

MUNISIPALITEIT
VAN
PRINS ALBERT



MUNICIPALITY
OF
PRINCE ALBERT

Rig alle korrespondensie aan:
DIE MUNISIPALE BESTUURDER
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SSEG APPLICATION PROCESS PRINCE ALBERT MUNICIPALITY

The *Application for the Connection of Embedded Generation* form shall be completed for all applications to connect an SSEG installation to the municipal electrical network. The forms are available on the Municipality's website or from the electricity department offices.

- **Step 1: Obtain the Application Form**
 - Visit the Municipality's website and download the relevant application form/s or request the forms from the electricity department offices.
- **Step 2: Complete application form for the connection of SSEG**
 - The Municipality requires that the application form/s be signed by the current electricity customer/account holder.
 - Details of the proposed installer shall also be provided.
 - The applicant may need support from the proposed installer or registered personnel in completing the application form.
 - By signing the application form the customer agrees to the *General Terms and Conditions: Contract for Connection of an Embedded Generator* (this document is available on the municipal website or on request from the electricity department offices).
- **Step 3: Obtain permission from other Municipality departments**
 - The electricity department requires prior approval of the proposed SSEG installation from other departments as stipulated in the form (e.g. buildings department). All such approvals must be reflected in or submitted with the application form.
- **Step 4: Submit completed application form/s and attachments**
 - Form/s shall be submitted to the relevant contacts at the electricity department.
 - Attachments to the application include an initial design circuit diagram (for >100kVA systems) and the inverter certification of compliance with NRS 097-2-1.
- **Step 5: Installation commencement upon approval from the municipality**
 - After due consideration of the application, the applicant will be informed in writing whether the application has been successful or not.
 - If further information or grid studies are required by the municipality, the applicant will be notified thereof.
 - Once notified of a successful application, the applicant may commence installation (it is advised that the applicant does not pay for any equipment until municipal approval to install is granted in writing, as such approval is not guaranteed).

Step 6: Commissioning and documentation to be submitted to the electricity department.

- Commissioning of the SSEG installation shall be undertaken by a competent person, who shall complete and sign off the *SSEG Installation Commissioning Report*.
- In addition to the *SEG Installation Commissioning Report*, there is a list of other documentation specified on the Commissioning Report for submission with the Report, including:
 - Final as-built circuit diagram
 - Inverter type test certificate according to NRS 097-2-1.
 - An electrical installation Certificate of Compliance as per SANS 10142-1 (and SANS 10142-1-2 when published).
 - All completed documentation shall be submitted to the relevant electricity department office.

▪ **Step 7: Inspection of installation if necessary**

- The Municipality shall inspect the SSEG installation if they deem it necessary, although this is unlikely in the case of a residential application.

▪ **Step 8: Approval granted to connect to the municipal electrical network and generation commences**

- If all of the above is satisfactory, the Municipality shall install the necessary meter, or check that such is installed.
- Approval to connect the SSEG installation to the municipal electrical network shall be provided by the electricity department to the customer, in writing, together with any operation and other requirements deemed necessary.
- Once this is done, the change to the SSEG tariff shall be implemented if applicable.