**SMALL-SCALE INDEPENDENT POWER PRODUCER (SSIPP) GENERATION LICENCE APPLICATION FORM**

**SSIPP GENERATION LICENCE APPLICATION FORM**

**Guide – Instructions to the Applicant**

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**Part Two: Information about the Generation Facility**

**Part Three: Installer Information**

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**INSTRUCTIONS TO THE APPLICANT**

Any applicant for a generation licence under the Small-Scale Independent Power Producer (SS-IPP) Program shall complete and submit this Generation Licence Application Form (this Form). This Form may be used to apply for a new licence or for the modification or extension of an existing licence.

This application Form is valid to apply for a generation licence. A Generation licence allows its holder to generate electricity from renewable energy sources;

Applicants are required to read and fully understand the content of the Regulations on the Rules and Procedures for Applying for Licences.

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 filling out 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: ipp.info@purc.gd.

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

**How to submit this Form?**

This Form shall be fully completed, in writing, and signed by the applicant or an authorisedrepresentative.

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:* ipp.info*@purc.gd*

**Payment of the Application Fee**

The Applicant must pay an Application Fee of EC$ 500 which must be submitted with this Form.

Payment of the Application Fee may be made by any of the following ways (*or “shall be made by” if only one options is possible)*:

1. Bank draft; or
2. Personal or Company Cheque

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

**The Public Utilities Regulatory Commission shall not assess any application until it is complete, including all the information and other documents required by this Form**.

**PART ONE GENERAL INFORMATION**

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| --- |
| **Part I: Applicant** (refers to the individual seeking a Licence) |
| Title | Mr. □ | Mrs. □ | Ms. □ | Other |
| First Name |  | Middle Initial (s) |  |
| Surname |  |
| ID # |  |
| Address |  |
| Parish |  |
| Tel. No (H) |  | Tel. (W) |  | Mobile |  |
| Fax No: |  | Email |  |

|  |
| --- |
| **Part II: Company/Business Information** (Refers to companies/businesses/organisations seeking a licence) For correspondence purposes, please provide details for a contact person within the company/business/organisation seeking the licence, or details for an authorised representative. |
| **Contact Person** |
| Title | Mr. □ | Mrs. □ | Ms. □ | Other |  |
| First Name |  | Middle Initial (s) |  |
| Surname |  |
| ID # |  |
| Job Title |  |
| Tel. No (H) |  | Tel. (W) |  | Mobile |  |
| Fax No: |  | Email |  |

|  |
| --- |
| **Applicant** |
| Corporate/Business Name |  |
| Place of Incorporation/Registration |  |
| Incorporation/Registration Number |  |
| Year of Incorporation/Registration |  |
| 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*) |  |
| **Directors/Partners**  |
| Name |  |
| Address  |  |
| DOB |  |
| Position (Partner/Director) |  |
| Name |  |
| Address  |  |
| DOB |  |
| Position (Partner/Director) |  |
| Name |  |
| Address  |  |
| DOB |  |
| Position (Partner/Director) |  |

**Additional DocumentS**

The original or certified copies of the following documents shall be enclosed with the application form:

* 1. certified copy of certificate incorporation;
	2. company’s By-Laws; and

original of legal power that certifies that the signatory of this Form represents the applicant.

**PART TWO: INFORMATION ABOUT GENERATION FACILITY**

|  |  |
| --- | --- |
| 2.0. Name of Generation Facility |  |
| 2.1. Address (For Installation)  |  |
| 2.2. GPS Coordinates of connection point (e.g. Latitude 12.116500, Longitude -61.670001) |
| Latitude |  | Longitude |  |
| 2.3.1. Energy Source & Generator Technology Type (e.g. Solar/Wind/Biomass) |  |
| 2.3.2. If solar, state mounting configuration (roof-top or ground mounted) |  |
| **2.4. Generator Information** |
| 2.4.1. Gross Generating Capacity (kW) |  |
| 2.4.2. Generator Manufacturer |  |
| 2.4.3. Generator Model Number |  |
| **2.5. Inverter Information** |
| 2.5.1. Inverter Capacity |  |
| 2.5.2. Number of Inverters |  |
| 2.5.3. Inverter Manufacturer(s) |  |
| 2.5.4. Inverter Model Number(s) |  |
| 2.6. Expected Annual Energy Production (MWh) |  |

**2.10. ADDITIONAL DOCUMENTS**

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

1. 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).
2. 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.

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

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| --- |
| **3.1. Installer** |
| 3.1.0. Installer Name |  |
| 3.1.1. Mailing Address (in Grenada) |  |
| 3.1.2. Tel. No. |  |
| 3.1.3. Fax No. |  |
| 3.1.4. Email address |  |
| **3.2. Company Details (Complete if the Installer is a legal person)** |
| 3.2.1. Place of Incorporation/Registration |  |
| 3.2.2. Registered name of company |  |
| 3.2.3. Year of Incorporation/Registration |  |
| 3.2.4. Incorporation/Registration No. |  |

**PART FOUR: APPLICANT CHECKLIST**

|  |  |
| --- | --- |
| **Criteria** | **Completed (check each box to indicate completed items)** |
| 1. An electrical single-line diagram or sketch showing the configuration of the Generation Facility.
 |  |
| 1. The Generation Facility’s 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).
 |  |
| 1. The manufacturer’s specification sheet for the inverter.
 |  |
| 1. Quality certificates of the inverters that follow CE, UL, IEEE or equivalent.
 |  |
| 1. The manufacturer’s specification sheet for the PV panels or other RE Generation equipment.
 |  |
| 1. Quality certificates of the PV panels or other RE Generation equipment that follow CE, UL, IEEE, or equivalent.
 |  |
| 1. Site Layout Plan – showing orientation and location of solar arrays, inverters, combiner box(es), and interconnection point.
 |  |
| 1. Site documentation that indicates the precise physical location of the proposed Generating Facility.
 |  |
| 1. A certified copy of certificate of incorporation if the applicant is a legal person.
 |  |
| 1. The original power of attorney that certifies that the signatory of this Form represents the applicant if the signatory of this Form is a representative.
 |  |
| 1. A copy of any site documentation that details the operation of the protection and control scheme
 |  |
| 1. Evidence to validate ownership or authorized lease/rental of the project site for the duration of licence (25 years).
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**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:

|  |  |
| --- | --- |
| **Name of Applicant** (in capitals) |  |
| **Signature of Applicant** |  |
| **Capacity of signatory** |  |
| **Date** |  |

|  |
| --- |
| **For Official Use Only** |
| **Application Identification Number** |  |
| **Authorized PURC Signature** |  |
| **Date** |  |