

# Robin Hood Energy Feed-In Tariff Application Form

In order for us to pay the Feed-In Tariff (FIT), we need you to complete this application form fully.

Simply fill in the form, sign it and return it to us. If you complete this form by hand please use BLOCK capitals.

If you would like any assistance when completing the form, or have any questions, then please call our FIT team on 0115 852 6508. We're here to help you.

**Please note you will need to include the following documentation with your completed application form. Please tick the items you have included:**

- A copy of your MCS certificate
- Proof of ID (e.g. a photocopy of your driving licence or passport)
- Proof of address (e.g. copy of your council tax bill, recent bank statement or utility bill)
- A meter reading – for the day we receive this form. If you are sending your application via e-mail please provide a reading from the day you send this to us. If you're sending your application by post we will contact you on the day we receive your application to obtain an accurate reading.

- Proof of system ownership – purchase agreement or copy of installers receipt/paid invoice
- Lease Agreement – if you do not own the property related to this application, please provide a copy of the lease signed and dated between yourself and the owner

**Solar PV only:**

- A copy of your Energy Performance Certificate (EPC) or exemption letter

**Non-domestic customers only:**

- A company authorisation letter on company headed paper with a director's signature. This is to prove who will be responsible for the administration of the contract.

## What happens next

Once you have completed and submitted your application form to us, we will need to perform some verification checks and because we need meter reads on the day of the application we will call you for a meter read if required.

Once your application is completed, we will submit it to Ofgem. When we hear back from them, we will send you the FIT Statement of Terms for you to sign. Then we can begin payments.

If you need any further advice or information, refer to the FAQs on our website or call us on 0115 852 6508. Our opening hours are Monday to Friday 9am – 5pm.

## 1. Information about you

### 1.1 Details of the person/company who will be receiving the FIT payment

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	
<input type="text"/>	<input type="text"/>	
Company (if applicable)	Company registration no.	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
	County	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 1.2 Contact details of the owner if different from page 1 (i.e. the person who owns the installation)

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile telephone number	Home telephone number	
<input type="text"/>	<input type="text"/>	
Email address		
<input type="text"/>		
Company (if applicable)	Company registration no.	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
	County	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 1.3 Name of the person who will be dealing with the correspondence for this account (if different from above)

I authorise the person named below to discuss the following:

- My FIT application form       Registration queries       Payments/readings

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Daytime telephone number	
<input type="text"/>	<input type="text"/>	
Company (if applicable)	Company registration no.	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
County	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 1.4 Installer details

Please enter the details of your renewable installer.

Name	Company
<input type="text"/>	<input type="text"/>
Email address	Telephone number
<input type="text"/>	<input type="text"/>

I authorise my installer to discuss the following issues in regards to my FIT account:

- My FIT application form       Registration queries       Payments and readings

## 2. Details and address of the installation

Address of the installation

County

Postcode

Please also provide us with information about the type of technology and the size of your generator. We also need to know the date it was installed. You can find this information on your MCS certificate, or your installer can provide it.

- Solar PV    Hydro    Wind    Anaerobic digestion    MicroCHP

What is the total installed capacity of your generator?

When was your generator installed?

Please tick the box that best describes the type of property that will be using the energy that you generate.

- For the community    School/education    Domestic    Commercial  
 Industrial    Farm    Other (please specify)

### Extra information required for solar PV generators

We need to know the total number of panels in your installation, and the individual panel wattage. You can calculate the total installed capacity of your generator by multiplying the number of panels by the individual wattage (so, for example, 10 panels at 200W would give a total installed capacity of 2kW)

Number of panels

Individual wattage of each panel

Please indicate if your system is:

- a **new build** (wired to provide electricity to a new building)  
 a **standalone** (not wired to provide electricity to a building)  
 a **retrofit** (wired to provide electricity to an existing building)

Please fill in your FIT ID if your installation is an extension of an existing FIT accredited system

**Please note:** if your existing system is registered with another FIT licensee, you will need to continue this application with them; we will not be able to register your extension with Robin Hood Energy

### Grant details

Did you receive a grant towards the cost of purchasing and installing your renewable generator?

- Yes (If yes we will contact you to discuss the details of this grant.)  
 No

## Accreditation details

Please provide your MCS certificate number If your system has a Declared Net Capacity (DNC) of 50kW or less:

If your system has a DNC of over 50kW or an anaerobic digester or hydro plant please provide your ROO-FIT accreditation number:

## Solar PV installations only

EPC certificate number

EPC certificate date

DD | MM | YYYY

Please note that the energy efficiency requirement applies to every solar PV installation with an eligibility date on or after 1 April 2012, with a total installed capacity of up to and including 250kW. This includes extensions and excludes stand-alone systems.

