

Smart Export Guarantee Application Form

Please send your completed application form and any supporting documentation to the following address:

Smart Export Guarantee Administration
Utilita Services Ltd.
Hutwood Court
Bournemouth Road
Chandler's Ford
SO53 3QB

Or by email to **SEG@utilita.co.uk**

Items marked with * are compulsory

SEG-app-v1

Section 1

Accreditation Details

The company installing your renewable technology (PV, Wind etc.) must be MCS accredited in order for the installation to qualify for SEGs.

As accredited installers, they will be able to provide you with the 'MCS Cert Number' for the installation. Please provide this number below.

MCS Certificate Number MCS —

*Please include a copy of the MCS Certificate for this installation when you submit this application form.

Section 2

Generator Details

Please provide details of the person or company who owns the generating system and is to receive SEGs payments. If the person who is to receive the SEGs payments differs from who owns the generation system, please provide their details in section 2.1 below.

Title* Mr Mrs Ms Miss Other

First Name* **Surname***

Email*

Company Name

Company Registered No.

Address*

Please ensure this address is registered with the Post Office. If the address has not been registered this may cause delays with the installation being added to the Ofgem Central SEG Register.

Post Code* **Telephone**

Section 2.1

Nominated SEGs Recipient Details

If the person or company who is to receive the SEGs payments differs from the person or company who owns the generation system, please provide their details below.

Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	<input type="text"/>
First Name	<input type="text"/>				Surname	<input type="text"/>				
Email	<input type="text"/>									
Company Name	<input type="text"/>									
Company Registered No.	<input type="text"/>									
Address	<input type="text"/>									
Post Code	<input type="text"/>			Telephone	<input type="text"/>					
Is the nominated recipient VAT Registered?										
Yes				<input type="checkbox"/>	No		<input type="checkbox"/>			
Company Name	<input type="text"/>									
Registered VAT Number	<input type="text"/>									
Registered Company Number	<input type="text"/>									

Section 2.1

Generation Site Details

Is the installation located at the address given for the owner of the Generation System in:

Section 2 above? Yes No

If the address where the Generation System is located differs from that of the Generation System owner's address given above, please provide either a postal address or Ordnance Survey Grid Reference for the location of the Generation System below.

Address	<input type="text"/>
Post Code	<input type="text"/>
Ordnance Survey Grid Reference	<input type="text"/>

Section 3.1

Generation System Details

Installation Name

Total Installed Capacity (KW)*

Declared Net Capacity (KW)

(This can be obtained from the MCS Installation Certificate)

***If the generation system is Solar PV and up to 250KW please ensure section 3.3 is completed before submitting this application**

Are there any previous installations of this technology operating at this site? Yes No

If yes, please specify the capacity (KW)

Technology Type Hydro Micro CHP Photovoltaic** Wind

****If the technology type of your installation is Solar PV/Photovoltaic please also complete Section 3.2**

PV Installation Type

RetroSEG - when installed on a building which is already occupied

New Build - when installed on a new building before first occupation

Stand-alone - when not attached to a building and not wired to provide electricity to an occupied building

Standard - when capacity of 4kW or more is installed that is not Stand-alone

Installation Type

Domestic **Commercial** **Industrial** **Community**

Date system commissioned

Is the installation grid-connected? Yes No

Section 3.2

Solar PV Capacity

Total number of individual Solar panels included in this installation Generation capacity in Watts of each solar panel in this installation

This information is required to verify the 'Total Installed Capacity' (TIC) detailed in section 3.1. The Total Installed Capacity of an installation is determined by multiplying the number of panels by the individual wattage of the panels. For example: 10 panels at 200 watts would give a total installed capacity of 2.00 kW

Section 3.2

Energy Performance Requirements

Installations of Solar PV Generation equipment with an eligibility date on or after 1st April 2012 with a total installed generation capacity of up to 250kW, including extensions, but with the exception of stand-alone, are required to meet the energy efficiency requirements as set out by DECC and Ofgem.

Such installations are required to demonstrate that the building to which the solar PV is attached or wired to provide electricity has achieved an Energy Performance Certificate (EPC) rating of level D or above obtained before the eligibility date of the SEG.

If you are including an EPC, please provide its unique reference number here

(This is required to validate the certificate against the application for your building)

Section 4

Meter Information

In order to calculate the correct amount of SEG payments you should receive we will require details of the meter(s) you have installed with your generation system. If you do not have an export meter to monitor the amount of energy exported to the grid it will be deemed that 50% (or 75% for Hydro installations) of the energy your system generates will be exported (in accordance with Ofgem guidelines). You will be eligible to receive SEG payments from the date we receive your fully completed SEG application form, including a valid meter reading from your system generation meter (taken within 5 days of completion and submission of this form).

Please provide details of the **Generation Meter** associated with the Generation System

Meter Make

Meter Model

Meter Serial Number

Location of Generation Meter

Opening Generation Meter Reading This must be submitted on day of registration Please submit online 5 working days after this application is sent

Does the generation system have an Export Meter?

Yes

No

Proof of Meter Read

Yes

No

If yes, please specify the MPAN

Meter Make

Meter Model

Meter Serial Number

Location of Export Meter

Export Meter Reading This must be submitted on day of registration. Please submit online 5 working days after this application is sent

Section 5

Supply Information

Are you an existing Utilita Electricity customer?

Yes No

If yes, please provide your Utilita Customer ID

--	--	--	--	--	--	--	--	--	--

MPAN for incoming electricity supply

Section 6

Payment Information

Please provide details of who the SEG payments should be directed to and the account in to which these payments should be deposited. Please note, all payments will be dependent on timely submission of meter readings if you do not have an automated meter – we will contact you when meter readings are required.

Are the SEG payments to be made to the Generator detailed in Section 2 of this application?

Yes No

If no, please provide details of the nominated SEG payment recipient:

First Name

Surname

Address

Post Code

Telephone

Email

If the nominated recipient of SEG payments is VAT registered, please provide details below:

Company Name

Registered VAT Number

Registered Company Number

Bank Name

Bank Address

Account Name

Account Number

Sort Code

Section 7

Grants

We need to know if you've received any grants to fund your SEG installation as this may affect your eligibility to join the scheme.

Have you received a grant for your installation? **Yes** **No**

SEG Application Checklist

Before submitting this application form to us please ensure you have included the following documents. Failure to include any of these items may result in your application being rejected or delayed.

1. Copy of your MCS or ROO-SEG certificate
2. Proof of ownership of the System (such as a copy of an invoice for installation, or commissioning certificate). If you have provided information about more than one system, please ensure that you provide proof of ownership for each system
3. Energy Performance Certificate
4. Proof of relationship between owner and person claiming SEGs. If you are not the owner of the generating system to which this application refers, please provide evidence of the owner (see Section 1) and the relationship between you and the owner stated (such as a copy of contractual agreement)
5. Proof of Identity such as a copy of driving licence, birth certificate etc (you only need to provide this if you are not a Utilita customer)
6. Proof of address such as a copy of two utility bills
7. Ensure declarations are ticked as appropriate
8. Proof of Meter Read & Meter

Section 8

Declaration

I declare that I have the authority to submit this application form, all the information contained in it is accurate and correct and any nominated payment recipient has the authority to receive these payments

If the installation is **NOT grid connected**, please tick the box below

I declare that I fully understand any electricity generated but not used will not be eligible for export SEG payments

Signature

Name

Date / /