

Application Procedure for Solar PV Generation

The application procedure for applying for Solar PV generation is set out below. This procedure does not apply to self-generators for individual use and consumption and not connected or requiring connection to the LUCELEC grid.

Definitions:-

DCA	means Development Control Authority of Saint Lucia
IEEE	means Institute of Electrical and Electronic Engineers
LUCELEC	means St. Lucia Electricity Services Limited
NURC	means National Utilities Regulatory Commission
Person	a human being, a body of persons corporate or unincorporated, partnerships, associations, corporations, legal representatives, trustees, trustees in bankruptcy or receivers
PV	means Photovoltaic
PV System	means a solar PV generator not exceeding 5kWp for a residential building; and not exceeding 25kWp for a commercial building.
UL	means Underwriters Laboratories

A person wishing to connect to the LUCELEC grid to provide solar PV generation (not exceeding 5kWp for residential usage, and not exceeding 25kWp for commercial usage) shall not purchase and/or install ANY equipment prior to receiving approval from the NURC.

Persons applying for NURC approval to generate electricity through a solar PV System are hereby asked to note that by virtue of their compliance with

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the process hereunder, agree that upon passage of the requisite legislation to govern solar PV generation, that they will be required to comply with these legislative requirements (when passed in Parliament) and that nothing herein will be binding on the NURC or LUCELEC nor will the NURC or LUCELEC be liable for any loss or damage howsoever arising to them by virtue of this process or the change in legislation.

1. A Person (hereinafter referred to as the "Applicant") wishing to generate electricity through a solar PV system by interconnecting its system to the LUCELEC grid, shall submit to the NURC a formal application for approval (in the prescribed form) duly signed, along with payment of an application fee of EC\$50.00 plus VAT.

2. The said Application Form shall be accompanied by details on the inverter and PV modules to be installed together with, technical design drawings, (including a one line schematic diagram of the installation) and a current copy of the Land Register for the property upon which the PV system shall be installed (and authorization letter from property owner if applicable). Where applicable proof of DCA approval may be required. Please note that a Land Register submitted with the application shall be valid for a period of one (1) month from the date stamped by the Land Registry.

3. In addition to clause 2 above the Applicant shall submit to the NURC evidence of test certificates demonstrating compliance with UL and IEEE or equivalent standards, of the solar PV system proposed for installation.

4. In addition to the signed copy of the Application Form, an electronic copy of the Application Form including ALL requisite documentation referenced above, shall also be submitted to the NURC. Where the electronic copy is not

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submitted together with the signed Application Form it shall be sent via email to the NURC within three (3) working days thereafter at email address: info@nurc.org.lc. Applications not submitted in this format shall not be processed until the application is received in both formats and within the timeframe stated.

5. Applications not submitted in the prescribed form and format within the allowable timeframe shall be considered incomplete and shall not be processed.

6. The NURC Secretariat shall inform the Applicant within three (3) working days of receipt of a properly submitted application; if the requirements for processing have been met.
 - (a) Where additional information is required, clarification sought or omissions need to be addressed, the NURC shall inform the Applicant in writing who shall address these queries within the timeframe set by the NURC.

 - (b) Where the Applicant fails to comply with Clause 6 (a) above, the Application shall be deemed to be incomplete and shall not be processed.

7. Within five (5) working days of receipt by the NURC of a properly submitted application, an electronic copy of the completed Application Form and all requisite documentation shall be sent to LUCELEC for consideration.

8. Upon receipt of the Application Form and all requisite documentation, LUCELEC will review the proposals, design drawings and equipment proposed for the installation of the solar PV system. LUCELEC shall as part of its review process conduct field investigations.

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- 9 Where LUCELEC requires any additional information it shall inform the Applicant both orally and in writing. LUCELEC shall copy the NURC on all written requests for additional information made to the Applicant. The Applicant shall provide the information to LUCELEC within the timeframe specified by LUCELEC.
10. Where the Applicant fails to comply with clause 9 above, or fails to fully comply, LUCELEC shall inform the NURC in writing with a copy to the Applicant of the precise information that has not been provided by the Applicant.
- (a) The NURC shall review and consider the request for additional information made by LUCELEC as well as the information previously submitted to LUCELEC by the Applicant; and any delay by the Applicant in providing the additional information. The NURC may then direct the Applicant to provide the additional information requested with specified conditions.
 - (b) In the event that an impasse arises where the Applicant deems that it has met all requirements for further information requested and LUCELEC does not agree, the matter shall be referred to the NURC for resolution by either party within ten (10) working days of the impasse arising.
 - (c) Within fifteen (15) working days of receipt of a request at Clause 10 (b) the NURC shall issue a decision on the matter. In the event that the Applicant is directed to resubmit its Application, this Application shall be treated as "new."

