:**

Responding to queries does not affect the application date or eligibility date of the installation.

**TOP TIP:**

When queries have been raised, we will take no further action until you respond. It is your responsibility to answer queries and resubmit the application promptly to prevent delays.



## Amending your application

We may ask you to amend answers in your application. Responding to queries does not automatically change the answers on your application form. If you require help responding to queries and resubmitting your application, please contact the ROO-FIT team.

If we ask you to amend your application, login to your account then:

- Click 'Respond To Queries Raised From Ofgem On Your Accreditation Application'
- Answer ALL queries that have been raised
- Once all queries have been answered and saved you will have the option to 'Edit your Application' or 'Submit Response'
- To edit questions on the application please click 'Edit your Application'
- Go to the question you wish to amend and click 'Edit'
- Once you have edited all the necessary questions please click 'Next' until you reach the end of the application
- You will then see the option to 'Re-submit your application'. Once you click this button a review screen will appear with all your changes. Please scroll to the bottom of this screen and click 'Submit Response'
- If successful, you will get an automated email notifying you that your query responses have been received by us.

### Contact the ROO-FIT team

The ROO-FIT team can be contacted:

By email: [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk)

By telephone: 0207 901 7310

By fax: 0207 901 7387

By post: Ofgem ROOFIT Team  
Commonwealth House  
32 Albion Street  
Glasgow  
G1 1LH

We can advise you on completing the application form but we cannot provide technical or legal advice. We are also unable to provide guidance on proposed installations where no application has been submitted.

### Complaints

#### Complaints about the administration of the scheme

If you have a complaint about how your application is being handled or about a decision we have made, please email [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk)

#### Complaints about the legislation or policy

The Department of Business, Energy and Industrial Strategy (BEIS) is responsible for setting the FIT policy and legislation. If you have any comments, questions or would like to make a complaint about the FIT policy or legislation, please contact BEIS on: [feedintariff@beis.gov.uk](mailto:feedintariff@beis.gov.uk)

#### Complaints about FIT payments or your FIT licensee

Send any complaints about FIT payments or your FIT licensee to your FIT licensee. If after eight weeks a satisfactory solution has not been agreed, you can refer the case to the Energy Ombudsman: <https://www.ombudsman-services.org/sectors/energy>

