

# ADELAIDE SUSTAINABLE CITY Incentives Scheme



## Solar Photovoltaic Systems

### Rebate Application Form

#### How to Apply

1. Please read and understand all sections of this application form, including eligibility criteria.
2. Contact your electricity retailer to discuss implications of installing solar photovoltaic system on your electricity bill demand tariffs
3. Obtain approval from your body corporate, landlord or equivalent (if required).
4. Obtain relevant approvals including electricity network and development approvals (if required).
5. Use a licensed electrical contractor to install the solar photovoltaic system.
6. Complete, sign and lodge the application form with:
  - Receipts for the supply and installation of a solar photovoltaic system demonstrating full payment (through a zero balance owing or evidence of an agreed payment plan).
  - A letter of permission from your body corporate, landlord or equivalent (if required).
  - Electrical Certificate(s) of Compliance (obtained from your installer).
  - Clean Energy Council Accredited Designer and Installer accreditation number (NB: This information is available from your installer).
  - Installer AIBS Supplementary Solar PV System Training certificate number (NB: This information is available from your installer).

#### Systems under 10kW

For Concession Card Holders:

- Copy of current Commonwealth Concession Card (Health Care Card, Pensioner Concession Card)

For Landlords installing solar panels on a rental property:

- Copy of the current Residential Tenancy Agreement

### Eligibility Criteria and Conditions

#### General Eligibility

- To be eligible a property must be located within the Adelaide City Council municipal area and works must be completed after 1 July 2015.
- Reimbursements are not available for installations completed more than 12 months prior to Council receipt of the application form.
- Incentives Scheme (Scheme) funding is subject to Council's annual budget processes and funding is limited.
- Council has the right to cease the Scheme at any time without notification and applications made to the Scheme are not guaranteed to receive funding.
- Residents, businesses, building owners, tenants and community/strata corporations, universities, schools, community organisations and sporting groups are eligible to apply.
- Limit Per Category:
  - Eligible residential and business premises - Maximum of 1 incentive per rateable, rate exempt or rate rebated premise.
  - Building Owners, Community Corporations and Body Corporates - Maximum of 1 incentive per site record.
  - Government – Ineligible except for schools up to maximum of 1 incentive per site record.
- Rebates will be applied to the up-front out-of-pocket system cost incurred by the owner or occupier of the premise, Body Corporate or Community Corporation at the time of installation. The system cost is the cost after all other incentives, rebates and discounts received have been deducted.



- If the location for installation of a system supported through the Scheme is within a strata or community title property, proof of the approval to install the system from the body corporate or equivalent must be provided with the application and where Solar PV is for common area electricity, apartment buildings must be participating in the Smart Blocks Program ([www.smartblocks.com.au](http://www.smartblocks.com.au)).
- If a tenant is applying for reimbursement, a letter of permission from their landlord must be provided with their application to be eligible for the rebate.
- Incentives of >\$20,000 to a single site record in a year will be considered a 'Partnership Project' and will require the approval of Council – for example, this may occur when incentives from multiple categories are sought.
- A Partnership Project may require the applicant to participate in the development of a case study or other information sharing activity.
- Where a Development Application is required to be lodged, reimbursement will only be provided if the Development Approval is granted and the requirements met.
- Environmental measures/devices supported through the Scheme must be installed by appropriately licensed installers and be installed and maintained in accordance with any relevant guidelines and in a manner which does not pose risks to the health or welfare of any person.
- An Electrical Certificate(s) of Compliance signed by the licensed electrical contractor undertaking the installation must be provided.
- Solar systems purchased on a solar lease or power purchase agreement are ineligible.
- The photovoltaic system must be a permanent fixture to the premises and cannot be removed without prior consent of council for a period of 5 years from date of the payment of the rebate. Council reserves the right to require reimbursement if the system is removed within this period.
- An itemised receipt must be completed by the licensed installer and include the Australian Business Number (ABN), name, date, location of installation, description and size of system (watts), cost of work and any government rebates.
- The applicant acknowledges and agrees that, Adelaide City Council accepts no liability in respect of any claim, cause of actions, loss or damage arising out of, or in relation to, any device purchased or service procured under the Adelaide Sustainable City Incentives Scheme.
- It may take Council up to 20 working days after receiving an application to reimburse by cheque the agreed amount in accordance with the guidelines (if an application is successful).
- Council may request provision of information associated with the system and energy use for the preparation of a case study.

#### **1.5kW to ≥10kW Solar Panel Incentive Criteria**

- Photovoltaic systems of 1.5kW and up to and including 10kW capacity are eligible to receive 20% of the installed system cost up to a maximum of \$1,000.
- Landlords installing the system on a residential rental property\ receive 50% of the system cost up to a maximum of \$1,000.
- Concession card holders receive 50% of the system cost up to a maximum of \$1,000.

