

ADDITION OR ALTERATION OF MICRO EMBEDDED GENERATOR CONNECTION



This form is to be completed by an applicant for a new connection or connection alteration of a micro embedded generator(s) with a maximum capacity of less than 10 kVA per phase to the distribution network of Jemena Electricity Networks (Vic) Ltd ABN 82 064 651 083 ("Jemena"). A micro embedded generator ("generator") is an inverter based generator system comprising one or more inverters together with one or more energy sources (e.g. solar PV, wind, energy storage etc.) and controls, where the inverter(s) satisfies the requirements of AS/NZS 4777. For other systems please refer to *our* website. If *you* are requesting a new connection or connection alteration to *your* electricity supply *you* must attach a properly completed Electrical Works Request signed by *your* registered electrical contractor.

The applicant hereby applies for a new connection or connection alteration of a micro embedded generator with a maximum capacity of less than 10 kVA per phase at the *supply address*. The applicant (for itself and/or on behalf of the *customer*) agrees that the services sought in this application shall be provided by *Jemena* subject to, and in accordance with, the terms and conditions of our *Model Standing Offer for Basic Connection Services involving a Micro Embedded Generator (model standing offer)*. *Italicised* terms in this form have the meaning given to those terms in the *model standing offer*. Our *model standing offer* is available on *our* website at www.jemena.com.au. Please contact *us* if *you* would like a hard-copy of the *model standing offer* and we will post *you* a copy.

Please complete all sections of this form or mark "Not Applicable" as required.

Applicant details

Name: _____ ABN (if applicable): _____

Company Name: _____

Address: _____

Email: _____ Phone: _____

Are *you*, the applicant, the *customer* at the *supply address*? ☐ Yes ☐ No (If **NO** provide *customer* details)

Customer details

Name: _____ ABN (if applicable): _____

Company Name: _____

Address: _____

Email: _____ Phone: _____

Registered Electrical Contractor (REC) details

Company/Name: _____ ABN: _____

REC Number: _____ CES Number: _____

Supply Address details

Address: _____

Suburb: _____ State: _____ Postcode: _____

Service required

Inverter/Embedded Generator

New

☐

Alteration

☐

Electricity Supply

New *

☐

Alteration*

☐

NMI:

* An Electrical Works Request (EWR) must accompany this application if *you* are adding or making changes to *your* electricity supply.

Inverter/Generator Installation Details

Are/Will separate Inverter(s) be installed for the generator and energy storage?

☐ Yes / Separate

☐ No / Combined

Generator Installed Capacity

	Solar PV (kW)	Wind (kVA)	Other * (kVA)	Energy Storage System (kWh)
New	_____	_____	_____	_____
Existing Retained	_____	_____	_____	_____
Existing Removed	_____	_____	_____	_____
Total capacity	_____	_____	_____	_____

* If "Other" please specify: _____

Capacity per phase (Only required for 2-phase and 3-phase generators and energy storage systems)

Total Installed Capacity Per Phase	Red Phase	White Phase	Blue Phase
2- or 3-phase generators (kVA)	_____	_____	_____
2- or 3-phase energy storage system (kWh)	_____	_____	_____
Total	_____	_____	_____

Inverter/Energy Storage Details

	Inverter Model 1	Inverter Model 2	Inverter Model 3	Energy Storage System
Manufacturer	_____	_____	_____	_____
Model Name	_____	_____	_____	_____
Rating of Inverter / Storage System	_____ (kVA)	_____ (kVA)	_____ (kVA)	_____ (kWh)
Number of Inverters / Storage Systems	_____	_____	_____	_____
Action: (New / Retain / Remove)	_____	_____	_____	_____
Certifying Authority Certificate Number (Available from Clean Energy Council website)	_____	_____	_____	_____

Has the Operating Manual been provided to the *customer*? ☐ Yes

Has the *customer* been instructed in the operation of the system? ☐ Yes

Description of Inverter/Generator Alteration (Please provide details of your alteration here):

Site Access / Special Instructions (Please insert any special instructions below)

Please note: accurate site access details are critical to ensure the work can be carried out. In the event that the access arrangements provided are insufficient for the work to be completed, *you* will be required to pay the relevant 'Wasted Service Vehicle Visit' fee.

Expedited Offer and Acceptance (Optional)

1. This section is optional and only needs to be completed if *you* require an *expedited connection*. An expedited connection is one where *you* agree to accept *our deemed offer* including the terms of our *model standing offer* and do not wish to go through the offer and acceptance process. A copy of *our deemed offer* can be viewed on *our* website or *you* can contact *us* to request a copy be sent to *you*. If *you* do require an *expedited connection* *you* must answer 'yes' to the question set out below.
2. If *you* do complete this section (by answering 'yes' to the question set out below), then provided *we* are satisfied that the *service* requested by *you* (as indicated in this application) falls within the terms of *our model standing offer* for that *service* then *you* will be taken to have accepted an *offer* from *us* on the terms of that *model standing offer* on the date of this application.

Do *you* require an *expedited connection*? ☐ Yes

Energisation

Important Note: *We* will not energise (turn on) any new connection established by *us* under any *offer* to provide a *basic connection service* until the *customer* has appointed a *retailer* and that *retailer* has requested for energisation of the *customer's* premises in accordance with the terms of our *offer*. If the *customer* requires the new connection to be energised (turned on) at the time of the connection installation the *customer* should make an *application* for a new connection through a *retailer* of their choice.

Acknowledgement and authority

- (1) *You* acknowledge that *we* will base our *offer* on the information provided in this *application*, confirm that the information provided in the *application* is true and correct, and agree to notify *us* if any of the information in the *application* changes.
- (2) *You* confirm that *you* are authorised to make this application on behalf of the *customer* at the *supply address*.
- (3) *You* consent and (if applicable) *you* confirm that *you* have obtained the *customer's* consent, to *our* collection, use and disclosure of the personal information included in this *application* according to our *model standing offer* and *our* privacy policy which are available on *our* website. Please contact *us* if *you* would like a hard-copy of *our* privacy policy and *we* will post *you* a copy.
- (4) *You* confirm that the *safety and technical requirements* as defined in *our model standing offer* have been met. In particular:
 - The generator complies with the *Electricity Safety Act 1998* (Vic) and associated Safety Regulations, the Electricity Distribution Code, the Victorian Service & Installation Rules, AS/NZS3000 (Wiring Rules) and AS4777 (Grid Connection of Energy Systems via Inverters), and any other relevant Acts, regulations, standards or guidelines;
 - commissioning tests as specified in the Service & Installation Rules have been completed and passed;
 - the generator is connected to a dedicated circuit complete with lockable isolating switch at the switchboard;
 - the main switchboard, isolating fuse/switch/circuit breaker are labelled correctly;
 - alternative supply signage has been installed; and,
 - the *customer* has been advised that the generator should remain switched off until any metering upgrades are complete to avoid potential metering and billing issues.
- (5) *You* have attached a signed prescribed Certificate of Electricity Safety supplied by a *registered electrical contractor*
- (6) *You* have attached an Electrical Works Request supplied by a *registered electrical contractor*. (where applicable)
- (7) *You* acknowledge that *we* will not commence the *connection works* until the relevant *connection charge* has been paid.

Signature of *applicant*: _____ Date: _____ / _____ / _____

Please return ALL 3 PAGES (2 sheets) of this completed form together with all required attachments to:

Network Connections

Email: NetworkConnections@jemena.com.au

Address: PO Box 16182, Melbourne VIC 3000