

Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

SCHEDULE

Regulation 5

APPLICATION FORM AND SUMMARY GUIDANCE

- F1** Regulations revoked (5.7.2019) by [The Electricity \(Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences\) Regulations 2019 \(S.I. 2019/1023\)](#), **reg. 1(2)** (with **reg. 2**) (as amended by [S.I. 2019/530](#), **reg. 79**); 2020 c. 1, **Sch. 5 para. 1(1)**)

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ELECTRICITY LICENCE APPLICATION FORM

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What this application form is for

This form should be used to make an application for the following licences:

- electricity supply,
- electricity generation,
- electricity distribution,
- electricity transmission, and
- electricity interconnector licence,

or

- the extension or restriction of an existing electricity supply licence or electricity distribution licence,

or

- the modification of an area of an existing electricity transmission licence.

Note: This form does not apply to applications for an offshore transmission licence

Note: It is an offence under section 59 of the Electricity Act 1989 (as amended) to make any statement in this application which the applicant (or the person completing this form on behalf of the applicant) knows to be false in a material particular or recklessly make any statement which is false in a material particular.

All fields are mandatory unless indicated otherwise



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TIER 1 – TO BE COMPLETED BY ALL APPLICANTS

Applicant details

1.1 Registered Business Name:

Registration number:

Trading Name (if any):

VAT number:
Put "none" if you are not registered for VAT

1.2 Legal status:

(Please state whether the applicant is a public limited company, private limited company, overseas company, other body corporate, partnership, unincorporated association, sole trader or other entity (and in the last case give particulars of the legal status))

Is your business registered outside the UK?

Yes: No: (Go to question 1.3)

If yes, please provide the name of the commercial register with which your business is registered.

Commercial register:

1.3. If your business is a body corporate, state the jurisdiction under which it is incorporated:

1.4. The following documents are required as part of the application process. Please check each box to confirm that you will be submitting these with your application.

Certified copy of certificate of incorporation
Certified copy of VAT registration certificate

Registered address of applicant

1.5. Please provide the registered address of the applicant in full: If applying as an individual, please give your full home address

1.6. Is the registered address provided above outside of Great Britain?

Yes: (Go to question 1.7) No: (Go to question 1.8)

1.7. Please provide an address in Great Britain for the service of documents

(If different to address given in 1.5):

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1.8. Is the applicant a partnership or other joint venture (other than a body corporate)?

Yes: (Go to question 1.9)

No: (Go to question 1.10)

1.9. Please state the full name of the Partnership/Joint Venture and the full name(s) and address of each party in that Partnership or Joint Venture.

Partnership/Joint Venture name:

Details of Partnership/Joint Venture

Party 1 – Name and address details

Full name(s):

Full address:

Party 2 – Name and address details

Full name(s):

Full address

NOTE: If there are more than two parties in the partnership or Joint Venture. Please check the box below and continue on a separate sheet.

Name and addresses of additional partnership/joint venture parties included as an attachment

Application contact details

1.10. Please provide full details of the person to contact with any queries about this application.

First name(s):

Family name/Surname:

Capacity/position:

E-mail:

Telephone number:

Fax number:

Full contact address:



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Licence details

2.1. Please select the type of licence this application relates to (**check one box only**):

- electricity supply licence
- electricity generation licence
- electricity distribution licence
- electricity transmission licence
- electricity interconnector licence

2.2. Is the application for (**check one box only**):

- a new licence
- the extension of an existing licence (supply and distribution licences only)
- the restriction of an existing licence (supply and distribution licences only)
- the modification of an area of an existing transmission licence

2.3. State the date the new licence, extension or restriction is desired to take effect:

 / /
DD /MM/ YYYY

Please see our full guidance on licence applications available from the Ofgem website (www.ofgem.gov.uk) for further details on timescales for issuing licences.

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Details of applicant's directors

3.1. Please provide full details of **all** of the applicant's current director(s) (including any shadow directors within the meaning of section 251 of the Companies Act 2006) or where applicable the corresponding officers.

Director 1

First name(s):

Family name/Surname:

Full home address:

Previous home address if less than 3 years at current address:

Date of Birth: / /
(DD/MM/YYYY)

Date of current appointment as director: / /
(DD/MM/YYYY)

Director 2

First name(s):

Family name/Surname:

Full home address:

Previous home address if less than 3 years at current address:

Date of Birth: / /
(DD/MM/YYYY)

Date of current appointment as director: / /
(DD/MM/YYYY)

NOTE: If there are more applicant directors, please check the box below and continue on a separate sheet.