#### **>10kW to 20kW and >20kW Solar Panel Incentives Criteria**

- Photovoltaic systems of more than 10kW up to and including 20kW are eligible to receive 20% of the installed cost of the system up to a maximum of \$2,500.
- Photovoltaic systems of more than 20kW are eligible to receive 20% of the installed cost of the system up to a maximum of \$5,000.
- Note that SA Power Networks (SAPN) requires large embedded generators (systems larger than 30kVA for 3 phase installations or larger than 10kVA for single phase installations) to be assessed by them for suitability for connection and compliance with SAPN technical standards ([http://www.sapowernetworks.com.au/centric/customers/embedded\\_generation.jsp](http://www.sapowernetworks.com.au/centric/customers/embedded_generation.jsp)).

#### **Development Approval**

Under the Development Act, Development Approval is required for:

- Any solar photovoltaic system installation on a State Heritage listed place.
- The installation of a solar photovoltaic system on a Local Heritage listed place if it can be seen from ground level in a public street.
- Installation of a solar photovoltaic system with a total weight exceeding 100kg on the roof of a building. Unless: the weight load is distributed so that it does not exceed 100kg at any one point of attachment to the roof; the panels are fitted parallel to the roof with the underside surface of the panels being not more than 100mm above the surface of the roof; and the panels are installed by an accredited solar installer.

If your solar photovoltaic installation falls under one of the above points then you should speak to your installer or Council planning staff on 8203 7185 during business hours about lodging a development application. Council will waive development application fees for all solar installations that require development approval.



## APPLICATION DETAILS – Please complete and send to Council

**REIMBURSEMENT SOUGHT** - please tick the box of the incentive for which you are applying:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation or Community Corporation number (if applicable): \_\_\_\_\_

Relationship to Property (please circle):      Owner      Owner/Tenant      Tenant      Community Corporation

Email: \_\_\_\_\_ Phone (day): \_\_\_\_\_ Mobile: \_\_\_\_\_

PROPERTY ADDRESS (within the City of Adelaide for which reimbursement is sought)

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

POSTAL ADDRESS (if different from above)

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Development Approval Checklist

If Development Approval is required and has been obtained, please provide the Development Application reference number below and attach a copy of the Decision Notification Form.

Development Application number: \_\_\_\_\_

If you have NOT received Development Approval for your solar photovoltaic system (see Eligibility Criteria and Conditions), you must answer the following questions. Please tick the appropriate answer. Your installer may help you to answer these questions.

1. Is the solar photovoltaic (solar PV) installation on a State Heritage place?

Yes       No

2. Is the solar PV installation on a Local Heritage place? (If No, go to question 4)

Yes       No

3. If the solar PV installation is on a Local Heritage place, can it be seen by a person standing at ground level in a public street?

Yes       No

4. Does the solar PV system (panels and framing) have a total weight less than 100 kilograms?

Yes       No

5. If the answer is No to question four, please fill out the following questions:

a. Does the weight load exceed 100 kilograms at any 1 point of attachment to the roof?

Yes       No

b. Do the solar PV panels (and any associated components) overhang any part of the roof?

Yes       No

c. Are the solar PV panels fitted parallel to the roof with the underside surface of the panels not more than 100 millimetres above the surface of the roof?

Yes       No

d. Please provide your installers Clean Energy Council Accredited Designers and Installers List accreditation number (legislative requirement)

\_\_\_\_\_

e. Please provide your installers AIBS Supplementary Solar PV System Training certificate number (legislative requirement)

\_\_\_\_\_

Installed system cost: \$ \_\_\_\_\_

Date of installation: \_\_\_\_\_

System capacity (kW peak): \_\_\_\_\_

REIMBURSEMENT SOUGHT - please tick the box of the incentive for which you are applying:

- 1.5kW and up to and including 10kW capacity: 20% of the installed system cost up to a maximum of \$1,000.
- 1.5kW and up to and including 10kW capacity: Concession card holders installing the system, 50% of the installed system cost up to a maximum of \$1,000.
- 1.5kW and up to and including 10kW capacity - Landlords installing the system on a residential rental property, 50% of the installed the system system cost up to a maximum of \$1,000.
- More than 10kW up to and including 20kW: 20% of the installed system cost of the system up to a maximum of \$2,500.
- More than 20kW: 20% of the installed system cost of the system up to a maximum of \$5,000.

## Application Declaration

I acknowledge that the application and/or all supporting documentation may be made available for public scrutiny, discussion at a Council meeting and to the Technical Regulator.

I agree to the eligibility criteria and conditions as set out in this document and declare that the information included on and supplied with this form is true and correct and that:

- I have read, meet and agree to the above eligibility criteria and conditions.
- I/we agree to participate in the preparation of a case study that may be used by Council (if requested).
- if applying on behalf of an organisation, I am an authorised representative of that organisation.
- if renting the property for which the devices and/or services are intended, I have the permission of the property owner.
- if the installation is subject to approval from a body corporate, permission has been obtained.

Signed: \_\_\_\_\_ Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

**CITY SUSTAINABILITY AND PARK LANDS**

ADELAIDE CITY COUNCIL

GPO BOX 2252

ADELAIDE SA 5001

[incentives@adelaidecitycouncil.com](mailto:incentives@adelaidecitycouncil.com)