



Photovoltaic Rebate Programme ***Residential application for pre-approval***

Step 1

Read the *Photovoltaic Rebate Programme – 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 interest, 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/supplier. Complete all relevant questions – incomplete forms will slow down the pre-approval process. 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:

Photovoltaic Rebate Programme Manager
Australian Greenhouse Office
Department of the Environment and Water Resources
GPO Box 787
CANBERRA ACT 2601

Your application must be approved by the Programme 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 six months from the date pre-approval is granted.

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

Systems must be commissioned and all required rebate documentation received by the Programme Manager before the expiration of approval. Extensions of time for installations will not be granted.

If pre-approval expires, you will be required to re-apply under the guidelines current at the time.

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 Programme Manager the completed *Installation report*, including any requested attachments and photographs.

Step 7

Payment of a rebate will be made on receipt, by the Programme 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 Programme 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

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 ()

Home phone number ()

Fax number ()

Mobile phone number

Email address

Other

I give permission for the Australian Greenhouse Office to advise the installer of the application status Yes > The Australian Greenhouse Office will send an email to the installer advising if the application has been pre-approved

2 Installer details

Company name

Contact name

Phone number ()

Email

Accreditation number

3 Designer details (if different to above)

Company name

Contact name

Phone number ()

Accreditation number

4 Supplier details

Company name

Contact name

Phone number ()

5 System summary

Proposed installed capacity watts

Planned installation date / /

Total cost of system \$

Rebate amount requested \$

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	Total price (excl. GST)
New renewable energy components						
PV panels						
Frames/supporting equipment						
Equipment enclosures						
Batteries						
Battery (additional equipment)						
Battery charger						
Battery protection devices						
Inverter						
Regulator						
Monitoring equipment						
Lightning protection						
Generator changeover switch						
DC switchboard						
Subtotal of new renewable energy components						
Installation costs						
Design						
Installation						
Travel costs						
Other – specify						
Other – specify						
Subtotal of installation costs						
GST						
Total cost (including GST)						

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 Photovoltaic Rebate Programme – 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/Supplier’s name

Accreditation number (Mandatory)

Part C – To be completed by applicant

10 Application checklist

Incomplete pre-approval applications will not commence the approval process until all 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 recent rates notice has been attached to prove you are the owner occupier

11 Applicant's certification

By signing below, I certify that:

- I have read and understood the requirements of the Photovoltaic Rebate Programme.
- The system described in this application will meet all the requirements for participation in the programme.
- The information provided is accurate and true.
- I understand that any attempt to misrepresent information in this application will disqualify me from all claims to existing or future rebates offered through the Photovoltaic Rebate Programme.

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 Photovoltaic Rebate Programme.

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 Business Council for Sustainable Energy;
- representatives of the Programme Manager involved in reviews or audits of the programme;
- 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 Australian Greenhouse Office, Department of the Environment and Water Resources, 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.

Your responsibility

Deliberately giving false or misleading information is a serious offence.