

## Applying to Join the Energy Basket

Parish Buying's Energy Basket uses the bulk buying power of the Church to obtain competitive prices for your gas and electricity. You can:

**Save money** - a price based on wholesale energy purchasing.

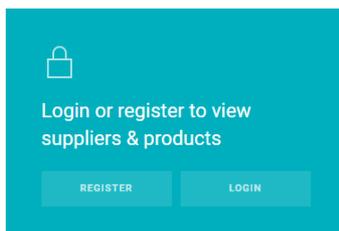
**Save time** - it's a long-term solution. There's no need to renegotiate every time a contract comes up for renewal.

**Save the environment** - 100% of the electricity in the Energy Basket is green, all from UK-based renewable sources. We've been working with the Basket provider to do this at no extra cost to our members.

**Feel supported** - our wonderful customer service team can help you every step of the way.

You can [register for free here](#) but see our application guide below so that you can be prepared and have ready all that you will need.

### 1 Login or register



Once you have clicked on the link, it will take you through to the initial page with lots of useful information and links. To proceed you will need to register or, if you have registered previously, login using the buttons in the blue box.

## 2. Registration

The registration form looks like this:

What are you registering as?

Church of England    Church in Wales    Diocese    Other

Find your church

Enter a postcode or the name of a village, town or city.

### Contact Details

First name

Last name

E-mail

Verify E-mail

Telephone

Please select your role

### Login Details

John Thompson

.....

Verify Password

I agree to the Privacy Policy.

REGISTER

### 3 Complete the application form.

When you land on this page, click the “Complete the Application Form” button (highlighted in this illustration).

The Energy Basket uses the bulk buying power of the Church to obtain competitive prices for your gas and electricity.

Pricing information for Energy Basket customers was made available on 26 September. If you are in the Basket for 2022/23 and have not received an email, please contact [support@parishbuying.org.uk](mailto:support@parishbuying.org.uk).

**Government Energy Relief Scheme**

The pricing offered through the Parish Buying Energy Basket is too favourable to qualify for any reduction. The reduction is only valid on wholesale prices. Due to the hedging strategy we use, while prices have increased significantly, basket members have been shielded from the worst market prices and are therefore not eligible for any price breaks. The price that you are paying in the basket is much lower than those that benefit from the Government Energy Relief Scheme.

Customers often have questions about the Energy Basket at this time of year. If you have a query, to save time we suggest that in the first instance you look at our comprehensive list of frequently asked questions. This has been developed over several years and addresses the vast majority of queries we receive at the support desk.

[SEE FAQs](#)

### Get an energy quote

The form is available in PDF or Word formats. If you would prefer to receive it by email please contact us at [support@parishbuying.org.uk](mailto:support@parishbuying.org.uk)

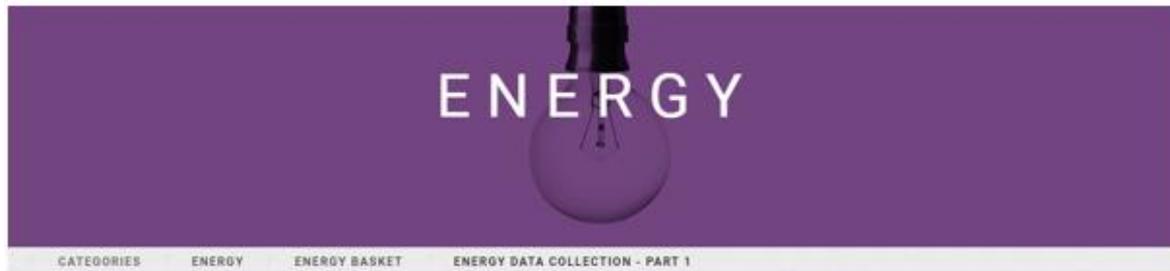
**COMPLETE THE APPLICATION FORM**

VALUE EXPLANATION

### Do you have a question?

You might find some answers to your questions [here](#) if not [contact us](#) and we will be glad to help.

#### 4. Energy Data Collection Form – Part 1



## Energy Data Collection Form - Part 1

NAME

ACCOUNT NAME

EMAIL

ACCOUNT POSTCODE

## What type of quote would you like?

QUOTE TYPE

Fixed Term  Basket  Both

I agree with the Terms & Conditions. [Click here to read them.](#)

CONTINUE

Complete your name, energy account name, email address and account post code. You will need to indicate what sort of quote interests you; fixed term contract, energy basket contract or both. You will then need to check the terms and conditions and tick the box to say that you agree with them before pressing "Continue".

