



**ACT**  
Government

**Access  
Canberra.**

# Application for Operating Certificate for Solar Installation 200kW to 1MW

*Utilities (Technical Regulation) Act 2014, s 43*

## Section A — Information

This form should be used for rooftop solar generation installations between 200kW and 1MW. These systems require an operating certificate in order to be compliant with the *Utilities (Technical Regulation) Act 2014*. These systems will require inspection by the Access Canberra Electrical Inspectorate to ensure compliance as an electrical installation; and also an Operating Certificate issued by the Technical Regulator regarding continued service.

Under the *Utilities (Technical Regulation) Act 2014* section 9, small or medium scale electrical generation is a 'regulated utility service'. Electrical generation over 1MW, such as solar farms, will undergo a different process not involving the electrical inspectorate and cannot be submitted using this form. Please use the **Application for Operating Certificate** approved form.

**Requirement:** Obtain preliminary advice from the Utilities Technical Regulation Team before submitting this form.

Yes — please attach any relevant information.

No — please note that you may not be eligible for an operating certificate.

*Obtaining preliminary advice from the Utilities Technical Regulation Team will ensure you are applying for the right type of operating certificate.*

### Privacy Notice

The personal information on this form is provided to Access Canberra of the ACT Government to enable the processing of your application. If all or some of the personal information is not collected, Access Canberra cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislation administered by Access Canberra. The Information Privacy Annex contains information in regard to what information Access Canberra collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. The Information Privacy Policy can be found on the [CMTEDD website, under the "Privacy" menu](#).

## Section B — Installation details

This will help identify if the system you are proposing is eligible to be submitted using this form.

**Requirement:** The generating capacity of the proposed installation must be 200kW or over.

Yes

No — please note that you may not be eligible for an operating certificate.

If your installation is under 200 kW then it is not regulated under the Utilities (Technical Regulation) Act 2014 and does not require an Operating Certificate. It is considered an electrical installation under the Electricity Safety Act 1971, and a **Certificate of Electrical Safety** will need to be submitted to the Access Canberra Electrical Inspectorate.

**Requirement:** The generating capacity of the proposed installation must be less than 1MW.

Yes

No — please note that you may not be eligible for an operating certificate.

If your system is 1MW or over you will need to submit an **Application for Operating Certificate** approved Form.

**Requirement:** The proposed installation must be connected to the Low Voltage Network.

Yes

No — please note that you may not be eligible for an operating certificate.

If your system will be connected to the High Voltage Network, you will need to submit an **Application for Operating Certificate** approved Form.

## Section C — Applicant details

**Requirement:** Under the *Utilities (Technical Regulation) Act 2014*, section 42, an *unlicensed regulated utility* means a person who provides, or proposes to provide, a regulated utility service under this Act, but is not required to be licensed under the *Utilities Act 2000* (or is exempt from the requirement to be licensed under that Act).

Under the *Legislation Act 2001* a person can mean an individual or a corporation.

### 1. Applicant (the individual or entity applying for the Operating Certificate, who will be responsible for any obligations arising from the requested Operating Certificate):

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Company/Business Name \_\_\_\_\_

Australian Company Number/Australian Business Number (ACN/ABN) \_\_\_\_\_

Business Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

**2. Contact person**

Title \_\_\_\_\_ Surname \_\_\_\_\_

Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

**3. Agent, if applicable (an individual or entity that you have authorised through a contractual arrangement to discuss this application and any obligations arising from the requested Operating Certificate):**

Enclose copy of contractual arrangement between applicant and agent

Title \_\_\_\_\_ Surname \_\_\_\_\_

Applicant Name (individual or entity name) \_\_\_\_\_

Company/Business Name \_\_\_\_\_

Australian Company Number/Australian Business Number (ACN/ABN) \_\_\_\_\_

Postal Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

**Signature of Applicant authorising Agent:**

\_\_\_\_\_ Date: / /

**Signature of Agent:**

\_\_\_\_\_ Date: / /

**Section D — Proposed regulated utility service**

**1. Please provide details of the proposed solar system:**

\_\_\_\_\_  
\_\_\_\_\_

**2. Please provide the location of the proposed system.** If the proposed system is located in or on a building, or within the boundaries of a single block of land, please provide the block, section and suburb. If the proposed service extends over multiple blocks of land please provide a system plan that clearly demonstrates where each component of the regulated utility network will be located:

**Location:** \_\_\_\_\_

Block / Section / Suburb: \_\_\_\_\_

System Plan included: Y / N / N/A \_\_\_\_\_

## Section E — Licensed electrician

**Requirement:** An ACT licensed electrician must undertake all wiring work associated with the system.

Have you engaged an ACT licensed electrician?

Yes — please complete:

Name \_\_\_\_\_ licence number \_\_\_\_\_ expiry date \_\_\_\_\_

Class of licence \_\_\_\_\_ licensee signature \_\_\_\_\_

Is the licence currently cancelled or suspended? \_\_\_\_\_

No — please note that you may not be eligible for an operating certificate.

## Section F — Supporting information

**Requirement:** Under the *Utilities (Technical Regulation) Act 2014*, section 43 (2), an application for an operating certificate must include information about the utility's:

- (a) capacity to ensure the safe, reliable and efficient delivery of regulated utility services; and
- (b) promotion of the long-term serviceability of regulated utility networks and regulated utility services; and
- (c) promotion of design integrity and functionality of regulated utility networks; and
- (d) capacity to ensure the safe and reliable operation and maintenance of regulated utility networks and regulated utility service to protect the following:
  - (i) the public;
  - (ii) people working on regulated utility networks and regulated utility services;
  - (iii) property near regulated utility networks and regulated utility services; and
  - (iv) the environment.

