



**RENEWABLE ENERGY SELF-GENERATOR PERMIT  
APPLICATION FORM**

**NON-RESIDENTIAL**



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## **RENEWABLE ENERGY SELF GENERATOR PERMIT APPLICATION FORM**

### **Guide**

**Part One: General Information**

**Part Two: Information about Self-generation facility**

**Part Three: Installer Information**

**Part Four: Applicant Checklist**

**Part Five: Pledge by the Applicant**



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## **INSTRUCTIONS TO THE APPLICANT**

If the space provided in the Form is not sufficient to include all the information requested, the applicant is entitled to edit this Form to expand the required section(s).

It is forbidden to modify or eliminate any section or paragraph of this Form. Any application breaching this obligation shall be considered incomplete or invalid.

If you have any doubt regarding how to fill this Form, the information to be attached to this Form and/or require further clarification, you may contact the Public Utilities Regulatory Commission at the following email address: [sgapplication@purc.gd](mailto:sgapplication@purc.gd).

Please note that the information on this Form is subject to review and change by the PURC.

### **Who is obliged to submit this Form?**

If you self-generate or intend to self-generate electricity, you may be exempted from the obligation of obtaining a licence in the following circumstances:

- a) if you possess electricity generation capacity and equipment for such generation and use of electricity from any source for your own use during periods when the network licensee is prevented by weather or other emergent circumstances from supplying electricity to such self-generator.
- b) if you generate electricity from renewable resources for your own consumption.
- c) if you generate electricity exclusively for your own consumption and use and you are located in an area which is not supplied with electricity by any grid - network licensee.

If in accordance with the previous paragraph, you are exempted from the obligation of obtaining a licence but you have interconnected or intend to interconnect your generation facilities to the electricity network of the grid (Network Licensee), you shall apply for a Permit.

**The completed application Form must be submitted to the Commission.**



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## How to submit this Form?

This Form shall be fully completed, in writing, and signed by an authorised representative of the applicant.

The application for a permit must contain all the requirements and information detailed in this Form.

This application shall be submitted to the Public Utilities Regulatory Commission by any of the following means:

- 1) personally to the address of the Public Utilities Regulatory Commission indicated below; or
- 2) by post to the address below indicated; or
- 3) by electronic means to the email address given below.

***Public Utilities Regulatory Commission:***

- *Address: Queen's Park, St George's, Grenada*
- *Mail: P O Box 2443, Queen's Park, St George's, Grenada*
- *Email: [sgapplication@purc.gd](mailto:sgapplication@purc.gd)*

## Payment of the Application Fee

Applicants with existing interconnection arrangements with the (GRENLEC) grid are required to pay a permit fee of **EC\$75.00** which must be submitted with this Form.

All other applicants must also pay a non-refundable application fee of EC\$75.00, amounting to a total application fee of **EC\$150.00**, which must be submitted with this Form.

The Public Utilities Regulatory Commission will contact you to confirm whether the application form is complete or incomplete.



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**PART ONE: GENERAL INFORMATION**

**1.1. APPLICANT**

1.1.1. Name of the applicant

.....

1.1.2. Main Address

.....

1.1.3. Where applicable **at least one** of the following:

GRENLEC Account number for the above address:

.....

Or GRENLEC Meter number:

.....

1.1.4 . Nearest Electrical Pole GRENLEC Registration number:

.....

1.1.5 . Tel. No:

.....

1.1.6 . Fax No:

.....

1.1.7 . Email address

.....

**1.2. REPRESENTATIVE (COMPLETE IF THE PERSON WHO SUBMITS THE APPLICATION IS A REPRESENTATIVE OF THE APPLICANT)**

**NB: INSTALLER INFORMATION SHOULD BE ADDED HERE IF APPLICABLE**



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1.2.1. Name

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1.2.2. Mailing Address (in Grenada)

.....

1.2.3. Tel. No.

.....

1.2.4. Fax No.

.....

1.2.5. Email/address

.....

**1.3. COMPANY DETAILS**

1.3.1. Place of incorporation/registration

.....  
.....

1.3.2. Registered name of company

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.....

1.3.3. Year of incorporation/registration

.....

1.3.4. Number of incorporation/registrations

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1.3.5. Legal status of the Company (*please state whether the applicant is a private limited company, a public limited company, overseas company, other body corporate, partnership, association, or other entity*)

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.....

1.3.6. If the applicant is a partnership or other kind of joint venture, please indicate name and address of partners

(a) Name, and address: .....

.....

(b) Name, and address: .....

.....

(c) Name, and address: .....

.....

*(If necessary, please extend this list of partners )*

**1.4. ADDITIONAL DOCUMENTS**

The original or certified copies of the following documents shall be enclosed with this Form:

- (a) A certified copy of incorporation if the applicant is a legal person.
- (b) The original of power of attorney that certifies that the signatory of this Form represents the applicant if the signatory of this Form is a representative.



**PART TWO: INFORMATION ABOUT SELF-GENERATION FACILITY**

**2.1. ADDRESS (FOR INSTALLATION)**

.....  
.....  
.....

**2.2. (A) GENERATION CAPACITY (KW) AND (B) INVERTER RATING (KW)**

(A).....

(B).....

**2.3. ENERGY SOURCE AND TECHNOLOGY USED TO GENERATE ELECTRICITY (E.G. SOLAR/WIND/ BIOMASS)**

.....  
.....