## 3. FIT payment details

Bank details of who will be receiving the payments (nominated recipient of the FIT payments).

Sort Code

Account number

Account holder's name

Only fill this in if it is different to Section 1 (the nominated recipient).

Title  First name  Surname

Mobile telephone number  Home telephone number

Address

County  Postcode

## 4. Generation meter details (this can be found at the front of your generation meter)

To qualify for the scheme a generation meter is required. The FIT payments are based on the readings we get from your total generation meter. This records how much energy your system is producing and is a different meter to the one that measures the electricity you import from an electricity supplier. The details of your total generation meter should be printed on its front. Please copy these details into the boxes below.

Manufacturer of the meter  Model of meter  Serial number of meter

Where is your meter? (e.g. in the loft)  Enter the digits on the meter (before the decimal place)

Meter reading

Date of reading

The above reading must be accurate. If this application is sent to us by post we will contact you for a start read. If you are sending this by email please ensure the reading is taken on the day you submit this to us.

## 5. Your electricity supply details

Please enter your electricity supply number which can be found on your bill. Make sure you enter this number as it appears in the boxes below:

S			

### For off-grid generators only

- If your property and generator are “Off-Grid”, meaning you are not connected to the electricity grid and do not buy any electricity from a supplier, please tick the box.
- By ticking this box, I hereby declare that it is my intention to use any and all electricity generated by my FIT installation and that I fully understand that any electricity generated but not so used will not be eligible for FIT payments.

Please provide the make and model of your supply meter:

Make

Model

## 6. Details of your export meter

Do you have an export meter? (This is a meter that measures the electricity that you are supplying back to the grid.)

- Yes (please enter your export MPAN to the right)
- No

S			

If you **do not have an export meter**, please continue to the next section. Please note that if you do not have an export meter and:

- your installation has a total installed capacity of 30 kW or less, we will estimate the amount that you export - called the deemed export. The current figure is 50% of your total generation for solar PV, wind, AD and micro-CHP, and 75% for hydro.
- your installation has a total installed capacity of over 30 kW, you will not be eligible for deemed export payments.

**If you wish to receive export payments, you will need an export meter.**

If you **have an export meter**, please tick one of the following boxes (note that if you opt in, you will not be able to opt out in the next twelve months :

- Opt-in:** I want to receive the guarantee export tariff through the Feed-in Tariff scheme
- Opt-out:** I want to receive a negotiated tariff through another energy supplier

## 7. Multi-installation Declarations

All applications for accreditation of new solar PV installations (including extensions to existing installations), with an eligibility date on or after 1 April 2012, need to be accompanied by a copy of this document with the relevant section signed and dated. This will then be used by FITs licencees/Ofgem as appropriate to determine whether or not the multi-installation tariff rates should apply.

### Multi-installation Declaration

**You must sign only one Multi-installation Declaration. Failure to do so may result in your application being returned to you**

Tick one of the following boxes in relation to the multi-installation requirement and sign the relevant declaration overleaf:

- The "FIT Generator" <sup>1</sup> or "Nominated recipient" <sup>2</sup> owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration 1)
- The "FIT Generator" <sup>1</sup> or "Nominated recipient" <sup>3</sup> owns or will receive FIT payments from 24 or less other eligible solar PV installations (complete declaration 2)

### Declaration 1

I \_\_\_\_\_ ("the FIT Generator") (and<sup>3</sup> I \_\_\_\_\_ ("the Nominated recipient"\*)) certify in respect of this application for accreditation that either the FIT Generator or the Nominated recipient (if there is one) are, or have applied to be, the FIT Generator or Nominated recipient for 25 or more other eligible PV installations located on different Sites.

In this certification, references to the "FIT Generator" and "Nominated recipient" include all persons who are "connected persons"<sup>4</sup> in relation to them.

Signed FIT Generator

Date

Signed Nominated recipient\*

Please tick the relevant box or boxes to confirm whether the FIT Generator and/or the Nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations:

- FIT generator     Nominated recipient\*    \*where applicable

## Declaration 2

I \_\_\_\_\_ (“the FIT Generator”) (and I \_\_\_\_\_ (“the Nominated recipient”\*)) certify in respect of this application for accreditation that neither the FIT Generator nor the Nominated recipient (if there is one) are, or have applied to be, the FIT Generator or Nominated recipient for 25 or more other eligible PV installations located on different Sites.

In this certification, references to the “FIT Generator” and “Nominated recipient” include all persons who are “connected persons” in relation to them.