To meet the above requirements, the following supporting information is required to be submitted with this application form (please tick and provide copies):

### 1 Estimate of system performance

*The expected annual energy generated by the system inclusive of any theoretical assumptions, performance factors, etc.*

Estimate of system performance provided? Yes  No

### 2 Single line diagram for the system

*A schematic diagram of the system including standard wiring notes, legends, system overview, detailed layout and protection settings.*

Single line diagram provided? Yes  No

### 3 Components list for the system

*A comprehensive list of all components used in the proposed system – PV panel, inverter system, monitoring system etc. Also detailed manufacturer specifications, warranty information etc.*

Components list provided? Yes  No

### 4 Maintenance schedule for the system

*A comprehensive list of maintenance of the system including components; maintenance actions (visual inspection, anti-islanding, testing etc); personnel responsible for actions (staff, qualified electrician etc); frequency of maintenance (weekly/monthly/quarterly/half yearly/annually etc) and status of action.*

Maintenance list provided? Yes  No

### 5 Maintenance procedure for the system

*Any documentation on manufacturer's recommended maintenance of the system, or maintenance procedures. Details on existing/new software systems or processes. Should include key personnel responsible for implementation of the maintenance plan.*

Maintenance list provided? Yes  No

### 6 Building approval

*Building approval under Part 3 of the Building Act 2004 is required to be issued prior to construction of the systems.*

Building Approval issued? Yes  No

Date issued \_\_\_\_\_ Provide Building Approval number \_\_\_\_\_

### 7 Clean Energy Council accreditation

*Any documentation from the Clean Energy Council on installation and commission and a written statement from the Clean Energy Council accredited installer.*

Clean Energy Council documentation provided? Yes  No

### 8 Timeline of execution

*This is required so that the Technical Regulator can undertake compliance monitoring against the Operating Certificate.*

Timeline of execution provided? Yes  No

**Please provide estimated dates for project milestones:**

Date of proposed connection agreement with electricity distributor \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Anticipated commencement of works \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Anticipated completion of works \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Section G — Conditions

**Requirement:** The system must be inspected and passed by the ACT Electrical Inspectorate before it becomes operational.

## 9 Certificate of Electrical Safety submission

A Certificate of Electrical Safety must be submitted to the Access Canberra Electrical Inspectorate after construction of the system and prior to energisation. The Operating Certificate will contain a condition that only permits the 'provision of service' by the system once the system has been passed by the Electrical Inspectorate. This includes rectification of all defects.

I understand and agree to the condition being imposed on the Operating Certificate

## Section H — Consent and Application Declaration

I,

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*Insert name, address and occupation of person making the declaration*

make the following declaration

1. **I declare** that I make this application to the Technical Regulator for an operating certificate to provide a regulated utility service under the Act and that all statements, and the documents/information provided in support of the application, are accurate, true and correct.
2. **I authorise and consent:**
  - a) to the Technical Regulator and the Utilities Technical Regulation Team making enquiries of, and exchanging information with, the relevant regulatory authorities of any State or Territory, or other country, regarding my operating certificate and practice of my regulated utility service, or otherwise regarding matters relevant to this application; and
  - b) to receive information from the Technical Regulator and the Utilities Technical Regulation Team relevant to my operating certificate.
3. **I acknowledge:**
  - a) that the Technical Regulator and the Utilities Technical Regulation Team may validate documents provided in support of this application or wish to confirm my identity;
  - b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted or additional fees being applied as per the statutory instrument authorising fees to be taken under the Act;
  - c) that the Technical Regulator has the right to refuse my application if not satisfied that I am eligible to hold an operating certificate;
  - d) that the Technical Regulator may impose a condition on my operating certificate; and
  - e) if a condition of the operating certificate is not complied with, the Technical Regulator has the right to revoke my operating certificate. **Conditions will include payment of appropriate fees.**
4. I affirm that I have authority to undertake any activity necessary to comply with the *Utilities (Technical Regulation) Act 2014* and a direction issued by the Technical Regulator.

5. I undertake to comply with the *Utilities (Technical Regulation) Act 2014* and technical codes made under the Act relevant to my operating certificate when providing, or offering to provide, a regulated utility service(s); and
6. If signing on behalf of a company or organisation, I the undersigned declare I have the appropriate delegation or authority to sign on behalf of the company or organisation.

Giving false or misleading information is a serious criminal offence under the *Criminal Code 2002*

**Requirement:** If the application is in a company name then a director of the company must sign this declaration.

Print name of applicant (or director): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section I — Lodgement and contact information

Lodgement of this application form to the Utilities Technical Regulation Team may be via email, post or in person at the Access Canberra Environment Planning and Land Shopfront. An invoice will be issued to you for the fees payable after your Operating Certificate is issued.

Fees are found in the *Utilities (Technical Regulation) Operating Certificate Fees Determination 2019* at the following link <https://legislation.act.gov.au/a/2014-60/>

### Utilities Technical Regulation Team Access Canberra

Postal Address: GPO Box 158, Canberra ACT 2601

OR

Access Canberra Environment, Planning and Land Shopfront  
Dame Pattie Menzies Building, 16 Challis Street, Dickson ACT 2602

Office Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

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