Name and home addresses of additional Applicant directors included as an attachment.

Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

Details of ultimate holding company

4.1. Does the applicant have an ultimate holding company?

("Ultimate holding" means a holding company (within the meaning of sections 1159 and 1160 of the Companies Act 2006) of the applicant which is not itself a subsidiary of another company, which is in the position to control, or exercise significant influence over, a policy of the applicant by virtue of rights under contractual arrangements or rights of ownership which are held by the company or of which the company is a beneficiary.)

Yes: (Please provide details below) No: (Go to question 5.1)

Registered Business Name:	<input type="text"/>
Registration number:	<input type="text"/>
Trading Name (if any):	<input type="text"/>

Please provide the registered address of the ultimate holding company in full:

Ultimate holding company directors

Director 1

First name(s):	<input type="text"/>
Family name/Surname:	<input type="text"/>

Director 2

First name(s):	<input type="text"/>
Family name/Surname:	<input type="text"/>

Director 3

First name(s):	<input type="text"/>
Family name/Surname:	<input type="text"/>

NOTE: If there are more ultimate holding company directors, please check the box below and continue on a separate sheet.

Names of additional Holding Company Directors included as an attachment

Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

Details of parent undertaking

5.1. Does the applicant have a parent undertaking (within the meaning of section 1162 of the Companies Act 2006)?

Yes: (Please provide details below) No: (Go to question 6.1)

Parent undertaking details

Registered Business Name:

Registration number:

Trading Name (if any):

Please provide the registered or principal address of the parent undertaking in full:

Parent undertaking directors

Director 1

First name(s):

Family name/Surname:

Director 2

First name(s):

Family name/Surname:

NOTE: If there are more parent undertaking directors, please check the box below and continue on a separate sheet.

Name and home addresses of additional parent undertaking directors included as an attachment.

Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

Persons in effective control of the applicant

6.1. Is the applicant a body corporate or a sole trader?

Yes: (Go to question 7.1)

No: (Please give details below of person(s) in effective control and then go to section 8)

Persons in effective control details

First name(s):

Family name/Surname:

Full home address:

Previous home address if less than 3 years at current address:

Date of Birth: / /
(DD/MM/YYYY)

NOTE: If more than one person is in effective control, please check the box below and continue on a separate sheet.

Name and addresses of additional person(s) in effective control included on a separate sheet.

Go to question 8.1

Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

Shareholder details

7.1. Are there any shareholders with a holding of 20 per cent or more of any class of shares in the applicant?

Yes: (Please give details below of each shareholder)

No: (Go to Section 8)

Shareholder 1 – Details

Full name of shareholder:

Full address:

If an individual, please give full **home** address:

Previous address if less than 3 years at current address:

Where an individual the Date of Birth: / /
(DD/MM/YYYY)

Shareholding details

Effective date of shareholding: / /
(DD/MM/YYYY)

Number and class of shares held (for example 50 ordinary shares):

Percentage aggregate of the class of shares this represents:

Shareholder 2 – Details

Full name of shareholder:

Full address:

If an individual, please give full **home** address

Previous address if less than 3 years at current address:

Where an individual the Date of Birth: / /
(DD/MM/YYYY)

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Shareholding details

Effective date of shareholding: / /
(DD/MM/YYYY)

Number and class of shares held (for
example 50 ordinary shares): []

Percentage aggregate of the class of shares
this represents: []

NOTE: If there are more shareholders, please check the box below and continue on a separate sheet.

Details of additional shareholders included as an attachment.



Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

Details of previous applications made and licences held

8.1. Does the applicant or any related person hold any licence(s) under the Electricity Act 1989 or the Gas Act 1986?

Yes: (Please give details of licences held below) No:

Details of licence(s) held:

8.2. Has/does the applicant or any related person applied for (whether successfully or not) or intend to apply for any other licences under the Electricity Act 1989 or the Gas Act 1986?

Yes: (Please give details of application below) No:

Type of licence(s) applied for or intended to be applied for:

8.3 Has the applicant or any related person previously had a licence granted under the Electricity Act 1989 or the Gas Act 1986 revoked in the last 3 years?

