



## ***Solar Homes and Communities Plan***

### ***Residential application for pre-approval***

#### **Step 1**

Read the *Solar Homes and Communities Plan – Guidelines for residential applicants* to check if you are eligible.

#### **Step 2**

Obtain a quote for the supply and installation of the system from an accredited renewable energy designer/installer. It is in your best interests, wherever possible, to seek more than one quote and obtain details of the equipment in relation to the assessed load, warranty and maintenance contracts offered.

#### **Step 3**

Complete this *Residential application for pre-approval* in conjunction with your chosen system designer/installer. Complete all relevant questions – incomplete applications will not be accepted. The accredited system designer is also required to sign the application.

#### **Step 4**

Send your completed *Residential application for pre-approval* and all supporting documentation to:

Solar Homes and Communities Plan  
Program Manager  
Department of the Environment, Water, Heritage and the Arts  
GPO Box 787  
CANBERRA ACT 2601

**Your application must be approved by the Program Manager before the system installation commences.**

*A rebate will NOT be paid for equipment installed without pre-approval being granted.*

#### **Step 5**

You will be notified in writing if the application has been accepted or not within six weeks from receipt of the complete application.

The notification of pre-approval will set out any additional compliance requirements together with the pre-approval expiration date which will be nine months from the date pre-approval is granted. The Program Manager has the discretion to grant an extension of the pre-approval due to unforeseen circumstances.

On receipt of pre-approval, you should immediately notify the installer so that materials can be ordered and installation commenced.

#### **Step 6**

You will receive a copy of the *Installation report* with the notification of pre-approval. When the system has been installed, you must forward to the Program Manager the completed *Installation report*, including any requested attachments and photographs.

#### **Step 7**

Payment of a rebate will be made on receipt, by the Program Manager, of a fully and correctly completed *Installation report*. You can generally expect to receive the rebate within six weeks of the receipt of the *Installation report*. The Program Manager will forward the rebate to you or, if requested in writing, to a relevant third party (e.g. the installer).

**Part A – To be completed by applicant****1 Applicant details**

Title Mr  Mrs  Ms  Miss    
Other

Surname

Given name(s)

Installation address   
  
State  Postcode

Postal address  
(if different to above)   
  
State  Postcode

**Is your family's taxable income less than \$100,000?**

*Family includes you and your spouse in the most recently completed tax year prior to pre-approval application receipt. For further information please see definition in guidelines*

No  > You are not eligible for the rebate

Yes  > What is your family's taxable income?

\$0-\$20,000

\$20,001 - \$40,000

\$40,001 - \$60,000

\$60,001 - \$80,000

\$80,001 - \$99,999

Are you the owner of the installation address?

No  > You are not eligible for the rebate

Yes

Is the installation address currently your principal place of residence?

No  > Why is the installation address not your principal place of residence?

Yes

When will the installation address become your principal place of residence?

**Contact details**

Work phone number (  )

Fax number (  )

Email address (  )

Home phone number

Mobile phone number

Other

I give permission for the Department of the Environment, Water, Heritage and the Arts to advise the installer of this application status

Yes  > The Department of the Environment, Water, Heritage and the Arts will send an email to the installer advising if the application has been pre-approved

**2 Installer details**

Company name	<input type="text"/>
Accredited person	<input type="text"/>
Phone number	( <input type="text"/> )
Email	<input type="text"/>
Accreditation number	<input type="text"/>

**3 Designer details** (if different to above)

Company name	<input type="text"/>
Accredited person	<input type="text"/>
Phone number	( <input type="text"/> )
Accreditation number	<input type="text"/>

**4 Supplier details**

Company name	<input type="text"/>
Contact name	<input type="text"/>
Phone number	( <input type="text"/> )
Who is the contact for this application (Applicant, Supplier, or Installer)?	<input type="text"/>

If the application is incomplete or needs to be sent back it will be sent to this contact person.

**5 System summary**

Proposed installed capacity	<input type="text"/>	watts
Planned installation date	<input type="text"/>	
Total cost of system	\$ <input type="text"/>	
Rebate amount requested	\$ <input type="text"/>	

Are you upgrading or extending a pre-existing system?

No

Yes  > Has a rebate previously been received for this system?

