

Power from the people

Getting started with our Feed-in Tariff

Thanks for getting in touch about joining our Feed-in Tariff. We're looking forward to getting you all set up.

In order to register your installation, you'll need to provide a few details on the enclosed questionnaire and sign the relevant declarations.

We'll also need you to send us a copy of your 'Energy Performance Certificate' (EPC) and 'MCS Installation Certificate'.

We'll require proof of purchase for the generation equipment, e.g. a purchase receipt. If you're the legal owner of the installation but you haven't purchased the equipment - and you're eligible to receive the FiT payments - let us know so that we can provide you a Transfer of Ownership declaration form.

Finally, we need to verify your identity - you can do this by sending us in a copy of your driver's license or passport.

Once all the relevant forms are filled out and you've sourced the documentation we need, send them all back to us at the following address.

FiTs Team
Spark Energy Supply Limited
Ettrick Riverside
Dunsdale Road
Selkirk
TD7 5EB

Alternatively, you can send an electronic application to **FiTs@sparkenergy.co.uk**.

Continued over the page...

Don't forget the meter reading

We need a reading from the generation meter on the date we receive your FiT application. This will be the date and reading that we'll use to start your FiT account.

We'll email to remind you on the day we receive your application, but it's a good idea to take a daily reading from the day you send us your application, so that you get the most from your FiT.

Once we've checked your application and processed your registration then you'll be able to start claiming your Feed-in Tariff. We'll let you know when everything's in place.

An important note about eligibility dates

The eligibility date is the date from which your installation becomes eligible for FiT payments. For most renewable electricity systems (with a declared net capacity of 50kW or less), this will be the date that we receive a valid FiT application.

The eligibility date will be *after* the date on which your renewable electricity system is installed, so it's critical to send us your application as soon as you can. To be sure that it arrives on time, use Royal Mail's Special Delivery.

We recommend that you contact us as soon as possible to confirm exactly what information we need from you and when we need to receive it by.

The payments for the energy you generate will be based on the meter reading you give us on the eligibility date. This is likely to be later than the date the system was commissioned, so any kWh units generated before the eligibility date won't qualify. Additionally, the rate at which you're paid for generation and export units will be representative of the rate that applies on your eligibility date.

If you have any questions or there's anything you don't understand, please feel free to get in touch by emailing FiTs@sparkenergy.co.uk.

We look forward to getting you connected.

Warm regards,

The Spark FiTs Team

Feed-in Tariff Questionnaire

1 Personal Details

Please fill in the details of the person who is applying to receive the Feed-in Tariff.*

Salutation: Mr / Mrs / Miss / Ms / Other

Name:

Address:

Post Code:

Telephone:

Mobile:

Email:

If you are currently registered for FiTs we would like you to provide us with your

FiT ID:

*This would normally be the person who owns the equipment and who receives FiT payments.

2 Payment Details

Please complete the details of who you would like the FiT payments to be made to.

Your payments will only be made to your nominated bank account on receipt of your quarterly meter reads.

Do you wish to nominate a separate entity for FiT payments?

Yes

No

If Yes, please enter the details for your nominated recipients below.

Nominated Recipient Name:

Nominated Recipient Address:

Telephone:

Email:

Bank Details*

Please provide details of the Bank Account to which you would like payment to be made

Account Holder:

Bank Name:

Account Number:

Sort Code:

Please complete these security questions should you need to call us about your account.

Please provide the name of your first school:

Please provide your date of birth:

*In order for payments to be processed correctly only 8 digit account number and 6 digit sort codes will be accepted.

3 Installation Details

Generation Type

Please complete the information regarding the type of generator you are applying for FiT payments.

What technology is your Renewable Generation system?

PV

Wind

Hydro

Anaerobic

Micro CHP

For PV customers, was the PV technology pre installed in your property or did you install it?

Builder (pre installed)

I installed technology

If you are unsure of what generation equipment you have please contact your installer for the details.

Site Description

- Domestic
- Commercial
- Industrial
- Community

Under which scheme is your installation accredited?

- MCS
- ROO-FIT 3

MCS Certificate Number or ROO-FIT Number*

Is the location of your system different from the generator address?

- Yes
- No

If Yes, please detail address below

System Address:

Post Code:

Ordnance Survey Grid Reference
(2 letters and 6 figures, can be
found on www.multimap.co.uk by
inserting your postcode)

Your Generation Installation

Details of the newly-installed solar panel installation

Make & Model:

Installed Capacity (kW):

Please provide a description of the
composition of your Renewable
Generation system (e.g. how many
panels or turbines it comprises of)

Commission Date
(the date you started
generating electricity)

Do you have a grid connection?