Yes: (Please give details of licences held below) No:

Details of licence(s) revoked:

8.4. Has the applicant or any related person previously had an electricity or gas licence application refused?

Yes: (Please give details of application below) No:

Details of licence application(s) refused:

Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

Details of application

Modifications to Standard Conditions

Applicants may request that the standard conditions of a licence be modified (for the purposes of section 8A(2) of the Electricity Act 1989) to meet the requirements of its specific case.

9.1 Do you wish to request any modifications to any of the standard conditions for the type of licence applied for:

Yes: (Please give full details below)

No: (Go to question 10.1)

Provide full details of the modifications requested:

State the grounds on which the applicant believes that any such modification is requisite to meet the circumstances of the particular case:

State the grounds on which the applicant believes that any such modification would not disadvantage any holders of such licences (including the applicant):

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Criminal convictions and disqualification

10.1. Please give details of any criminal convictions, from any jurisdiction, of the applicant or any other person specified in this application

(Other than offences under the Road Traffic Offenders Act 1988 or convictions in respect of which the person has become rehabilitated under the Rehabilitation of Offenders Act 1974)

Details of convictions:

OR

Provide a statement that there are no convictions:

If you intend to provide this statement as an attachment, please check the box below and include the statement with your application.

Statement on Criminal convictions included as an attachment

10.2. Provide a statement that none of the persons named in the application are disqualified to any extent from acting in connection with the affairs of a company in any jurisdiction:

If you intend to provide this statement as an attachment, please check the box below and include the statement with your application.

Statement on disqualification included as an attachment

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Proposed arrangements for commencing licensable activities

11. Please provide a brief summary of your proposed arrangements (including key dates) to commence the licensable activity to which your application relates:

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Licence specific information

NOTE: The remaining questions in this section are specific to the type of licence you are applying for.

If you are applying for:

- an electricity generation licence – then are no further questions, please go to the declaration in section 19;
- an electricity supply licence or for the extension of an existing electricity supply licence – please complete question 12;
- the restriction of an existing electricity supply licence-please complete question 13;
- an electricity distribution licence or for the extension of an existing distribution licence – please complete question 14;
- the restriction of an existing distribution licence - please complete question 15;
- an electricity interconnector licence – please complete question 16;
- an electricity transmission licence – please complete question 17;
- the modification of an area of an existing transmission licence - please complete question 18.

Note: You only need complete the questions that relate to the type of licence you are applying for.

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Electricity supply licence applications

12. Please specify the premises to be supplied under this licence application (**check one box only**):

- any premises
- only to premises specified in the licence or to premises of a specified description
- only to premises situated in a specified area, or to premises of a specified description situated in that area

12.1. Please specify whether the application relates to domestic or non-domestic premises only or both. Also, specify or describe the premises and the location of the premises intended to be supplied, or if relevant the specified area.

Any description must be sufficient to enable the premises, location or area to be adequately and readily identified by map or other means.

If you intend to provide this information as an attachment, please check the box below and include the information with your application.

- Premises details to be supplied included as an attachment.

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Restriction of existing electricity supply licence applications

13. Provide an estimate of the total number of premises to which the applicant supplies electricity at the time of application and to which the applicant would cease to supply electricity if the restriction was granted:

13.1 Are there any relevant consumers at the time of application?

A person is a relevant consumer if (i) immediately before the restriction takes effect, he is being supplied with electricity by the holder of the licence; and (ii) his premises are to be excluded from the licence by the restriction.

Yes: (Go to question 13.2 below) No: (Go to Declaration in section 19 below)

13.2 Provide details of what arrangements you have made to ensure that your existing relevant consumers (that will be affected by this restriction) will continue to be supplied with electricity after the restriction takes effect.

13.3 Where consumers are supplied under a contract*; provide a description of the applicants proposed arrangements for ensuring that the terms will be the same or as similar to the terms in place between the applicant and that customer immediately before the restriction is to have effect.

(*not including any contract, which by virtue of paragraph 3 of schedule 6 of the Electricity Act 1989, is deemed to have been made)

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Electricity distribution licence applications

14. Would you like the electricity distribution licence to authorise you to operate:

- (a) throughout Great Britain, or
- (b) within a specified area or areas or at specified premises.

14.1 In the case of (b) provide a sufficient description adequately specifying the area(s) or premises to which the application relates.

Any description must be sufficient to enable the premises, location or area to be adequately and readily identified by map or other means.

