

Feed-in Tariffs

Quick Tips Information

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How to submit a successful ROO-FIT application

For **ROO-FIT** applicants and applicants converting preliminary accreditation to full accreditation

(ie solar photovoltaic and wind installations with a declared net capacity over 50kW and all hydro and anaerobic digestion installations)

The following advice can help you avoid common mistakes when submitting your ROO-FIT application.

Giving us the right information reduces the risk of delays to your application and Feed-in Tariffs (FIT) payments.



Tip 1: Take care completing the application form

We often see mistakes in the following areas on the application form:

QA201: The commissioned date

This is the date your installation became able to operate. Take a look at 'Feed-in tariffs: Guidance for renewable installations' for a more detailed explanation. This is available from our website www.ofgem.gov.uk/environmental-programmes/fit

This date is important as it is used, along with the application date, to set the FIT generation and export tariff and the FIT payment start date.

You'll need to provide the following documents. We may request more detailed information if necessary:

- **A copy of a G59 test signed by the witnessing distribution network operator (DNO). Speak to your installer about getting this.**
- **If the DNO does not need to witness the G59 test, a letter or email from the DNO stating that it did not wish to witness the test.**
- **A signed declaration from your installer or commissioning engineer confirming the commissioning date.**

If you are converting a preliminary accreditation to full accreditation, your installation must have been commissioned in the 'validity period'. This is the time you have to commission and submit your full application to receive the guaranteed tariff.

We'll also check that your installation could be operated at its declared net capacity (DNC – see below for more information) on the commissioned date by checking that the installation can export the full DNC. Where an installation has a grid connection capacity that is lower than the DNC – such as a 500kW wind turbine with only a 50kW grid connection – we'll ask for evidence to confirm the size of any onsite electricity demand. This should include a breakdown of all onsite loads and the kilowatt rating of those loads.

QA301: Total installed capacity (TIC)

TIC is the maximum capacity that the installation can operate at. It's important because it is used to set the FIT generation tariff.

You'll need to provide the following documents. We may request more detailed information if necessary:

- **A signed statement from the installer or manufacturer of the generating equipment confirming the TIC of the installation.**

For applications converting from preliminary to full accreditation, changes to the TIC may void the guaranteed tariff.

An eligible installation with a TIC at, or very near to, a tariff boundary – such as a 499kW anaerobic digestion installation – will be asked to provide additional evidence of the TIC, such as half-hourly export data. We'll also request more evidence where the generating equipment has been de-rated from its manufactured capacity – for instance an 800kW wind turbine de-rated to 500kW.

QA401: Declared net capacity (DNC)

DNC is the maximum capacity that the installation could be operated 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.

The DNC must be less than the TIC because all installations will consume some electricity during startup 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.

QC150: Using a grant towards the costs of the installation

Most applicants won't have received a public grant.

If you are unsure whether a grant needs to be declared, answer yes and we'll work with you to determine whether a grant needs to be repaid.

Take a look at 'Feed-in tariffs: Guidance for renewable installations' for a more detailed explanation. This is on our website: www.ofgem.gov.uk/environmental-programmes/fit



QC400 and QC600: The Climate Change Levy (CCL) and Renewable Energy Guarantees of Origin (REGO) schemes

While you're applying for the FIT, you may also want to apply for CCL and REGO accreditation. It takes no extra work to apply and might earn you a bit more money. More information is available from the 'Environmental programmes' section of our website: www.ofgem.gov.uk

Before making your decision, we suggest contacting your intended FIT licensee to see if they require the certificates issued under these schemes

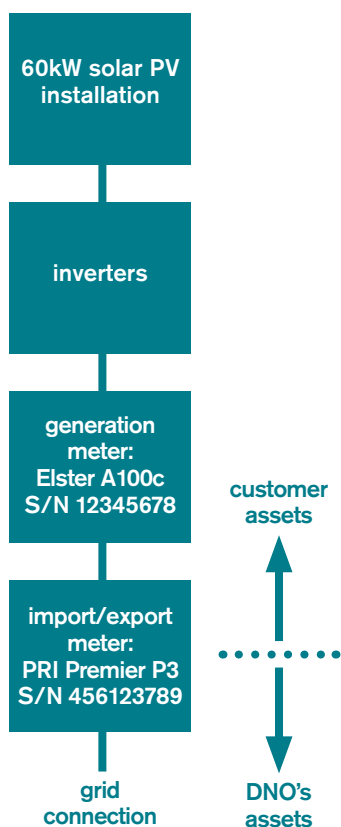
QI100: Single-line diagram

A single-line diagram helps us understand the electrical setup of your installation.

