



**Community Energy Scheme:
End of Supply Form**

This Form sets out the terms on which you may ask us to stop supplying you with electricity under your Power Purchase Agreement -Battery (PPA-B) with us.

For more information on what this End of Supply Form means in practice, please read the Q&A below. This includes information on what you need to do to end our supply of electricity to you, including payment of an End of Supply Charge.

AGREEMENT TO END SUPPLY OF ELECTRICITY (FROM SOLAR/BATTERY SYSTEM)

NAME:

ADDRESS: (the Property)

I confirm that I would like to end the supply of electricity under my Power Purchase Agreement-Battery (**PPA-B**) with Community Energy Scheme Stoke Limited (**CES**), so that I stop being supplied by CES with electricity generated by the solar PV and battery system installed at the Property.

In return for CES allowing me to end my PPA-B, I agree to the following things:

1. I will pay CES an "End of Supply Charge" (as calculated in line with the table at the end of this form and the arrangements described in the Q&A section of this form below) and agree that the supply of electricity under the PPA-B will not end until this End of Supply Charge has been paid to CES.
2. For as long as I still occupy the Property under my tenancy agreement with Stoke on Trent City Council, I will comply with the following obligations:
 - I will provide CES with access to the Property where required in order to maintain, repair or upgrade the solar PV and battery system, as long as CES provides me with reasonable notice beforehand.
 - I will not cause any damage to the solar PV and battery system, or cause it to be switched-off, and will not interfere with it in any other way.
 - I will comply for the benefit of CES with any other obligations under my tenancy agreement which relate to the solar PV and battery system.

PLEASE NOTE THAT:

- The agreement outlined above to end the supply of electricity under the PPA-B cannot take effect until you have (i) provided CES with access to the Property to reconfigure the solar PV and battery system so that it exports all electricity to the grid instead of supplying electricity to



the Property and (ii) you have reached an agreement with CES regarding any unpaid bills, which may include a Repayment Plan if you have a large amount of debt.

- You must have arranged a date for CES to access the Property to reconfigure the solar PV and battery system within **120 days** of returning this PPA-B End of Supply Form. If you do not do so, your request to end the supply of electricity under the PPA-B will **not** be effective. This will mean that CES will continue to supply your Property with electricity from the solar PV and battery system and (where you are supplied with more than any relevant free amount of electricity) you will continue to receive bills from CES for the electricity from the solar PV and battery system which you use.
- After the solar PV and battery system in the Property has been reconfigured as described above, CES will (where applicable) issue you with a final bill for any additional electricity from the solar PV and battery system which you have used between the date of completing this Form and the date on which the reconfiguration happens and the Property therefore stops being supplied with electricity from the solar PV and battery system. You will be required to pay this final bill (where applicable) in accordance with CES' normal payment terms, as set out in the PPA-B.

SIGNED: _____

PRINT NAME: _____

DATE: _____

EMAIL: _____

TEL: _____

PPA-B END OF SUPPLY FORM: Q&A

What happens if I sign this form?

By signing this form, you will be confirming that you would like to end the supply of electricity under your PPA-B with us (CES), so that we stop supplying the property that you rent from Stoke on Trent City Council with electricity from the solar PV and battery system installed at your property.

This means that once the process of ending your supply has been completed:

- you will no longer be able to receive or use electricity from the solar panels on your roof/the battery installed at your property. It's important to be aware this may result in your overall electricity bills going up.
- You will not receive any bills from us (CES) for the period after we reconfigure the solar PV and battery system at your property.

Reconfiguring the solar PV and battery system means we'll switch the system to work in a way that means all of the electricity it generates is fed into or "exported" to the grid instead of being supplied to the property you rent.

You will still have to pay for any electricity you use at the property until we have completed the process of reconfiguring the solar PV and battery system (although this will only apply where you are supplied with more than any relevant free amount of electricity under your agreement (PPA-B))



with us). Once we have done this, we will (where applicable) issue you with a final bill which you will be required to pay in accordance with our normal payment processes.

What do I have to do to complete the End of Supply process?

There are three important things you have to do in order for us to complete the process of ending the supply of electricity under your PPA-B with us:

1. You have to reach an agreement with us regarding any unpaid invoices. If you can't pay right away and are having difficulties with payment, just let us know and we would be happy to agree a manageable Repayment Plan.
2. You will need to pay us an End of Supply Charge to compensate us for the financial loss we will incur as a result of your decision to end bring the supply of electricity under the PPA-B to an end early. The exact amount of your End of Supply Charge will depend on how many years you have remaining on your agreement (the PPA-B) with us. Please see below for more details.
3. You will need to allow us into the property so that we can reconfigure the solar PV and battery system so that it no longer supplies electricity to the property you rent. We'll be in touch with you to agree a convenient time to visit the property, but please note that if you haven't confirmed a date when we can access the property within **120 days** of signing this form, the request to end the supply of electricity under the PPA-B will not be effective. If that happens, we will continue to supply your property with electricity from the solar PV and battery system and (where you are supplied with more than any relevant free amount of electricity) you will continue to receive bills from us for the electricity from the solar PV and battery system which you use. If you have already paid an End of Supply Charge to us, this will be refunded to you.

Will the solar panels remain on my roof?

Yes, even if you leave, our roof lease agreement with Stoke on Trent City Council means that the solar PV and battery system will remain at the property. This will continue to generate electricity and we will look to use the revenue generated to continue to benefit the Stoke community.

Under your tenancy agreement with Stoke on Trent City Council you are already required not to damage or interfere with the solar PV and battery system and we will have the right to hold you to these obligations, even though you have chosen to stop receiving a supply of electricity from us at the property.