14.2 Provide details of proposed arrangements for compliance with applicable requirements of the following standard conditions:

Standard Condition 8 (Safety and Security of Supplies Enquiry Service)

Standard Condition 31 (Undertaking form Ultimate Controller)

Amended Condition BA3 (Credit Rating of Licensee)

14.3 Provide details of proposed arrangements for compliance with applicable requirements of any modification that the Authority has indicated, in writing, that it proposes to make to the standard licence conditions prior to the granting of any distribution licence:

Question 14.3 only needs to be completed if you are requested to do so by Ofgem at any time during the application process.

If you intend to provide any of this information as an attachment, please check the box below and include the information with your application.

- Proposed arrangements for compliance with standard conditions included as an attachment

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Restriction of an existing distribution licence

15. Provide an estimate of the total number of premises to which the applicant distributes electricity (at the time of this application) and to which the applicant would cease to distribute electricity if the restriction application were to be granted:

15.1 Are there any relevant consumers at the time of application?

A person is a relevant consumer if (i) immediately before the restriction takes effect, he is connected to distribution system of the holder of the licence, and (ii) his premises are to be excluded from the licence by the restriction.

Yes: (Go to question 15.2 below)

No: (Go to the Declaration in section 19 below)

15.2 Provide details of what arrangements you have made to ensure that the connection of all relevant consumers (that will be affected by this restriction application) will be maintained:

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Electricity interconnector licence applications

Note: Electricity interconnector licence applications must specify the actual or proposed point of connection. If the point of connection cannot be specified at this stage you should provide Ordnance Survey Grid Reference co-ordinates for the proposed point of connection.

16. Specify the actual or proposed point of connection to an electricity transmission or distribution network:

Where the applicant is unable to specify a point of connection the applicant should provide Ordnance Survey Grid Reference co-ordinates for the proposed point of connection.

16.1 Was the construction of the interconnector to which this application relates completed before 3 August 2003?

Yes: (Go to the Declaration in section 19 below) No: (Go to question 16.2)

16.2 Are you seeking to have any or all of the standard conditions below to not be applied to the licence:

Yes: (Go to question 16.3 below) No: (Go to the Declaration in section 19 below)

16.3 Please indicate which conditions you are seeking to not be applied to the licence:

- (a) Conditions relating to the use of revenues:
- (b) Conditions relating to the charging methodology to apply to third party access to the licensee's interconnector:
- (c) Conditions relating to the requirement to offer terms to an applicant for access to the licensee's interconnector:

16.4 If you are asking for any or all of the above conditions to not be in effect, the following additional information must be provided:

(a) The period of time for which the applicant seeks the licence condition or conditions to not be in effect:

(b) A statement setting out the evidence and reasoning as to why the applicant considers:

(i) The investment in the interconnector enhances competition in electricity supply:

(ii) The level of risk attached to the investment to be made in relation to the interconnector is such that the investment would not be or would not have been made unless those licence conditions were not in effect:

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- (iii) That, should the licence conditions not be in effect for the period of time sought, this will not be detrimental to competition or the effective functioning of the internal electricity market, or the efficient functioning of the regulated system to which the interconnector is connected:

- (c) Provide a further statement that:

- (i) The interconnector will be owned by a natural or legal person who is separate, at least in terms of its legal form, from the system operators to whose systems the interconnector to which this application relates will be connected:

- (ii) Charges will be levied on users of the interconnector:

- (iii) Since the partial market opening referred to in Article 19 of Directive 96/92/EC, no part of the capital or opening operating costs of the interconnector has been recovered from any component of charges made for the use of transmission or distribution systems linked by the interconnector:

If you intend to provide any of this information as an attachment, please check the box below and include the information with your application.

- Electricity interconnector standard conditions statements included as an attachment



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Electricity transmission licence applications

17. Provide a brief description of the activities the applicant intends to carry out with respect to the transmission of electricity:

17.1 Provide a description of:

- the area to which the applicant relates, and
- where different to the area specified above, the area in which the applicant intends to carry out activities under a transmission licence.

Any description must be sufficient to enable the area or areas concerned, location or area to be adequately and readily identified by map or other means

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Applications for modification of an area of an electricity transmission licence

18. If the modification in question constitutes a restriction of the area, please provide details of any of the following persons who may be affected by the application.