At a minimum, the diagram should include:

- the location of the wind turbine(s), solar panels, engine(s) or turbine(s)
- the location of the grid connection (if grid connected)
- all metering (labelling the make, model and serial number)
- any onsite electrical loads (such as a house, farm or factory)
- the location of any standby generator or batteries.

Your installer should be able to help with this.



Tip 2: Provide correct meter information

You must give us the details of any meter you'll use to claim FIT payments – both the generation and export meter.

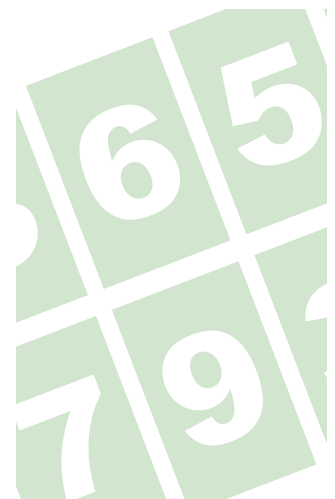
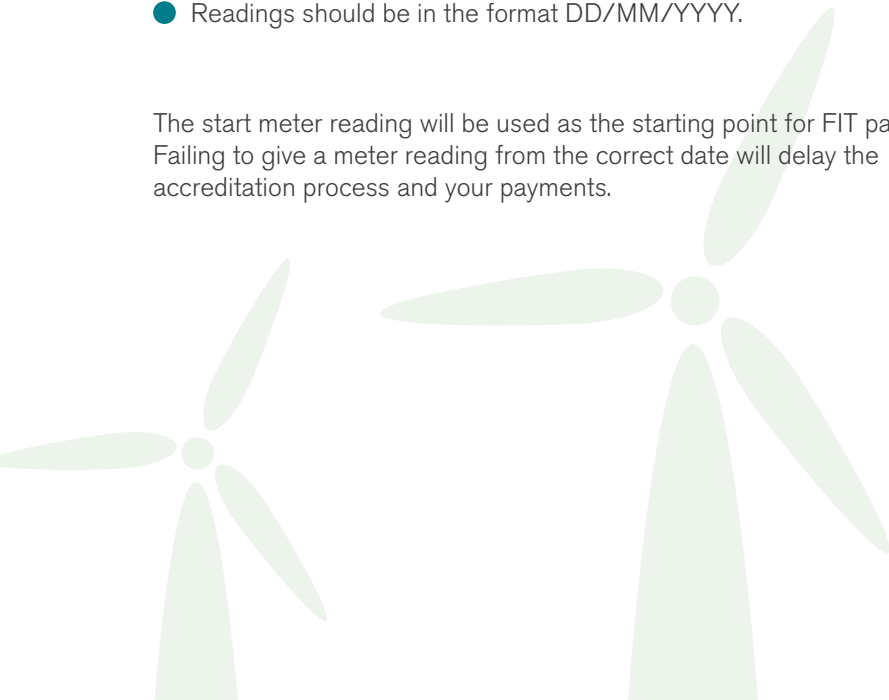
Where do I find my meter details?

The meter make, model and serial number can be found on the meter itself. If you can't identify these details, email a photo to ROOFIT@Ofgem.gov.uk and the ROO-FIT team will try to help.

What meter information do I need to enter?

- The import meter point administration number (MPAN). This can be found on your electricity bill (normally in the top right hand corner).
- The export meter MPAN. This is requested from your energy supplier.
- The start meter reading. This should be taken on the later of:
 - the date that you apply for the scheme, or
 - the date the installation is commissioned.
- Readings should be in the format DD/MM/YYYY.

The start meter reading will be used as the starting point for FIT payments. Failing to give a meter reading from the correct date will delay the accreditation process and your payments.



Tip 3: Do a final check of the application

- ✓ Are all questions complete, with no gaps?
- ✓ Are all answers correct and consistent, with no spelling mistakes?
- ✓ Have you entered the right meter details? Do they match the single-line diagram?
- ✓ After clicking 'send', get the account super user to agree the online declarations by clicking on 'declarations'. An application isn't submitted to us until all declarations are agreed.
- ✓ Gather the commissioned and TIC documents discussed above:
 - ✓ A copy of the G59 test signed by the witnessing DNO or a letter or email from the DNO stating that it did not wish to witness this test.
 - ✓ A signed declaration from your installer, commissioning engineer or installer confirming the commissioned date.
 - ✓ A signed declaration from your installer or manufacturer of the generating equipment confirming the TIC of the installation.

Tip 4: Get more help if you need it

For more detailed information on the FIT requirements and submitting an application, refer to the 'Applying for the Feed-in Tariffs' section of our website: www.ofgem.gov.uk/environmental-programmes/fit

The ROO-FIT team is here to help you complete your application. The team can be contacted by email at roofit@ofgem.gov.uk or by telephone on **020 7901 7310**