## 5. Energy Basket Data Collection – Part 2

# Energy Basket Data Collection - Part 2

Please select the relevant box to add meter details.

You will require a copy of a bill for each meter you are interested in switching, to provide relevant details, in order for energy suppliers to provide quotes.

If you are having trouble with the online form, please [download a PDF version here](#).

### Church Urban Fund

|  |  |
|--|--|
| <input type="button" value="ADD A GAS METER"/>   | <input type="button" value="REMOVE ALL GAS METERS"/>   |
| <input type="button" value="ADD A POWER METER"/> | <input type="button" value="REMOVE ALL POWER METERS"/> |

#### Power Meter Details

|  |  |                      |
|--|--|----------------------|
| PROFILE  | MTC  | LLF                  |
| <input type="text"/>                                   | <input type="text"/>                         | <input type="text"/> |
| Not sure what this means? <a href="#">Click here</a> . |  |                      |
| MPAN (METER POINT ADMINISTRATION NUMBER)               |  |                      |
| <input type="text"/>                                   |  |                      |
| CONTRACT END DATE                                      | ANNUAL CONSUMPTION                           |                      |
| <input type="text" value="dd/mm/yyyy"/>                | <input type="text"/>                         |                      |
| <input type="button" value="REMOVE METER"/>            | <input type="button" value="CONFIRM METER"/> |                      |

You will not be able to proceed unless you remember to add Contract End Dates to each Meter and to Confirm each meter

Please note that this process can take a while. Please do not refresh the browser or submit again. Once complete you will see a thank you page confirming your submission.

Please contact [Customer Support](#) if you think that has been an issue.

You will need to add a metre according to the energy type you are interested about. You can ask for both. Click “Add a gas meter” and/or “Add a power meter”.

You will then need to add your meter details. It would be a good idea to download the data collection form to help you. You will [find it here](#) and it will look like this:

|  |  |  |                      |                      |                      |                      |                |                      |                      |  |
|--|--|--|----------------------|----------------------|----------------------|----------------------|----------------|----------------------|----------------------|--|
|   | <h2>DATA COLLECTION FORM</h2>  | <p>Contact:<br/>energy@parishbuying.org.uk<br/>0800 368 0887</p> |                      |                      |                      |                      |                |                      |                      |  |
| <p>Thanks for your interest in our energy contracts. This quick and simple form helps us to collate the necessary information needed to get you a price. It will take less than five minutes to complete. Please also provide us with a <b>full copy of your most recent bill</b> – we need it to verify some information and it's also helpful if you would like a price comparison, too!</p> |  |  |                      |                      |                      |                      |                |                      |                      |  |
| <p>You will need to download this form and open it from your downloads folder. You can then type directly into the form, save it and send it to us at energy@parishbuying.org.uk<br/>Don't forget, if you have any questions, just get in touch with us!</p>   |  |  |                      |                      |                      |                      |                |                      |                      |  |
| <b>Site address:</b>   |  |  |                      |                      |                      |                      |                |                      |                      |  |
| <table><tr><td>Address line 1</td><td><input type="text"/></td></tr><tr><td>Address line 2</td><td><input type="text"/></td></tr><tr><td>Address line 3</td><td><input type="text"/></td></tr><tr><td>Address line 4</td><td><input type="text"/> Postcode <input type="text"/></td></tr></table>  |  |  | Address line 1       | <input type="text"/> | Address line 2       | <input type="text"/> | Address line 3 | <input type="text"/> | Address line 4       | <input type="text"/> Postcode <input type="text"/> |
| Address line 1   | <input type="text"/>   |  |                      |                      |                      |                      |                |                      |                      |  |
| Address line 2   | <input type="text"/>   |  |                      |                      |                      |                      |                |                      |                      |  |
| Address line 3   | <input type="text"/>   |  |                      |                      |                      |                      |                |                      |                      |  |
| Address line 4   | <input type="text"/> Postcode <input type="text"/>   |  |                      |                      |                      |                      |                |                      |                      |  |
| <b>Electricity Meter:</b>  |  |  |                      |                      |                      |                      |                |                      |                      |  |
| Supply number<br>Top Line:<br>Bottom Line<br>(MPAN):   | <table border="1" style="border-collapse: collapse;"><tr><td style="font-size: 2em; text-align: center;">S</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> |  | S                    | <input type="text"/> | <input type="text"/> | <input type="text"/> |                | <input type="text"/> | <input type="text"/> | <input type="text"/>                               |
| S  | <input type="text"/>   | <input type="text"/>   | <input type="text"/> |                      |                      |                      |                |                      |                      |  |
|  | <input type="text"/>   | <input type="text"/>   | <input type="text"/> |                      |                      |                      |                |                      |                      |  |
| Contract End Date:   | Annual Consumption (kWh):  | Is it a smart meter (AMR)?                                       |                      |                      |                      |                      |                |                      |                      |  |
| <input type="text"/>   | <input type="text"/>   | Yes <input type="radio"/><br>No <input type="radio"/>            |                      |                      |                      |                      |                |                      |                      |  |
| <b>Gas Meter:</b>  |  |  |                      |                      |                      |                      |                |                      |                      |  |
| Meter Point Reference Number (MPRN):   | <input type="text"/>   |  |                      |                      |                      |                      |                |                      |                      |  |
| Contract End Date:   | Annual Consumption (kWh):  | Is it a smart meter (AMR)?                                       |                      |                      |                      |                      |                |                      |                      |  |
| <input type="text"/>   | <input type="text"/>   | Yes <input type="radio"/><br>No <input type="radio"/>            |                      |                      |                      |                      |                |                      |                      |  |
| Which energy contract would you like a quote for? (Feel free to tick multiple contracts)   | Fixed-term:  | <input type="checkbox"/> Energy Basket <input type="checkbox"/>  |                      |                      |                      |                      |                |                      |                      |  |