Unsure

No

Yes  > Scheme name

Year funding received

Amount of funding received

\$

System type:  
(select one)

Grid interactive

Stand Alone Power System

**Part B – To be completed in conjunction with the system designer/supplier****6 System design and performance statement**

Item	Manufacturer	Model number	Capacity (if applicable)	Quantity	Unit price (excl. GST)	Total price (excl. GST)
<b>New renewable energy components</b>						
PV panels						
Inverter						
Batteries						
Batter Charger / Regulator						
Balance of System (parts)						
<b>Subtotal of new renewable energy components (excl. GST)</b>						
<b>Installation costs</b>						
Design						
Installation						
Other – specify						
<b>Subtotal of installation costs (excl. GST)</b>						
<b>Total of components plus installation (excl. GST)</b>						
<b>GST</b>						
<b>Total cost (including GST)</b>						

**7 Systems incorporating existing equipment**

Existing system components to be used as part of the new system  
(include batteries, generating and enabling equipment)

Item	Quantity	Size/capacity per unit	Total size/capacity

**8 Stand Alone Power Systems**

Renewable energy output	Winter	Summer
Output from existing PV	kWh/day	kWh/day
Output from new PV	kWh/day	kWh/day
Worst possible average daily load	kWh/day	kWh/day
Renewable energy contribution to daily load	%	%

Inverter  kW continuous

System voltage  Vdc

Generator size  kW

Expected generator run time  average hours per week

**9 System designer's certification**

I certify that:

- this system design accords with all relevant Australian Standards and legislative requirements.
- this system complies with the Solar Homes and Communities Plan – Guidelines for residential applicants.
- this system is appropriate for the installation address and the predicted system performance has been discussed with the home owner.

**Signed**

Date

 /  / 

Designer's name

Accreditation number  
(Mandatory)

## Part C – To be completed by applicant

### 10 Application checklist

Incomplete pre-approval applications will not be approved until all the relevant information is received.

All applicable questions have been completed in full

A copy of your driver license (front and back) has been attached to prove you live at the installation address

A copy of a recent rates notice has been attached to prove you are the owner occupier

### 11 Applicant's certification

By signing below, I certify that:

- the system described in this application will meet all the requirements for participation in the program.

<ul style="list-style-type: none"> <li>as the applicant, I am the owner of the residential property where the new photovoltaic system is to be installed, and it is my principal place of residence.</li> </ul>	
<ul style="list-style-type: none"> <li>as the applicant that I have read and understood the <i>Solar Homes and Communities Plan - Guidelines</i>.</li> </ul>	
<ul style="list-style-type: none"> <li>to the best of my knowledge, all of the above details are correct at the time of completing this form. Providing false or misleading information is a serious offence and carries penalties under the <i>Criminal Code Act 1995</i>.</li> </ul>	
<ul style="list-style-type: none"> <li>I agree as the applicant that I have and will provide the Australian Government with sufficient and reasonable evidence of my eligibility for the rebate, including in relation to household taxable income, if requested, any time up to 5 years after installation. This may include allowing an authorised inspector access to my property to inspect the installation of my photovoltaic system as requested by the Australian Government.</li> </ul>	
<ul style="list-style-type: none"> <li>I acknowledge as the applicant that the Australian Government accepts no liability for any loss, damage or cost incurred as a result of, or arising from, the installation of a system which has been the subject of a rebate application, or the application for the rebate.</li> </ul>	

Signed

Date

 /  / 

### About the information you give

Personal information is protected by law.

### Why we need the information

The information we ask for in your *Residential application for pre-approval* and in the *Installation report* is required to assess your eligibility for a rebate under the Australian Government's Solar Homes and Communities Plan.

### Sharing the information with others

Information contained in the *Residential application for pre-approval* and in the *Installation report* may be provided to another agency or body. These agencies or bodies include:

- the Clean Energy Council;
- representatives of the Program Manager involved in reviews or audits of the program;
- other organisations in special circumstances where Commonwealth legislation allows or requires, or where you give permission.

### Your right to privacy

As a Commonwealth agency the Department of the Environment, Water, Heritage and the Arts is bound by the *Privacy Act 1988*. This Act obliges the Department to protect you from unwanted or unnecessary intrusion into your private life and to follow certain standards in requesting and managing the information we receive.