Yes

No

Have you received a grant for your technology?

Yes

No

If yes, please provide details:

Issuing body

Grant Total

Date Authorised

Metering Information – Generation Meter

Make and Model

Serial Number

Number of Dials (excluding 'red')

Current Generation Meter Reading?

Date of Reading upon application (dd/mm/yy)

4 Supply Information

Are you a Spark Customer? Yes No

If yes, please provide your Spark Account Number:

Please note: If you are not a Spark customer we require proof of address.
Please refer to the checklist at the end of the application for further details.

Do you have an incoming electricity supply? Yes No

If yes please complete the following details:

MPAN:

Serial Number:

Make and Model:

Since installation, has your supply meter begun moving backwards?

Yes No

Metering Information – Export Meter

An export facility is determined by your meters ability to record excess units being sent back to the grid. A standard supply meter will not have this function.

Do you already have an export meter installed by an Electricity supplier? Yes No

If yes please provide the following information:

Supplier name:

MPAN:

Serial Number:

Make and Model:

Current reading:

Exporting Electricity – Opt In Agreement

Generators who expect to export excess energy back to the grid have the option to opt out of the export payment scheme under the terms of the Feed-in Tariff.

Generators who opt out of the scheme for export, will not receive export payments under FIT terms, and are free to make their own arrangement to sell their exported energy to any supplier agreeing terms.

Opt In Opt Out

(Please note you may only opt in or out upon registration for the scheme, and annually upon the anniversary of registration)

5 Declaration

Please sign and complete the below:

Name of applicant:

Name of FiT Licensee:

I confirm that:

- the information provided in, and appended to, this application is complete and accurate;
- if, at any time after the date of this form, the generating station or fuel used by the generating station is altered or updated in any way I will notify the Licensee within two weeks of the alteration occurring;
- I am aware of the standard conditions of the scheme overleaf and confirm that they will be complied with at all times;
- any information and/or calculations to be submitted to the Licensee after the date of this form, including any information which is provided in order to determine the amount of electricity generated from eligible renewable sources, will be complete and accurate.
- I will not knowingly or recklessly submit information which is false and I am aware that doing so could result in a criminal prosecution.

Name of authorised signatory:

Signature:

Date:

6 VAT Information

Please sign and date the below declaration whether you are or are not registered for VAT.

Please note - without a signed and dated VAT declaration, we cannot process your FITS application.

Are you registered for VAT? Yes No

The Generator shall, at the time of payment, receive from Spark Energy Supply Limited (the Company) a VAT self-billing invoice detailing all elements of the payment.

This document is deemed to be a tax invoice and, as such, should be retained by the Generator as a record of the transaction. HM Customs and Excise have specified that no other VAT documents should be issued between the parties to a self-billing arrangement. Accordingly, The Generator agrees that it will not submit a VAT invoice in respect of Services subject to self-billing.

The Generator agrees to accept each self bill invoice created by the company in respect of supplies made under this agreement.

You are reminded that the tax shown on the self-billing invoice is your output tax and should be paid to H.M. Customs and Excise.

The Generator is required to provide, on request, information relating to his VAT status, including VAT registration number, where he is a registered trader for VAT purposes.

The Generator shall notify the Company immediately if:

1. Their VAT Registration Number is cancelled OR
2. They are issued with a new VAT Registration Number OR
3. They transfer their business as a going concern.

This Self-billing agreement will expire on the termination of the contract between the Generator and Spark Energy Supply Limited.

ACKNOWLEDGEMENT OF ACCEPTANCE BY THE GENERATOR

We acknowledge that the terms and conditions set out above are incorporated in the Contract between the Generator and Spark Energy Supply Limited for the Services and confirm we will comply with them in all respects.

Our VAT Registration Number is:
(if applicable)

Our Company Registration number
is (if applicable):

Name: (Please Print)

Signed:

7 Application Checklist

Please tick the boxes to confirm all the relevant documents have been enclosed and that you have provided all information requested.

Have you included a copy of your MCS certificate or ROO-FIT Number?

Have you signed and dated the VAT declaration form?

If you are not supplied by Spark have you included a proof of address?

Have you included photo ID?

We need a copy of your electricity bill from your current supplier.

Please send the completed form in the return envelope to:

Feed-in Tariff Team
Settlements Manager Spark
Energy Supply Limited
Ettrick Riverside
Dunsdale Road
Selkirk
TD7 5EB