

**Letter of authority**

# Guidance notes

From 2 November 2015, we require a letter of authority for all connection applications (budget and feasibility studies are exempt) as evidence that a land owner has provided permission to the person/company applying for a connection offer for generation plant on their land.

The letter should clearly provide the following information from the landowner:

* + Full address (must be a company letter head)
  + Full name
  + Contact number
  + Statement of agreement with connection application
  + Signature
  + Date of signature

The letter should also include the following details from the company making the application:

* + Full company name
  + Company registration number
  + Full Registered office address
  + Main point of contact – full name
  + Main point of contact – phone number

A downloadable template of a letter of authority is available for you on the next page.

**Letter of authority template letter**

Your name

Address line 1

Address line 2

Town

Postcode

Tel no.

Electricity North West

Frederick Road

Salford

M6 6QH

22 June 2017

Dear Sir/ Madam

I ..............................................................as the landowner would like to confirm that I give my consent for the following company to make an application for an electricity connection at the above address\* on my behalf:

(Company name

Company registration number

Registered office/ full address

Main contact / Full name)

Should I wish to amend the application .......................................... will retain the right to accept/change any offer that is given for a grid connection at this site on my behalf.

(Signature)..........................................

(Name of land owner)

\*If different address please specify