

# Going Solar – Installation Process


July 2013

	Customer / Product Seller 	REC / Solar Installer 	Customer 	Retailer 	Electricity Distributor 
Pre Approval & Installation	1 Discuss benefits of solar power, relevant solar solution for the household and pre-approval requirement *	9 Advises customer of costs and parties involved for: - Solar installation - Rewiring / switchboard modifications to suit the relevant tariff (if necessary) * - Metering replacements or reprogramming	2 Reviews latest electricity bill to determine current usage information, tariff and other charges 3 Contacts retailer to discuss suitable feed-in tariff and meter requirements for solar 5 Reviews solar product information and explores feed-in-tariff information. Makes decision on product and relevant tariff.	4 Provides information regarding charges: - Consumption tariff - Feed-in tariffs - Metering and solar installation related charges Informs customer about pre-approval requirement *	7 Receives Pre-Approval of Small Inverter Connection Form and provides assessment result to the applicant ***
	6 The applicant submits the Pre-Approval of Small Inverter Connection Form to CitiPower/Powercor **		8 Contacts REC / installer to discuss pre-approved solar panel installation and potential electrical work required for solar		
Solar Installation	10 Customer receives solar product from seller to enable installation to be performed by REC / installer	11 Installs solar panels and performs rewiring / switchboard modifications if necessary 12 Organises / conducts an electrical inspection 13 Completes the Photovoltaic (Solar) Generator Connection Form 14 Forwards Electrical Work Request and Certificate of Electrical Safety to retailer ****	15 Receives Clean Energy Council operational and maintenance material from the installer 16 Contacts retailer and enters into feed-in tariff contract Signs form once REC / installer has completed the installation	17 Receives paperwork from REC / installer 18 Updates customer contract to relevant feed-in tariff and provides relevant copy of contract to customer 19 Submits a service order request to CitiPower/Powercor to change the current meter to solar	20 Receives service order request from retailer Organises as relevant: 21 - Reconfiguration of existing Smart Meter OR - Exchange of existing meter to suitable solar Smart Meter 22 Performs compliance check of solar installation and notifies retailer
			23 Acquires solar power and commences using solar for household demands 27 Receives reminder from distributor every three years to maintain equipment	26 Credits customer for solar power fed back into grid	24 Reads solar power data from Smart Meter 25 Provides data to retailer showing solar power fed back into grid
Solar Operational					

This solar update replaces the publication provided in November 2012. Please dispose of the November 2012 publication.

\* For further information about pre-approval and network tariffs, see: [www.citipower.com.au](http://www.citipower.com.au) or [www.powercor.com.au](http://www.powercor.com.au) → Electricity Networks → Solar Connections

\*\* The applicant for pre-approval can be either the product seller, customer, REC or installer.

\*\*\*  It is recommended that no commitment be made to install a solar PV system until pre-approval is received from CitiPower/Powercor.

\*\*\*\* For further information about solar installation paperwork, see: <http://www.dpi.vic.gov.au/energy/sustainable-energy/solar-energy/solar-energy-for-consumers/paperwork-for-buying-solar-panels>