Signed FIT Generator

Date

Signed Nominated recipient\*

Date

\*where applicable

## 8. Switching your FIT provider

This section is only for those already registered for the FIT with another FIT licensee and who wish to switch to Robin Hood Energy. Please complete the details below:

Name of current FIT licensee

FIT ID

- 1 “FIT Generator” means in relation to an Accredited FIT Installation, the person identified as the Owner in the Central FIT Register; and in relation to any other Eligible Installation, the Owner, whether or not that person is also operating or intending to operate the Eligible Installation;
- 2 “Nominated recipient” means a person appointed by a FIT Generator to receive FIT Payments in respect of an Accredited FIT Installation owned by that FIT Generator and recorded as such on the Central FIT Register;
- 3 Only to be completed where there is a nominated recipient
- 4 A “connected person” in relation to a FIT Generator or a nominated recipient, means any person connected to that person within the meaning of section 1122 of the Corporation Tax Act 2010.

## 9. Declarations and FIT statements

Before you sign, please **read and agree** to these statements:

- I confirm that all the generation produced by the generator detailed above is recorded using certified metering, and understand that it is my responsibility to have the correct metering fitted at all times.
- I confirm I understand that by submitting this sign-up form I am making an application to Robin Hood Energy to participate in the FIT scheme and that, if the application is successful, any subsequent contract with Robin Hood Energy in relation to the FIT scheme will be governed by Robin Hood Energy's Feed-in Tariff Terms & Conditions (the current version of which is available to view at [robinhoodenergy.co.uk](http://robinhoodenergy.co.uk)).
- I confirm that the information provided to Robin Hood Energy in this sign-up form is correct and accurate and that I will notify Robin Hood Energy as soon as possible if any of this information needs updating.
- I confirm I also understand that under Robin Hood Energy's Feed-in Tariff Terms & Conditions (as referred to above) I will be required to confirm the accuracy of information I have provided to Robin Hood Energy in this form and will be at risk of having my contract with Robin Hood Energy terminated if it is found that any information was inaccurate at the time it was provided or (where information needs updating) the change is not then notified to Robin Hood Energy as soon as reasonably possible.
- I confirm that I have appointed Robin Hood Energy to act on the FIT and REGO\* registers on my behalf and will sign any required declarations to this effect. I authorise Ofgem to act on information provided by Robin Hood Energy and that Ofgem is entitled to assume that this information is accurate and reliable. I understand that any disputes that arise between Robin Hood Energy and me will be resolved between us. This arrangement will continue until Ofgem and Robin Hood Energy are told otherwise.
- I confirm that the information I have provided is correct and accurate.
- I confirm that the meter reading noted here was taken on the day I submitted this form.
- I confirm that my installation does not use pre-accredited equipment under RO or FIT.
- I confirm that I have notified the relevant Distribution Network Operator (DNO) of my installation prior to the installation date. I agree to notify the relevant DNO prior to any changes to my installation.
- I confirm I understand that information provided in this form may be used for any of the purposes described in Robin Hood Energy's Feed-in Tariff Terms & Conditions (as referred to above). By submitting this form to Robin Hood Energy, I also confirm that if I have included personal information about anyone else, I have obtained his/her permission to do so and informed him/her that his/her information may be used for these purposes.

\*REGOs show that the electricity you have generated is from a renewable source.

We would like to keep you informed about Robin Hood Energy. Please tick the boxes below if you would like to receive:

- Information about our other products and services
- And only if you are happy for us to share your details with carefully selected, like-minded organisations, to receive information from them about products and services that may be of interest to you.



## Sign to confirm that you agree to all the statements above.

By signing the declaration you are confirming that you have installed a FIT eligible technology and attached all the required documentation as noted on the front of the form. You must not sign this form and send it until you have had the equipment commissioned. There are audit checks in place to monitor scheme misuse and you may be prosecuted if fraudulent activity is found to have taken place.

Print Name

Signature

We accept digital signatures so you can either complete and return this form by email: [fitenquiries@robinhoodenergy.co.uk](mailto:fitenquiries@robinhoodenergy.co.uk) or if you prefer print your completed application form and sign and return to:

FIT Application  
Robin Hood Energy  
PO Box 10461  
Nottingham  
NG1 9JS

## Next steps

Once we receive your completed form, we will process your application as stated on page 1 of this form.

Your system will then need to be registered with Ofgem and this can take up to three weeks. As soon as we get confirmation this has been done, we'll send you your welcome pack. This will include terms and conditions and accreditation details. Please check the information carefully and fill in the appropriate documents before returning them to us at the above address within 10 working days.

We won't be able to start your FIT payments until we've received your signed Statement of FIT Terms. More details on our website [www.robinhoodenergy.co.uk](http://www.robinhoodenergy.co.uk)