



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

**This Form sets out the terms on which we will stop supplying you with solar energy if you decide to end your Power Purchase Agreement with us early.**

**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 this agreement, including payment of an End of Supply Charge.**

**AGREEMENT TO END SUPPLY OF SOLAR ENERGY**

**NAME:**

**ADDRESS:**

**(the Property)**

I confirm that I would like to end my Power Purchase Agreement (**PPA**) with Community Energy Scheme Stoke Limited (**CES**), so that I stop being supplied by CES with electricity generated from the Solar PV System installed on the Property.

In return for CES allowing me to end my PPA, 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 solar electricity under the PPA 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 System, as long as CES provides me with reasonable notice beforehand.
  - I will not cause any damage to the Solar PV 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 System.

**PLEASE NOTE THAT:**

- The agreement outlined above to end the PPA cannot take effect until you have (i) provided CES with access to the Property to reconfigure the Solar PV 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 your Solar PV System within **120 days** of returning this PPA End of Supply Form. If you do not do so, your request to end the Power Purchase Agreement will **not** be effective. This will mean that the PPA will not end and so we will continue to supply your Property with electricity from the Solar PV System and you will continue to receive bills from us for the electricity from the Solar PV System which you use.
- After the Solar PV System in the Property has been reconfigured as described above, CES will issue you with a final bill for any additional electricity from the Solar PV 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 System. You will be required to pay this final bill in accordance with CES' normal payment terms, as set out in the PPA.

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TEL:** \_\_\_\_\_

#### PPA 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 your PPA with us (CES) to end, so that we stop supplying the property that you rent from Stoke on Trent City Council with solar energy from the Solar PV System installed on the roof of 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 solar energy from the panels from your roof. It's important to be aware this may result in your overall electricity bills going up.
- You will not receive any bills from Community Energy Scheme for the period after we reconfigure the Solar PV System at your property.

Reconfiguring the Solar PV 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 System. Once we have done this, we will 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 your PPA with us and so stop being supplied with electricity by 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 bring the PPA 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 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 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 PPA will not be effective. If that happens, the PPA will continue to apply, meaning we will continue to supply your property with electricity from the Solar PV System and you will continue to receive bills from us for the electricity from the Solar PV 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 panels will remain on the roof of the property you rent from the Council. These 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 System and we will have the right to hold you to these obligations, even though you have chosen to stop receiving a supply of solar electricity 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 System on the roof of your property. This was on the basis that we would receive income for the electricity generated by the Solar PV System for 25 years.

If you cancel your PPA with us 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 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, which means that the amount you will pay will depend on how many years are left before your PPA expires. It will also depend on the generating capacity of your Solar PV System.



For example, if you have 20 years remaining on your PPA, the End of Supply Charge will be £818.92 per KW. This means that if your Solar PV System has a generating capacity of 3KW, the End of Supply Charge would be calculated as follows:  $£818.92 \times 3 = £2,456.76$

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

If you are unsure how many years you have left on your PPA or have any other questions about how the End of Supply Charge is calculated, please contact us at [ppa@communityenergyscheme.com](mailto:ppa@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 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 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 term when new tenant signs a PPA with us.

This is best illustrated through the following example:

- Tenant A has a 3KW Solar PV System installed on their property by CES. Tenant A decides to bring their PPA to an end early with 20 years still remaining on the original 25-year term. They pay an End of Supply Charge of £2,456.76 to CES and the Solar PV 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 System and enters into a PPA with CES right away. CES reconfigures the Solar PV System to supply direct to the property again.
- As there is still 10 years left on 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 £606.82 per KW. As Tenant A has a 3KW Solar PV System, the 10-year rebate works out at £1,820.46.

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 System?**

If we reconfigure the Solar PV 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 buying electricity from us again. We will need to assess the work required to alter the Solar PV 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 Systems on their roof. 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 at the point you CES stops supplying you with solar energy. This will be the date that is 25 years after the date the Solar PV System was installed at your property.

For example, if you decide to end your agreement with us 10 years after the Solar PV System was installed, there will still be 15 years remaining on your PPA and the applicable End of Supply Charge will be £745.25 per KW. You then need to multiply this by the installed capacity of your Solar PV System. For a 3KW system over 15 years this would result in an End of Supply Charge of £2,235.75 (3 x £745.25)

If you are unsure when your PPA ends or how to calculate your End of Supply Charge, please get in touch at [ppa@communityenergyscheme.com](mailto:ppa@communityenergyscheme.com)

Years left on PPA	Exit Fee (per KW)		Years left on PPA	Exit Fee (per KW)
25	£849.03		10	£606.82
24	£845.71		9	£568.88
23	£841.15		8	£526.87
22	£835.24		7	£480.47
21	£827.88		6	£461.35
20	£818.92		5	£429.32
19	£808.24		4	£400.90
18	£795.70		3	£334.53
17	£781.13		2	£261.77
16	£764.38		1	£182.12
15	£745.25			
14	£723.57			
13	£699.12			
12	£671.67			
11	£641.00			