You will find your site address and electricity meter and/or gas meter details on your last bill, and you will need to indicate the current contract end date, your annual consumption in kWh (again, your bills should help you with this), and you will need to indicate whether or not you have a smart meter.

You can then enter the details on to your online form and click “Next”

The process can take a while. Please do not refresh your browser or press “Next” a second time.

**6. Once the submission is made, you will see the following:**

## Thank you for filling out the Energy Data Collection form

### Successful Submission

Thank you for filling out the Energy Data Collection form. Your submission has been successful.

Our support agents will be looking at your submission and will be in contact shortly. The email will be sent from support@parishbuying.org.uk, please check your SPAM or Junk folder just in case it goes in there.



**7. What happens next?**

A quote for your gas and or electricity will be emailed to you and you will be given a short deadline to reply. This is because of the rapidity of price changes in the industry. Check your emails regularly and check your spam folder.

The Energy Basket opens each April. Unless you apply now, and depending on when your current contract ends, you might be placed in an Interim Basket.

If the quote is acceptable to you and you confirm that you will be admitted to the Basket or the Interim Basket. The new provider is Total Energies. If you need to contact them before you are given your account number, quote your Meter Point Administration Number (MPAN) for electricity or your Meter Point Reference Number (MPRN) for Gas. You will have used these in the earlier part of the application process. It might be a good idea to contact them to confirm that they have the correct details, including your contact details.

Give your meter readings to the new provider as your previous contract ends. Again, quote your MPAN or MPRN if you do not yet have your new account number.

Check with the new provider when meter readings should be submitted, unless you are on a smart meter, and set up internet access to your accounts. It would be a good idea to set up e-billing too.

Hopefully you will find the process easy enough, but there is a lot of work to do behind the scenes. If you need to contact Total Energies, be persistent. If calling by telephone, always say, “Please can I

have your name for my records?” and write it down. Make notes of any points you raise and what their reply is. It can save you time if you have to call a second time.

Remember – your VAT rate should be 5% and you should be exempt from the climate change levy (although some church halls will not be exempt). Don't just accept that the correct rates have been applied.

Further tips are given in Parish Buying's [“Electricity and Gas – A Buying Guide”](#).

Parish Buying should be able to help you with any queries – use this form to contact them.

We will also help if we can. Call John Thompson on 07979 360550 or email [stewardship@carlisediocese.org.uk?subject=Parish Buying Energy Query](mailto:stewardship@carlisediocese.org.uk?subject=Parish%20Buying%20Energy%20Query)