

The Grid Connect Process

GRID CONNECTION APPROVAL & METER INSTALLATION

1. Once you have decided to proceed with installing a grid interactive generation unit it is required that you return the signed Essential Energy “Grid Connect Application” form with the following material:
 - > If the inverters make and model is not included in the “Approved Inverter List” available on the “Clean Energy Council” website, a “Certificate of Suitability” which verifies that the inverter meets the requirements of the Department of Fair Trading must be provided to Essential Energy. The Certificate should be provided with the unit at purchase.

The approved inverter list can be found by following the link below:

<http://www.solaraccreditation.com.au/accecc/approvedproducts/inverters.html>

Return this information to:

Mail:	Connection Applications Essential Energy PO Box 718 QUEANBEYAN NSW 2620
Email:	connection.applications@essentialenergy.com.au
Fax:	02 6214 9644

2. On receipt of this material, the proposal will be referred to our technical team for approval.
3. If approved, Essential Energy will notify the customer/installer of the approval. In some cases depending on the local infrastructure; conditional approval may be granted where certain installation requirements will need to be met. The customer/installer will be notified if there are any conditional installation requirements.
4. The Accredited Service Provider (ASP) engaged by the installer/customer can then make arrangements to install the relevant metering. The list of level 2 ASP's can be found by following the link below:

<http://www.industry.nsw.gov.au/energy/electricity/network-connections/contestable>

Once the installation of the system has been completed and is ready for connection to Essential Energy's network and suitable metering equipment installed a Certificate **of Compliance – Electrical Work** (CCEW) and **Notification of Service Work** (NOSW) **MUST** be submitted to Essential Energy's new connections team using **Secure Web Forms**, a web based lodgement system.

To use Secure Web Forms you need a username and password which many of you will already have received by email, along with a User Guide. If you have yet to receive your login and are keen to start submitting your forms online then please contact us on followupnc@essentialenergy.com.au and we will set up your account now.

Essential Energy has developed a commissioning guideline “Energising Grid Connected Solar PV Systems” and when the new solar PV system is commissioned in strict accordance with this guideline they may be left connected to the network.

5. Essential Energy will also inspect the system at a later date. If found to be non-compliant it will be disconnected and a defect notice will be issued outlining what needs to be fixed or changed before the unit can be turned back on.

General Enquiries in relation to grid connections should be directed to our energysanswers team on 1800ENERGY or 1800 363 749.

Grid Connection Application

CUSTOMER DETAILS – PLEASE PRINT CLEARLY:

Retailer Name:		Customer Number:	
Essential Energy Premise Number (If Applicable):			
National Market Identifier (NMI) Number (Required):			
Street Address:			
Town/City:		State:	Postcode:
Contact Name: Phone Numbers:			
Email Address:			

DETAILS OF PROPOSED GENERATION EQUIPMENT:

IS THIS INFORMATION FOR A SECONDARY METERED SYSTEM? Yes - No

Generator Type (Solar PV, Solar Thermal, Wind, Hydro, Tidal, Biomass etc):		
Generation Device Make / Model:		
Total Panel / Generation Output (kilowatt-peak):		
Inverter kW Rating (Where Applicable):		
Inverter Make & Model (Where applicable):		
Address for Installation:		
Town/City:		State:
		Postcode:
Date installation will be ready for inspection:		
Any other details / notes:		

Note that Essential Energy must be advised if making any changes to the generation capacity, inverter type or wiring of the generation unit prior to installation. Failure to do so is in breach of network requirements and may result in disconnection of the unit from the grid without notice. Further information may be required for installations that exceed 10kW.

OTHER PARTIES:

Supplier:	Contact Numbers:
Installer:	Contact Numbers:
Installer email address (for the purpose of approval notification):	
Electrician:	Contact Numbers:

TERMS AND SIGNATURES:

The terms and conditions under Essential Energy's Standard Form Customer Connection contract apply for small scale generation unit connection to Essential Energy's distribution network. **The applicant signature/s is required below.**

Name(s):
Signature(s):
Date:

DISCLAIMER

Essential Energy including any of its officers ("**the Releasor**") may issue this document ("**the Document**") to any third party ("**the Recipient**") and in consideration of such issue, the Recipient agrees to the following conditions and acknowledges that:

1. the information and instructions contained in the Document ("**the Information**") may be updated from time to time by the Releasor;
2. the Recipient must, before using the Information, ensure that the Document has not been updated since the day it was printed, as indicated by the date specified on the Document ("**the Print Date**"), or alternatively, obtain a hard copy of all amendments made since the Print Date;
3. the Document contains confidential information and that the Recipient must not under any circumstances release or otherwise make available the Document or all or any part of the Information to any third party except with the prior written consent of the Releasor;
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