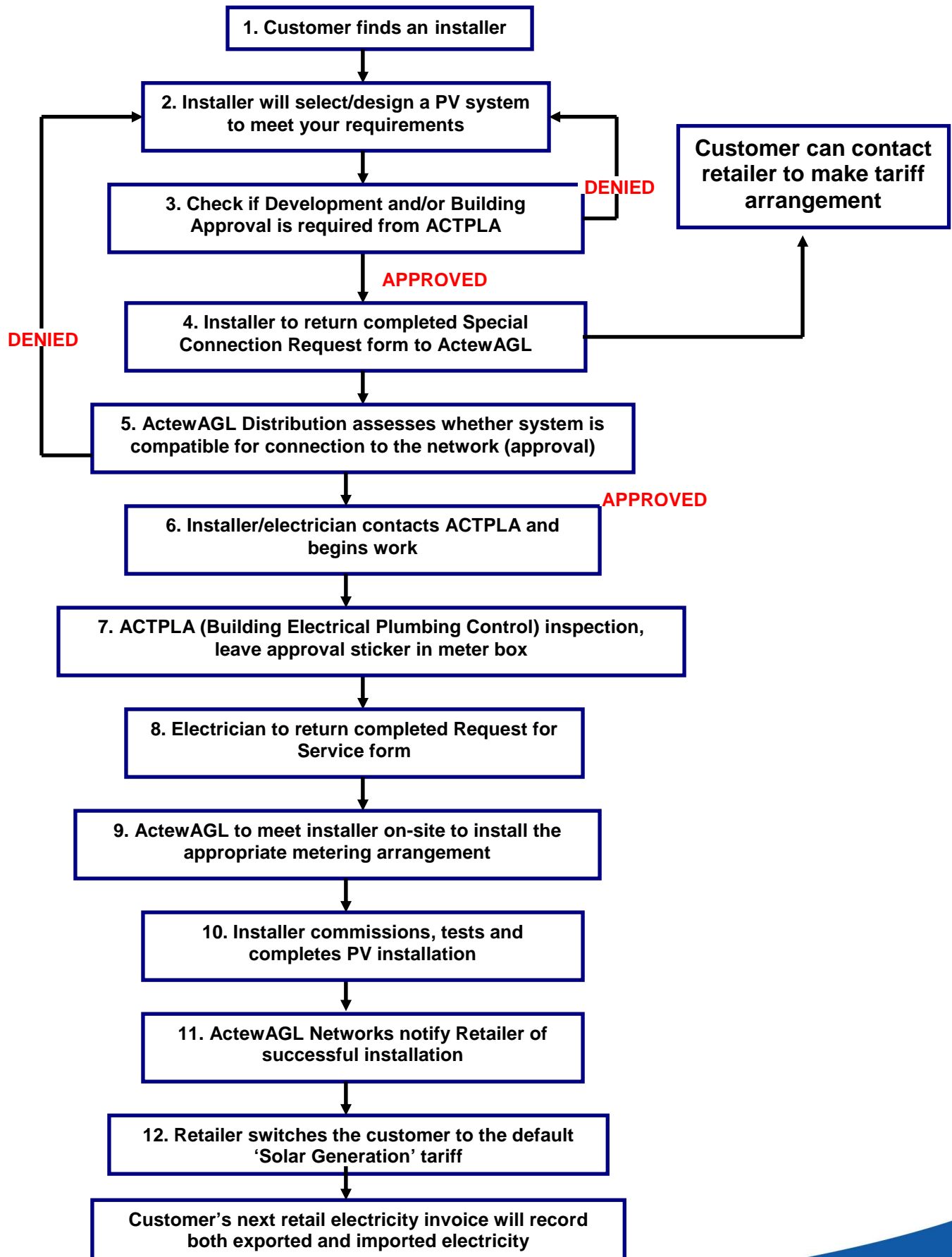


## Residential Solar PV Step by Step Guide



### **Step 1: Find an installer**

The first step is to choose your installer.

A current list of accredited installers is available at the [BCSE website](#) (Australian Business Council of Sustainable Energy website). Alternatively, see “Solar Energy Equipment” in the Yellow Pages to find local installers.

### **Step 2: Select/design a PV system**

Your installer will select or design a PV system to meet your requirements.

### **Step 3: Check if development and/or building approval is required from ACTPLA**

Some PV installations may require development or building approval from ACTPLA. To check if your PV installation need apply for approval click [here](#).

If approval is required then you must gain approval before the process can continue. If approval is denied the process effectively goes back to step 2.

### **Step 4: Complete special connection request form**

You, in conjunction with your installer must complete and return to ActewAGL a Special Connection Request form. This form contains key information about your PV installation. You can obtain the Special Connection Request form the [ActewAGL's website](#), or by contacting ActewAGL on (02) 6293 5749.

At this stage in the process you can contact your electricity retailer to apply for the ACT Government's Feed-In Tariff scheme.

### **Step 5: Gain approval from ActewAGL**

ActewAGL will check that your PV system complies with ActewAGL's Service and Installation Rules. Then, if the PV system is network compatible ActewAGL's approval will be given.

Approval maybe denied because the PV system contains a non-compliant component. In this case, the non-compliant component of the PV system will need to be reselected or redesigned. Approval may also be denied because a network upgrade is required to accommodate the PV system. In this case you will have to wait for the required work to be completed before continuing the connection process.

If approval is denied the process effectively goes back to step 2.

### **Step 6: Contact ACTPLA**

Your installer/electrician will contact ACTPLA and inform them of the electrical work taking place. At this stage the installer/electrician may begin to carry out installation of the PV system. However they cannot complete the work until ACTPLA has inspected and approved the installation and ActewAGL have set-up the required metering arrangement by either installing a second meter or replacing the existing meter.

### **Step 7: ACTPLA inspection**

Your installer/electrician will inform ACTPLA when work has reached a point where the PV installation can be inspected. Here ACTPLA will carry out an inspection of the wiring and other electrical work. If the requirements of this inspection are met ACTPLA will leave an approval sticker in the meter box.

### **Step 8: Request for an appointment**

The electrician must submit a Request for Service form to ActewAGL for an appointment to install metering. The electrician can submit this form at any time between steps 3 and step 6. It is at this point that ActewAGL knows your PV installation is proceeding and that you will require a new meter or meter replacement soon.

### **Step 9: Installation of new metering arrangement**

ActewAGL will meet the installer/electrician on-site to install the appropriate metering arrangement. If all the steps above were completed, then ActewAGL will be ready to connect the PV system to the network.

### **Step 10: Installer completes your PV installation**

The installer/electrician will now commission and test the PV installation.

### **Step 11: ActewAGL notify retailers of successful installation**

ActewAGL will notify your electricity retailer of the completion of all electrical work. This is done via a national business to business process where an electronic notification is sent to the retailer informing them of the new meter, date installed and the revised default tariffs.

### **Step 12: Customer is switched to the default 'Solar Generation' tariff**

Your retailer will make the necessary changes to your account. If you want to participate in the ACT Government's Feed-In Tariff scheme and receive the premium price for the electricity generated, you should contact their electricity retailer immediately.