(a) Any person authorised by a licence under section 6(1) of the Electricity Act 1989 or an exemption under section 5(1) of the Electricity Act 1989:

(b) Any person connected to the applicant's transmission system:

(c) Any other person who may reasonably be affected by the restriction which is the subject of this application:

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<i>Table of application fees</i>	
<i>Description of application</i>	<i>Fee payable £</i>
<i>Supply</i>	
Application for licence	450
Application for any extension or restriction	450
<i>Generation</i>	
Licence application	500
<i>Distribution</i>	
Application for a licence	1400
Application for extension or restriction	150
<i>Transmission</i>	
Application for a licence	500
Application for the modification of an area	250
<i>Interconnector</i>	
Application for a licence	1050

19. Declaration

By checking this box I declare that:

- (1) I have due authority to make this application;
- (2) I have read and understood this application form and the guidance notes to this application form;
- (3) to the best of my knowledge and belief, all the details provided in this application form are true and complete and all the information or document(s) supplied with this application form are true and complete;
- (4) I have read and understood the relevant standard conditions of the licence that I am applying for; and
- (5) I understand that knowingly or recklessly making a false, incomplete or misleading statement in support of this application may lead to the grant of the licence being refused or revoked and may result in criminal proceedings being instituted under section 59 of the Electricity Act 1989.

Signature.....

Name in capital letters.....

Capacity of signatory.....

Date.....

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TIER 2 – ADDITIONAL INFORMATION ONLY TO BE COMPLETED ON REQUEST BY OFGEM

Further information and documents to be provided by applicant on request

1. Please provide certified copies of any official documents held by the applicant that confirm key details provided in the application.

Please check this box to confirm that the information will be included as attachments with your submission.

2. Please provide evidence of your contact with the relevant Code Owners/Administrators.

Please check this box to confirm that the information will be included as attachments with your submission.

3. Please provide the full names and contact details of the applicant’s bank, solicitors and auditors:

4. In relation to activities regulated by any other regulatory body, has the applicant or any partner, trustee or director (including shadow directors within the meaning of section 251 of the Companies Act 2006) ever been refused, had revoked, restricted, or terminated, any licence, authorisation, registration, notification, membership or other permission granted by any such body?

Declaration

By checking this box I declare that:

- (1) I have due authority to make this application;
- (2) I have read and understood this application form and the guidance notes to this application form;
- (3) to the best of my knowledge and belief, all the details provided in this application form are true and complete and all the information or document(s) supplied with this application form are true and complete;
- (4) I have read and understood the relevant standard conditions of the licence that I am applying for; and
- (5) I understand that knowingly or recklessly making a false, incomplete or misleading statement in support of this application may lead to the grant of the licence being refused or revoked and may result in criminal proceedings being instituted under section 59 of the Electricity Act 1989.

Signature.....

Name in capitals letters.....

Capacity of signatory.....

Date.....

Changes to legislation: There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE. (See end of Document for details)

TIER 3 – ADDITIONAL INFORMATION ONLY TO BE PROVIDED ON REQUEST BY OFGEM

Documents to be provided by applicant and requirement to attend interview

1. Please provide certified copies of passports and driving licences for each director (including shadow directors within the meaning of section 251 of the Companies Act).
2. When attending the interview with Ofgem, please bring the following original company documentation:
 - (a) Incorporation documents;
 - (b) Resolutions;
 - (c) Minutes from meetings
 - (e) Annual Returns and Accounts;
 - (e) Forms appointing and resigning directors;
 - (f) Register of Directors; and
 - (g) Register of Members.

Declaration

By checking this box I declare that:

- (1) I have due authority to make this application;
- (2) I have read and understood this application form and the guidance notes to this application form;
- (3) to the best of my knowledge and belief, all the details provided in this application form are true and complete and all the information or document(s) supplied with this application form are true and complete;
- (4) I have read and understood the relevant standard conditions of the licence that I am applying for; and
- (5) I understand that knowingly or recklessly making a false, incomplete or misleading statement in support of this application may lead to the grant of the licence being refused or revoked and may result in criminal proceedings being instituted under section 59 of the Electricity Act 1989.

Signature.....

Name in capital letters

Capacity of signatory.....

Date.....

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SUMMARY GUIDANCE FOR ELECTRICITY LICENCE APPLICANTS

Notes on completing this application form and submitting your electricity licence application

These notes aim to answer the key questions you may have in making a electricity licence application. All applicants are encouraged to also read our full guidance on licence applications which is available on the Ofgem website **before** completing this form.

