

FIT Change of Ownership Form

What customers will need to send to us:

- ✓ This form
- ✓ Proof of ID (passport, driving licence) – needs to be photographic
- ✓ Proof of address (i.e., utility bill, council tax etc, dated within the last three months) (only needed if customer is NOT supplied by Utilita already).
- ✓ Proof of ownership – e.g., a copy of installer invoice, sale agreement or confirmation letter from the previous owner with **THEIR** name included.
- ✓ An up-to-date- meter reading from generation meter.

FIT team contact details:

FIT@utilita.co.uk – customers can email with questions and expect a response from this email.

Customers need to send their completed application form and documents to: FIT@utilita.co.uk

- ✓ If there are any issues, we will contact the customer (i.e., extra information)
- ✓ Takes **UP TO 28 days** to switch account ownership – subject to current licensee approving the switch request
- ✓ FIT rates won't change and we will send a reminder each quarter to ask for a reading before we pay the customer.

[Feed-in Tariffs \(FIT\) | Ofgem](#)

General Information required from customer:

- ✓ FIT ID
- ✓ Who is the current FIT licensee?
- ✓ Who owns the installation?
 - Title
 - First name
 - Surname
 - Company name + registration number (if applicable)
 - Address
 - County
 - Postcode
 - Contact details: email address(es) and phone and/or mobile number
- ✓ If customer is applying on behalf of a company – customer will need a company authorisation letter and supply installation details if different from the above.

General Information

What is your Feed-in Tariff ID?

FIT	<input type="text"/>
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Who is your current FIT licensee

FIT licensee	<input type="text"/>
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Who owns the installation?

We'll send all our letters and emails to this person, so please include a postal and email address.

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Company name (if applicable)	<input type="text"/>	Company reg no.	<input type="text"/>		

Who should we make FiT payments to?

- ✓ Customer bank details – bank name, account name, sort code, account number
- ✓ If there is a nominated recipient we need their:
 - Name and address
 - Photographic ID (in addition to the applicants)
 - Them to sign the multi-installation declaration

Your Feed-in Tariff payments will be quarterly into a bank account of your choice (this can't be a building society account as we pay by BACS)

Bank name	<input type="text"/>	Account name	<input type="text"/>
Sort code	<input type="text"/>	Account number	<input type="text"/>

- ✓ If the payments are going to someone else (a nominated recipient), you'll also need to send:
 - Their name and address
 - A copy of their photo ID (in addition to yours)
 - Them to sign the multi-installation declaration on page XX

Meter Details

Tell us about your generation meter

We need the following information from the front of your generation meter.
We'll also be in touch on the day of your switch to get an up-to-date reading.

Meter make	<input type="text"/>	Meter mode	<input type="text"/>
Meter serial number	<input type="text"/>		
Generation meter reading	<input type="text"/>	Date of reading	<input type="text"/>

Tell us about your export meter (if you have one)

We need the following information from the front of your export meter.
We'll also be in touch on the day of your switch to get another reading.

Meter make	<input type="text"/>	Meter mode	<input type="text"/>
Meter serial number	<input type="text"/>		
Export meter reading	<input type="text"/>	Date of reading	<input type="text"/>

Storage or Battery Details

Do you have a battery or other storage system connected to this installation?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/>	<input checked="" type="checkbox"/> NO	<input type="checkbox"/>
Date battery was installed	<input type="text"/>			

Note: If you have have ticket 'YES', please include a schematic of the installation showing the location of the battery with your application form.

Feed-in Tariff (FIT) Solar PV Declaration Change to the FIT Generator or Nominated Recipient

You must sign one of the enclosed declarations where the FIT Generator or nominated recipient changes.

Please read the following information to understand which of the declarations are relevant to you.

Tick one of the following boxes then go on to sign the relevant declaration:

The new "FIT Generator"⁶⁴ or "Nominated recipient"⁶⁵ owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration 1)

The new FIT Generator and or the new Nominated recipient does not own or will not receive FIT payments from 25 or more other eligible solar PV installations (complete declaration 2)

NOTE: Sign one declaration only

Feed-in Tariffs (FIT) Solar PV Declarations

All applications for accreditation of new solar PV installations, with an Eligibility Date on or after 1 April 2012, need to be accompanied by a copy of the declarations with the relevant section signed and dated, and if applicable an EER exemption letter. This will then be used by FIT licensees/Ofgem as appropriate to determine whether or not the multi-installation tariff rates should apply and if you are exempt from the EER.

Tick one of the boxes in relation to the multi installation declarations. Then go on to sign the relevant declarations.

Where a generator claims that the FIT installation is exempt from the Energy Efficiency Requirement, they should submit proof in the form of a written declaration completed by a qualified assessor which confirms that it was not possible to obtain an EPC on the building(s) and to clearly state the reasons why. An example template for this declaration has been provided in this Appendix. Please note that ROOFIT generators will be provided with a slightly different template.

Multi-installation Declaration

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

The "FIT Generator"⁵⁹ or "Nominated recipient"⁶⁰ owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration 1)

Neither the FIT Generator or nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations (complete declaration 2)

Sign one declaration only from declarations 1-2)

Declaration 1

I ("the new FIT Generator") (and⁶⁶/or I ("the new Nominated recipient"*) certify in respect of this notice of change of identity that the new FIT Generator or the new Nominated recipient (as applicable) is, or has applied to be, the FIT Generator or Nominated recipient for 25 or more other PV Eligible Installations located on different Sites.

In this certification, references to the "FIT Generator" and "Nominated recipient" include all persons who are "connected persons"⁶⁷ in relation to them.

Signed FIT Generator

Signed Nominated recipient*

Dated

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 [redacted] ("the new FIT Generator") (and⁶⁸/or I [redacted] ("the new Nominated recipient"*)) certify in respect of this notice of change of identity that the new ITT Generator or the new Nominated recipient (as applicable) is not, or has not applied to be, the ITT Generator or Nominated recipient for 25 or more other PV Eligible Installations located on different Sites.

In this certification, references to the "FIT Generator" and "Nominated recipient" include all persons who are "connected persons"⁶⁹ in relation to them.

Signed FIT Generator [redacted]

Signed Nominated recipient* [redacted]

Dated [redacted]

*where applicable