

Feed-in Tariff Switching Form

**Interested in switching your existing
Feed-in Tariff (FiT) to OVO? Great.
We can't wait to have you on board.**



You'll need to send:

Please use this checklist before posting or emailing your application.

- ☐ One application form per installation, signed and dated.
- ☐ Proof that you own the installation. This could be one of the following:
 - An invoice for your system – showing it's been paid in full.
 - A fittings and contents document (TA10) from the purchase of the property, clearly stating the installation was included in the sale, along with your land registry certificate. We're unable to accept a TA6 document.
 - A solicitor's letter stating your ownership.
 - A letter from the previous owner stating your ownership of the installation.
- ☐ Proof of ID: this could be a copy of your passport or driving licence.
- ☐ Proof of address, such as a utility bill or bank statement from the last 3 months or a council tax statement for the current year. You don't need this if your home is already powered by OVO.
- ☐ A photo of your generation meter and export meter (if you have one), clearly showing the serial numbers and up-to-date meter readings.

Please send your completed application form and supporting documents to **fits@ovoenergy.com**, or post them to:

Feed-in Tariff Team

OVO
PO BOX 5280
WORTHING
BN11 9RG

Got a question?

Email **fits@ovoenergy.com** or call **0330 102 7421**.
We're available 9am to 5pm, Monday to Friday.

What happens next?

Your application will be reviewed and your current Feed-in Tariff licensee contacted to arrange a switch date. We'll let you know if we need any more information.

If your licensee agrees to the switch, you'll be asked for a reading on the day of your switch. Once the switch is completed, you'll get a welcome letter confirming your tariff rate and information on how to submit readings for your FiT payments. You'll also receive a link to review and sign the Statement of Terms.

Learn more

For more information on the FiT scheme, visit:

- ovoenergy.com/help/feed-in-tariffs
- ofgem.gov.uk/environmental-programmes/fit



General information

What is your FiT ID?

FiT

Who is your current FiT licensee?

Who owns the installation?

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

Title

First name

Surname

OVO account number (if applicable)

Address

County

Postcode

Email address

Phone Number

Company name (if applicable)

Company Registration No.

VAT number

Applying on behalf of a company?

Please send us an authorisation letter on the company letterhead, signed by a director. It must confirm that you're responsible for the administration of the Feed-in Tariff and are authorised to sign the contract on behalf of the company.

☐ I've included a company authorisation letter

Where's the installation?

Please only fill this in if it's different to the address above.

Address

County

Postcode

OS reference (we only need this if your installation is NOT connected to the Grid)

Who should we make FiT payments to?

Your FiT payments will be paid quarterly into your bank account.

Bank name

Account name

Sort Code

Account No.

If the payments are going to someone else (a nominated recipient), please fill in their details below. You'll also need to send:

- A copy of their photo ID (in addition to yours)
- The multi-installation declaration on page 10 signed by the nominated recipient, if applicable

Title

First name

Surname

VAT No. (if applicable)

Company name (if applicable)

Company Registration No.

Address

County

Postcode

Your generation meter

Your generation meter measures the amount of electricity your installation generates.

Please fill in the following information about your meter. We'll also get in touch on the day of your switch to get an up-to-date meter reading.

Meter make

Meter model

Meter serial number

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

Opening generation meter reading

Date of reading

D	D	M	M	Y	Y
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Your export meter (if you have one)

An export or smart meter measures the amount of electricity that is exported to the National Grid.

If you **DO NOT** have an export or smart meter and your installation is 30kW or less, you'll receive deemed payments. These are estimated payments decided by the government regulator, Ofgem. For wind and solar, it estimates that you'll export 50% of what you generate back into the National Grid. For hydro, it estimates you'll export 75%.

If you **DO** have an export or smart meter installed we'll contact you for readings each quarter, and you'll receive metered export payments.

To receive export payments, fill in the following information about your export meter. We'll also be in touch on the day of your switch to get the latest meter reading.

Meter make

Meter model

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Meter serial number

[illegible]

Export meter reading

Date of reading

D D M M Y Y

If you **DO NOT** want to receive export payments, please tick the box below.



No export payments

It's likely that your electricity smart meter will also record what you export. You can find out how to take an export reading here: ovoenergy.com/export-reading.

Storage or battery details

Do you have a battery or any other storage system connected to this installation?

☐ Yes

☐ No

Date battery was installed

D	D	M	M	Y	Y
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If you've ticked yes, please send us a copy of the Single-Line Diagram (SLD) provided by your battery installer. This will show where your battery is in relation to your installation, and help us understand your setup.



Multi-installation Declaration

Only complete this section if you have a solar panel installation.

1. "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.
2. A "connected person" in relation to a FiT generator or a nominated recipient, means anyone connected to that person within the meaning of section 1122 of the Corporation Tax Act 2010.

Once you're happy you've understood everything above, please tick, fill in, and sign **ONE** of the 2 options below.

- You'll need a FiT generator signature in all cases
- Only include a nominated recipient signature if you have a nominated recipient receiving your FiT payments

☐ **1. The FiT generator or nominated recipient do not own or will not receive FiT payments from 25 or more eligible solar PV installations**

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.

FiT generator: _____

Nominated recipient, if applicable*: _____

Date: _____

*Only fill this in if there's a nominated recipient

☐ **2. The “FiT generator” or “nominated recipient” own or will receive FiT payments from 25 or more eligible solar PV installations.**

I _____ (the FiT generator) and

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” in relation to them.

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**

FiT generator: _____

Nominated recipient, if applicable*: _____

Date: _____

*Only fill this in if there's a nominated recipient

Your Feed-in Tariff Agreement

By signing the declaration below, you confirm that you have an accredited installation for which you receive FiT payments, and that you have appointed OVO to act on the FiT and REGO* registers on your behalf, and will sign any required declarations to this effect. You also authorise Ofgem to act on information provided by OVO, and understand that Ofgem is entitled to assume that this information is accurate and reliable.

Your FiT contract will be audited to make sure you're using it properly. If there is any fraudulent activity, you might be prosecuted.

*REGOs show that the electricity you generate comes from a renewable source.

I confirm that I have read this document in full, that all information provided is correct and that I understand I will need to agree and sign a Statement of FiT Terms in order to be eligible for any generation and export payments.

I also confirm I would like OVO (OVO Electricity Ltd.) to act as the Feed-in Tariff licensee for this installation until notified otherwise.

Name: _____

Signature: _____

Date: _____