**2.4. ENERGY STORAGE FACILITY (YES/NO). If yes, please provide technical details.**

.....  
.....

**2.5. SELF GENERATOR FACILITY INSURANCE (YES/NO)**

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.....

**2.6. MANUFACTURER AND COST OF GENERATION SYSTEM (INCLUDING INSTALLATION COST)**

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**2.7. INTERCONNECTION TO THE GRID SYSTEM**

Please specify whether or not your self-generation facility is connected to the transmission or distribution system of the electricity grid. (YES/NO)

.....

2.7.1. If yes, please provide details of interconnection **(including any signed contracts)**.

.....

.....

.....

2.7.2. If no, please specify whether or not you have already requested the interconnection of your self-generation facility to the transmission or distribution system of the grid system.

.....

2.7.3. If yes, please provide details of the requested interconnection.

.....

.....

**2.8. ADDITIONAL DOCUMENTS**

Copies of the following documents must be enclosed with this Form:

- (a) an electrical single-line diagram or sketch showing how the inverter will be interconnected; the self-generator Facility single-line diagram to include showing applicable relay and meter connections. (Three-line drawing for three phase units and two-line drawing for single phase showing AC connections to the relays and meters).
  
- (b) the manufacturer’s specification sheet for the inverter, PV panels or other RE Generation equipment that includes details of the make and model and the quality assurance certificates; Quality certificates must be CE, UL or equivalent.



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- (c) the manufacturer's nameplate information as applicable including rated voltage, rated current, power factor, HP/kW, rated speed and locked rotor current.
  
  - (d) your most recent electricity bill. In the event the connection is to be made for a new building/s, an estimate of the yearly consumption which is provided by GRENLEC for new buildings should be attached to this form.

**PART THREE: INSTALLER INFORMATION (IF THE APPLICANT AND/OR REPRESENTATIVE ARE NOT THE SAME)**

**3.1 Installer**

3.1.1. Name

.....

3.1.2. Mailing Address (in Grenada)

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3.1.3. Tel. No.

.....

3.1.4. Fax No.

.....

3.1.5. Email/address

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**3.2 COMPANY DETAILS (COMPLETE IF THE INSTALLER IS A LEGAL PERSON)**

3.2.1. Place of incorporation/registration

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.....

3.2.2. Registered name of company

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.....

3.2.3. Year of incorporation/registration

.....

3.2.4. Number of incorporation/registrations

.....  
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3.2.5. Legal status of the Company (*please state whether the installer is a private limited company, a public limited company, overseas company, other body corporate, partnership, association, or other entity*)

.....  
.....  
.....  
.....

3.2.6. If the installer is a partnership or other kind of joint venture, please indicate name and address of partners:

(a) Name, and address: .....  
.....



(b) Name, and address: .....

.....

(c) Name, and address: .....

.....

*(If necessary, please extend this list of partners )*

## PART FOUR: APPLICANT CHECKLIST

Criteria	Completed check the checkbox when completed
1. An electrical single-line diagram or sketch showing how the inverter will be interconnected.	<input type="checkbox"/>
2. The Self-Generator Facility single-line diagram to include showing applicable relay and meter connections. (Three-line drawing for three phase units and two-line drawing for single phase showing AC connections to the relays and meters).	<input type="checkbox"/>
3. The manufacturer's specification sheet for the inverter.	<input type="checkbox"/>
3(a). Quality certificates of the inverters which follow CE, UL, IEEE or equivalent.	<input type="checkbox"/>



4. The manufacturer's specification sheet for the PV panels or other RE Generation equipment.	
4(a). Quality certificates of the PV panels or other RE Generation equipment which follow CE, UL, IEEE or equivalent.	
5. The manufacturer's nameplate information as applicable including rated voltage, rated current, power factor, HP/kW, rated speed and locked rotor current.	
6. Applicant's most recent electricity bill. In the event the connection is to be made for a new building/s, an estimate of the yearly consumption which is provided by GRENLEC for new buildings should be attached to this form.	
7. A certified copy of incorporation if the applicant is a legal person.	
8. The original of power of attorney that certifies that the signatory of this Form represents the applicant if the signatory of this Form is a representative.	

**This checklist serves as a means of ensuring that the form is complete. This checklist outlines the necessary information required for the processing of forms. Please note, if the requirements are not met the application may be rejected.**

**PART FIVE: PLEDGE BY THE APPLICANT**

**Pledge by .....** *(Please add applicant name)*

I, the undersigned (*Applicant/ Representative Name*) declare that:

1. I have due authority to make this application.
2. I have read and understood this Form.
3. I have knowledge and understanding of the Electricity Supply Act, the Public Utilities Regulatory Commission Act, other applicable acts, regulations, and legislation of Grenada; and shall comply with all those acts, regulations, and legislation of Grenada.



4. I understand that knowingly or recklessly making a false, incomplete, or misleading statement in support of this application may lead to the grant of the permit being refused or revoked.
5. I certify that, to the best of my knowledge, all the above provided information is accurate, complete, and not misleading:

Signature of Applicant
.....
Name in capital letters .....
Capacity of signatory .....
Dated .....

For PURC Use	Application identification number .....
	Authorised Signature ..... PURC
	Date: .....