You may use this electricity licence application form to make an application for the following electricity licences:

An electricity supply licence allows the licensee to supply electricity to premises. An electricity supply licence may authorise the holder to supply domestic and non-domestic premises, or to non-domestic premises only.

An electricity generation licence allows the licensee to generate electricity for the purpose of giving a supply to any premises or enabling a supply to be given.

An electricity distribution licence allows the licensee to distribute electricity for the purpose of enabling a supply to be given.

An electricity transmission licence allows the licensee to participate in the transmission of electricity for the purpose of enabling a supply to be given.

An electricity interconnector licence allows the licensee to participate in the operation of an electricity interconnector. Participating in the operation of an electricity interconnector is defined as
- co-ordinating and directing the flow of electricity into or through an electricity interconnector, or
- making such an interconnector available for use for the conveyance of electricity.

Note: Please note this application does not apply to applications for an offshore transmission licence.

You may also use this form to make an application for the extension or restriction of an existing electricity supply or electricity distribution licence.

Or

The modification of an area of an existing electricity transmission licence.

Please note: An application may not be made on the same form for more than one licence - use a separate form for each licence application.

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Completing the application form

- Please ensure that you answer all relevant questions as fully as possible. The table below provides an overview of what sections need to be completed.

Tier 1	All applicants must complete this section
Tier 1 – Licence specific information	Applicants need only complete the parts relevant to the type of application being made.
Tier 2 and 3	<p>We may ask you to provide the additional information set out in Tier 2 and/or 3 if your application is moved to tier 2 or 3. This may happen if during:</p> <ul style="list-style-type: none"> ○ our initial checks of your application for completeness; or ○ the course of processing your application, <p>the overall risk assessment score for the application is equal to or above the minimum threshold for tier 2/3.</p>

- Please enter N/A in response to any questions that you consider not applicable rather than leave blank.
- Where the required information is being provided in the form of a separate attachment – please check the relevant box on the application form to indicate that you are including attachments and ensure that the attachments accompany your application.
- Applicants should note that we will not commence processing an application until all relevant information/documents as set out in the application form have been provided and the relevant application fee has been received in cleared funds.**

How to submit your application

The application may be submitted in one of the following ways:

- By post to the address given below; or
- By email to the email address given below (hard copy may follow by post); or
- Electronically via the Point of Single contact website (at a website address to be advised by Ofgem).

Paying the application fee

Payment can be made in one of the following ways:

- Payment by BACS or CHAPS to:

Bank: **Citibank**, 25 Canada Square, Canary Wharf, London E14 5LB
 Account Name: GBS Re Ofgem
 Account Number: 12316110
 Sort Code: 08-33-00

Swift code: CITIGB22
 IBAN: GB40CIT108330012316110

- Payment by cheque payable to **GBS Re Ofgem**.

If you pay by BACS or CHAPS, please confirm the date and full amount of the payment together with the sender's bank account number and sort code.

What happens next ?

- We will contact you to confirm whether the application is complete/incomplete. Where incomplete, we will advise you of what information is outstanding.
- Once the application is considered complete – we will provide you with a template with suggested wording for your notice of application. You then have 10 working days to arrange for this to be published on the Ofgem website or your own website.

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How long will the application process take ?

For the following licence types:

Electricity Supply
Electricity Generation
Electricity Interconnector

We aim to reach a decision on whether to grant a licence in 100% of cases within 45 working days. The 45 working day time period commences on the first working day after we send you notice that we consider your application has been 'duly made' subject to any notification by us to the contrary at any time during the assessment of your application . The time period will end at close of business on the 45th working day. If after sending you this notice we find, during the assessment of your application, that your application contains any discrepancy or any information is omitted which we consider render the application incomplete, the 45 working day time period will restart once the outstanding information or documents have been provided to us.

Electricity transmission and distribution licence applications will take longer and we will keep applicants informed of progress.

Our contact details

Should you have any general queries about your licence application, you can contact us using the details below.

However, please note that Ofgem cannot provide legal advice. If you need advice on what to put in answer to a question, or whether documents are sufficient to answer a question, please seek independent legal advice.

Ofgem
Licensing and Industry Codes
9 Millbank
London
SW10 3GE
Email: Licensing@ofgem.gov.uk
Telephone: 020 7901 7000

Changes to legislation:

There are currently no known outstanding effects for the The Electricity (Applications for Licences, Modifications of an Area and Extensions and Restrictions of Licences) Regulations 2010 (revoked), SCHEDULE.