Very occasionally you may need to give us access to the property so we can carry out repairs, upgrades or maintenance where required. We will have the right to require you to give us access, but we'll always give you reasonable notice if we need to do this.

Why do I have to pay an End of Supply Charge?

As part of our agreement with Stoke on Trent City Council, we agreed to pay for the up-front cost of installing the solar PV and battery system at your property. This was on the basis that we would receive income for the electricity generated by the solar PV and battery system for 25 years.

If you stop receiving electricity from us under the PPA-B before it expires, we will be unable to receive this anticipated income as you will no longer be paying us for the electricity generated by the solar PV and battery system.



We will attempt to reduce our expected losses by 'exporting' the electricity to the grid and selling it on the wholesale market – but this will not fully cover our expected losses. The End of Supply Charge you will pay is calculated to compensate us for this.

How will the End of Supply Charge be calculated?

The amount you will pay us is a reasonable pre-estimate of the difference between what we expected to earn by selling the solar electricity to you and the amount we expect to receive by selling the electricity on the wholesale market instead.

This is calculated for the remainder of the duration of the PPA-B, which means that the amount you will pay will depend on how many years are left before your PPA-B expires. It will also depend on the generating capacity of the solar PV and battery system.

For example, if you have 20 years remaining on your PPA-B, the End of Supply Charge will be £3,510.45 per KW. This means that if the solar PV and battery system has a generating capacity of 3KW, the End of Supply Charge would be calculated as follows: $£3,510.45 \times 3 = £10,531.35$

A full table setting out the applicable End of Supply Charges depending on the number of years remaining on the PPA-B can be found in the Annex to this PPA-B End of Supply Form.

If you are unsure how many years you have left on your PPA-B or have any other questions about how the End of Supply Charge is calculated, please contact us at PPA-B@communityenergyscheme.com

What happens if I move out of the property after paying the End of Supply Charge and the new tenant enters into a PPA-B with CES?

If you move out of the property after paying an End of Supply Charge and the new tenant at the property decides to enter into a PPA-B with us, you may be entitled to a partial rebate of your End of Supply Charge. The amount of the rebate will depend on how many years are remaining on the 25 year PPA-B term when the new tenant signs a PPA-B with us.

This is best illustrated through the following example:

- Tenant A has a 3KW solar PV and battery system installed on their property by CES. Tenant A decides to bring their PPA-B to an end early with 20 years still remaining on the original 25-year term. They pay an End of Supply Charge of £10,531.35 to CES and the solar PV and battery system is reconfigured to export to the grid.
- 10 years later Tenant A leaves the property and Tenant B moves in. Tenant B decides they want to purchase the electricity from the solar PV and battery system and enters into a PPA-B with CES right away. CES reconfigures the solar PV and battery system to supply direct to the property again.
- As there is still 10 years left on the original 25-year term, CES is able to receive income from the tenant at the property for the next 10 years, which means it is no longer necessary for CES to receive compensation for that period of time. As a result, Tenant A is entitled to a partial rebate of their End of Supply Charge to cover this 10-year period.
- The applicable fee for 10 years under the Annex to this End of Supply Form is £2,661.94 per KW. As Tenant A has a 3KW solar PV and battery system, the 10-year rebate works out at £7,985.82



If you become eligible for a rebate after paying the End of Supply Charge, we will contact you using the contact details provided to us to arrange for the rebate to be paid. It is your responsibility to ensure that these contact details remain accurate.

Can I change my mind after you have stopped supplying me with electricity generated from the solar PV and battery system?

If we reconfigure the solar PV and battery system and stop supplying you because you have asked us to do so using this form, this does not stop you from contacting us afterwards if you wish to start being supplied with electricity from us again. We will need to assess the work required to alter the solar PV and battery system to allow it to start supplying your property again (and will likely need access to your property to do so) but we will happily discuss this with you as we're keen to supply electricity to anyone who wants to receive it and has one of our solar PV and battery systems at their property. Just give us a call at any time to discuss your options.



Annex – End of Supply Charges

How do I work out my End of Supply Charge?

The End of Supply Charge you pay will be determined by how many years are left on your PPA-B at the point CES stops supplying you with electricity under the PPA-B. This will be the date that is 25 years after the date the solar PV part of the solar PV and battery system was first installed at your property.

For example, if you decide to end your agreement with us 10 years after the solar PV part of the system was first installed, there will still be 15 years remaining on your PPA-B and the applicable End of Supply Charge will be £3,247.37 per KW. You then need to multiply this by the installed capacity of your solar PV and battery system. For a 3KW system over 15 years this would result in an End of Supply Charge of £9,742.11 (3 x £3,247.37)

If you are unsure when your PPA-B ends or how to calculate your End of Supply Charge, please get in touch at PPA-B@communityenergyscheme.com

years left on PPA	End of Supply Fee (per KW)
25	£ 3,566.93
24	£ 3,568.00
23	£ 3,563.48
22	£ 3,552.79
21	£ 3,535.34
20	£ 3,510.45
19	£ 3,477.43
18	£ 3,435.48
17	£ 3,383.77
16	£ 3,321.39
15	£ 3,247.37
14	£ 3,160.62
13	£ 3,060.01
12	£ 2,944.27

years left on PPA	End of Supply Fee (per KW)
11	£ 2,812.07
10	£ 2,661.94
9	£ 2,492.29
8	£ 2,301.42
7	£ 2,087.48
6	£ 1,848.46
5	£ 1,582.20
4	£ 1,326.88
3	£ 1,043.50
2	£ 729.65
1	£ 382.75