

Renewables and CHP Register

www.ofgem.gov.uk

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User Guide

How to submit an application

About this guide

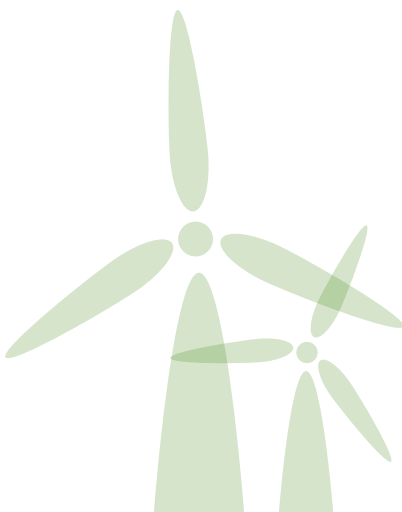
This guide will help you submit an application on the Renewables and CHP Register, the online portal used to make applications under the Feed-in Tariffs (FIT), Renewables Obligation (RO) and Renewable Energy Guarantees of Origin (REGO) schemes.

 **TOP TIP:**

When you set up an account and access the Register, you accept to do so in line with the terms and conditions of the site. These set out your responsibilities, including that you must not share log in details with others. These are updated from time to time, so please check them regularly.

Do I need anything before I begin my application?

- 1 You will need to set up an account on the Register. Please read our guide 'How to create an account'.
- 2 Make sure you've read our guidance on the requirements of the scheme you want to apply under, available on our website.
- 3 Some of our guidance is very detailed, but if you want a quicker read have a look at our Essential Guides, Factsheets and FAQs.
- 4 Decide whether you are applying for preliminary accreditation (for generating stations yet to be commissioned) or full accreditation (for generating stations already commissioned).



What is a superuser?

We use the term superuser throughout this guide. A superuser is the 'authorised signatory' of a user account. The superuser is the only user that can agree declarations, which are needed before an application will be reviewed by our team.

For the FIT scheme, the superuser must be the owner (or prospective owner for FIT preliminary accreditation applications).

For the RO scheme, the superuser should be either the operator of the generating station or a representative of the company that operates it.

How do I submit an application?

- 1 Log in to your account on the Renewables and CHP Register:
www.renewablesandchp.ofgem.gov.uk
- 2 Select the 'Accreditation' tab at the top and select 'Apply for new accreditation'. Work through the questions and choose the scheme(s) you want to apply for.
- 3 If you are making an application through an agent account (on behalf of the generator), you'll be prompted to select the generator you're representing from a drop down list of all generators registered.
- 4 Provide answers to the questions in the application form. Your answers need to be accurate and truthful so that we can assess whether you are eligible.
- 5 To complete the application, the superuser needs to agree 'declarations', confirming the accuracy of the information provided. The application is received by Ofgem E-Serve only once the declarations are agreed. Read our short guide, 'How to agree declarations', for more information.

TOP TIP:

- ✔ **The accreditation application does not need to be completed in one go. Your application will be saved on the Register so that you can return to it later. If you want to return to an application, select 'Resume A Partially Completed Accreditation Application' under the 'Accreditation' tab and then select 'View'. If you select 'Cancel', the application will be deleted and cannot be recovered.**



I've completed my application, what's next?



TOP TIP:

For a summary of all the accreditation questions on the Register, select 'List all questions'. You can print this summary, but it is important to note that not all questions on the printout will be relevant to your application.

I've completed my application, what's next?

1

You will receive an email confirming that your application has been received by us. We will outline the documents we will need from you to support your application and set out the timescales for reviewing the application.

2

If we have any questions about your application we will contact you by telephone, email or by raising a query on the Register. To respond to queries raised on the Register, select 'Respond To Queries From Ofgem On Your Accreditation Application'.

3

For more on how to amend your application and respond to queries, please read our guide, 'How to amend an application on the Renewables and CHP Register'.



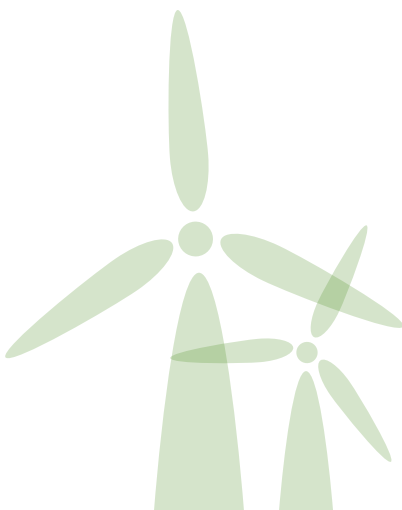
TOP TIP:

If you are applying under the FIT scheme, be mindful of your application date. This is the date and time on which you complete the application form and click 'send'. Your application date will determine where you sit in the [deployment caps queue](#), which will determine the tariff you are eligible for.



TOP TIP:

Make sure you set up email notifications on your account so you get an email as soon as we raise a query on your application. To do this, go to 'My Account' then select 'Edit My Details' and then 'Email Notifications'. Check the notifications you would like to receive.



Contact the team

If you need help with your application, contact the Ofgem E-Serve team related to the scheme you are applying to.

ROO-FIT

The ROO-FIT team can be contacted:

email: ROOFIT@ofgem.gov.uk

telephone: 0207 901 7310 (option 1)

post: Ofgem 9 Millbank London SW1P 3GE

RO

The RO team can be contacted:

email: renewable@ofgem.gov.uk

telephone: 0207 901 7310 (option 2)

post: Ofgem 9 Millbank London SW1P 3GE

REGO

The REGO team can be contacted:

telephone: 0207 901 7310 (option 3)

email: cclandrego@ofgem.gov.uk

post: Ofgem 9 Millbank London SW1P 3GE



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