# Checklists for ‘properly made’ applications - Solar power stations

These checklists are for installers or registered participants when applying to accredit a power station.

**The Clean Energy Regulator (CER) will only assess applications that are ‘properly made’. A properly made application includes all information and supporting documents listed in checklist 1 and 2.**

Please allow 6 weeks for us to assess your properly made application. We will pause the 6-week time frame if we need further information. We will let you know how long you have to respond.

We understand that it isn’t always possible to submit a properly made application for some time after commissioning.

If you can’t complete a properly made application in the first instance, we will accept a ‘genuine application’. A genuine application must have all information required by checklist 1 and include a reasonable attempt to complete checklist 2.

You will then have up to 3 months to re-submit your application with **all** information to achieve a properly made application.

These are the steps to submit a genuine application:

1. Submit your application no earlier than 6 weeks before installation or commissioning your power station.
2. Your application will be assessed, and we will let you know what information is missing for your application to be properly made.
3. You will have 3 months to re-submit your application with **all** information.
4. We will assess your application against checklist 1 **and** 2 and notify you if your application is now properly made.
5. All applications must be submitted through the REC Registry.

We encourage applicants to read this document before starting work onsite so you can collect site-based evidence at the right time. The photographic evidence in this form is mandatory. Applicants may need to repeat site visits if photos are missing, not sufficient quality or not of the right components.

Please contact the large-scale renewables energy target team on 1300 553 542 or CER-RET-Powerstations@cer.gov.au if you have any questions.

## 1. Genuine application checklist

A genuine application requires all applicable information from checklist 1 and an attempt at checklist 2.

| Required information | Additional guidance |
| --- | --- |
| **Applicant details**[ ]  Details of the owner and operator of the power station [ ]  The applicant (nominated person) is an owner or operator of a power station[ ]  Evidence that all stakeholders (other than the applicant) have agreed to make the application (if applicable) | [Step one – applying to become a registered person](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Applying-for-accreditation#:~:text=Step%201%20%2D%20Applying%20to%20become%20a%20registered%20person)[Agreement to the making of an application for accreditation of a power station](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria#:~:text=Agreement%20to%20the,application%20form.) |
| **Power station details**[ ]  Power station name in correct format: <unique name> - <renewable type [w SGU]> - <State abbreviation>[ ]  Details of the address and geocoordinates of the power station[ ]  Latitude and longitude updated to show exact system location[ ]  Details of any battery energy storage system (if applicable)[ ]  Details of any small generation unit (SGU) associated with the power station (if applicable) | [Application requirements and eligibility criteria](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria)[Requirements for upgrading a small generation unit to a power station](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/requirements-for-upgrading-a-small-generation-unit-to-a-power-station) |
| **Eligible renewable energy source details**[ ]  List of eligible energy sources for generated power[ ]  Direct current (DC) capacity of the power station (in MW) correct to 4 decimal places including SGU capacity (if applicable)[ ]  List of non-eligible energy sources for generated power (if applicable)[ ]  Details of components integral to the operation of the power station:* Panel make, model, power rating and quantity
* Inverter make, model, power rating and quantity
* Framework and housing for the system (panel racking/mounting system)
* Export limiting device (if applicable)
* SGU panel make, model, power rating and quantity (if applicable listed as “SGU component” in details column)
* SGU inverter make, model, power rating and quantity (if applicable listed as “SGU component” in details column)
 | [Eligible energy sources](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/eligible-energy-sources)[Components and electrical single line diagram](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/components-and-electrical-single-line-diagram)[*Renewable Energy (Electricity) Regulations 2001*Schedule 1—Guidelines for determining components of electricity generation system that are taken to be part of a power station](https://www.legislation.gov.au/Series/F2001B00053) |
| **LGC methodology** ☐ A planned LGC methodology describing the measurement of electricity generation, under Regulation 14 of the Regulations (general formula). This may be worked out during the accreditation process |  |
| **Metering details**[ ]  Details of large-scale generation certificates (LGC) meters used in support of measurement of electricity generation under Regulation 14 of the Regulations (general formula)[ ]  Details of the electricity network:* Is the power station in the National Electricity Market (NEM)?
* National meter identifier (NMI) number (if applicable)
* How generated electricity is used (select all that apply)
* Internal use
* Distribution
* Transmission