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11 Where LUCELEC is satisfied that the Applicant has met all requests for information, LUCELEC shall inform the NURC that the application has met the LUCELEC standards.

12 Upon receipt of a letter from LUCELEC stating that the applicant has met the LUCELEC Standards, the NURC shall then issue the Applicant with a letter of approval of its Application for Interconnection, a copy of which shall be sent to LUCELEC.

13 Approval granted by the NURC shall be valid for Six (6) months during which period the Applicant shall be required:-

- a) To obtain approval from DCA (where applicable);
- b) To construct the solar PV System;
- c) To obtain a certificate of approval from the Electrical Department of the Ministry of Infrastructure in accordance with clause 14 and
- d) To enter into an Interconnection Agreement with LUCELEC.

14. Upon receipt of an approval letter from the NURC, the Applicant shall acquire and/or install its solar PV system and submit an application for inspection and testing, to the Electrical Division of the Ministry of Infrastructure along with a copy of the approval letter from the NURC. The Electrical Division of the Ministry of Infrastructure will conduct the requisite on site testing and if the installation meets its standard(s), it shall issue a Certificate of Approval for connection of the solar PV system to the LUCELEC grid.

15. Within three (3) working days of receiving the Certificate of Approval referred to in clause 14, the Applicant shall present the said Certificate to the NURC Secretariat for filing.

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16. The NURC shall retain a stamped copy of the Certificate of Approval on its file, and the Applicant shall present the original Certificate of Approval to LUCELEC to facilitate the connection of the solar PV system to the LUCELEC grid.

17. Upon payment by the Applicant to LUCELEC of a testing fee of \$100.00 plus VAT, LUCELEC will test the solar PV system to ensure that all grid connecting parameters, and LUCELEC's interconnecting standards are met. Where for any reason LUCELEC fails and/or refuses to interconnect the Applicant's solar PV system with the LUCELEC grid following the testing, LUCELEC shall notify the Applicant and the NURC in writing within seventy (72) hours of the non-connection setting out its reasons for not connecting.

18. Where the Applicant has been deemed by LUCELEC to be compliant with the LUCELEC interconnecting standards, LUCELEC and the Applicant shall enter into an Interconnection Agreement upon payment by the Applicant to LUCELEC of a processing fee of \$50.00 plus VAT. The Interconnection Agreement shall be executed in triplicate, the Applicant and LUCELEC shall each retain a copy and a copy shall be filed by LUCELEC with the NURC within five (5) working days thereafter. The solar PV system shall be commissioned by LUCELEC within five (5) working days of execution of the Interconnection Agreement between the parties.

19. Upon receipt of a copy of the executed Interconnection Agreement, the NURC shall enter into its register established for that purpose, details of the particulars of the Interconnection Agreement and in particular details of the approved capacity and the installed capacity.

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20. Notwithstanding the provisions of clause 13 herein where the Applicant has installed less than the total allowable capacity, and wishes to install any remaining capacity at a later date, the Applicant shall submit an application in the prescribed form to alter or modify the approved installation system and the Application shall be processed in accordance with these Guidelines.
21. An impasse in relation to clause 17 herein may be referred to the NURC by either the Applicant or LUCELEC for resolution.
22. The NURC reserves the right to suspend the processing of applications and shall notify the public of its intention so to do by providing two (2) weeks' notice in two publications of the Gazette and a newspaper with weekend circulation in Saint Lucia.
23. The NURC reserves the right to amend this application procedure following consultation with stakeholders. Any amendment to the application procedure shall be published in two publications of the Gazette and a newspaper with weekend circulation in Saint Lucia setting out the effective date.

This application procedure shall come into effect on the 17th day of November 2016

Victor Poyotte.

Chairman

National Utilities Regulatory Commission

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