[ ]  An electrical single line diagram (ESLD) for the system, illustrating:* the generation components (including make, model, power rating and quantity)
* LGC meters
* connection point meter (including NMI if applicable)
* Small-scale Renewable Energy Scheme (SRES) components (if applicable)
* battery energy storage system (if applicable)
* any other relevant components and connections
 | [Metering guidance](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/metering-guidance)[Components and electrical single line diagram](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/components-and-electrical-single-line-diagram) |
| **Approval details**[ ]  Documentation demonstrating compliance with planning and development requirements (explanation if exempted)[ ]  Documents demonstrating that building approvals or permits are in progress (explanation if exempted)[ ]  Documentation demonstrating compliance with Commonwealth, state or territory environmental requirements (if applicable) | [Operation in accordance with Commonwealth, state, territory or local approvals](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/operation-in-accordance-with-commonwealth-state-territory-or-local-approvals) |
| **Generation details**[ ]  The date of first generation |  |
| **Generation projection**[ ]  Details of the estimated average annual output of the power station (in MWh) over the next 3 years by fuel source |  |
| **Declaration**[ ]  Declaration made by the applicant |  |
| **Application fee**[ ]  Application fee paid | [Fees](https://www.cleanenergyregulator.gov.au/OSR/REC/Fees)  |

## 2. Properly made application checklist

For your application to be properly made, you must submit all requirements from checklist 1 **and** 2 in an updated application.

If you are submitting a ‘genuine application’, please provide reasonable explanations for any incomplete sections. The remaining information must be submitted within 3 months of your initial application. Assessment will not begin until we receive all information.

| Required information | Additional guidance |
| --- | --- |
| **Eligible renewable energy source details**[ ]  Photographs of components integral to the power station:* Photos of LGC metering installations with serial numbers visible
* Completed installation
 | [Eligible energy sources](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/eligible-energy-sources) [Components and electrical single line diagram](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/components-and-electrical-single-line-diagram)[*Renewable Energy (Electricity) Regulations 2001*Schedule 1—Guidelines for determining components of electricity generation system that are taken to be part of a power station](https://www.legislation.gov.au/Series/F2001B00053) |
| **Metering details**[ ]  An **as-built** electrical single line diagram (ESLD) for the system, illustrating:* the generation components (including make, model, power rating and quantity)
* LGC meters (including make, model, and **serial numbers, marked in the correct locations on the ESLD**)
* connection point meter (including NMI if applicable)
* SRES components (if applicable)
* battery energy storage system (if applicable)
* any other relevant components and connections.
 | [Metering guidance](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/metering-guidance)[Components and electrical single line diagram](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/components-and-electrical-single-line-diagram) |
| **LGC Methodology** [ ]  A final LGC methodology describing the measurement of electricity generation, under Regulation 14 of the Regulations (general formula). **This must include all relevant LGC meters measuring generation and auxiliaries for the power station.** | [Large-scale generation certificate general formula](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Large-scale-generation-certificates/Large-scale-generation-certificate-eligibility-formula) |
| **Generation details**[ ]  The updated date of first generation (if it has changed since the initial application) |  |
| **Approval details**[ ]  Documents demonstrating that building approvals or permits are in place (explanation if exempted)[ ]  Documents demonstrating compliance with electrical safety requirements (for example, Certificate of Electrical Safety)[ ]  Copy of signed connection agreement[ ]  Copy of electricity sale agreement (if applicable)[ ]  Copy of recent electricity bill (if applicable)[ ]  Copy of generator’s licence (if applicable)[ ]  Documents demonstrating that installation and associated building meet structural engineering requirements. For example, sign off from a structural engineer capable of safely accepting the extra load imposed by the installation | [Operation in accordance with Commonwealth, state, territory or local approvals](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/operation-in-accordance-with-commonwealth-state-territory-or-local-approvals) |
| **Declaration**[ ]  Declaration made by the applicant |  |