

## Introduction

Installing solar panels on Council owned or managed community buildings is quite complex and may not always be the best choice for your pocket or the environment. This checklist will help you and Council Service Managers identify issues that need to be considered before installing solar panels.

Use this checklist to develop your proposal. Often community grants are available for the installation of solar panels on community buildings. Grant applications usually require a letter of support or approval from Council. This checklist is designed to assist you 'tick all the boxes' for that letter of support.

To help us understand what you are planning, as part of your proposal Council requires:

- That you meet with Council's relevant Service Manager to discuss your proposal.
- That you do an Energy Audit of the building. The audit needs to be a Level Two in accordance with AS/NZS 3598:2000. This will identify if solar panels are the best option for reducing energy consumption costs at that particular site. For example, it might be better to replace the hot water system with a newer more efficient system and get the same energy reductions.
- If solar panels are appropriate, that you supply a site map, illustrating the building's orientation and panels and inverter location with the proposal.

Please note that Council agreement to the proposal does not imply that we will provide funding (either for installation or ongoing maintenance).

## Some things you need to know:

- Your **energy audit** needs to be a Level Two in accordance with AS/NZS 3598:2000
- A **Planning Permit** is not required for a "solar energy facility attached to a building that primarily services the land on which it is situated" (ref: Clause 62, Bass Coast Planning Scheme).
- A **Building Permit** is not required, but a qualified solar installer should certify (in writing) that the roof structure is sound and can cope with the weight of the panels and associated infrastructure.
- If you plan to install a solar PV system greater than 5 Kilowatts you need to apply for a permit from the power authority (**SPAusnet**).
- The **Building Insurance** premium may increase if the installation of the solar equipment increases the value of the building.
- All works must be undertaken by fully **qualified trades people** and **qualified solar installers**.
- All electrical works must be subject to a **Prescribed Certificate of Electrical Safety**.
- All plumbing works must be subject to a prescribed **Plumber's Compliance Certificate**.
- Any **damage caused to the building during installation** is to be repaired by the tenant.

- If the **system becomes obsolete or redundant**, you are responsible for removing it and restoring the building to its original condition. These works should also only be done by qualified trades people with Public Liability Insurance cover.
- Solar power equipment may still be live in the event of a **power blackout**. You should ensure that all necessary precautions are in place to protect trades people etc working in the building in the event of a blackout.

## Checklist:

- Is the proposal compatible with the **lease conditions**? In particular, what does the lease provide for the removal or retention of fixtures at the end of the term? Note: *Both the tenant and Service Manager need to confirm this for themselves.*
- Meet with Council's Building Service manager to discuss your proposal.
- Have you organized for a Level Two energy audit of the building?
- Have you checked with the relevant power supply utility to ascertain the impact on their **power bills**, and the relevant **feed-in tariff**? NOTE: *The Service Manager will also need to ensure that the proposal is in accordance with Council's own power supply contracts.*
- You have **fully qualified trades people** and **qualified solar installers** for the job.
- All trades people and installers have **Public Liability Insurance** coverage of at least \$10 million.
- The solar panels you are installing have a **guarantee** on the panels of at least 25 years, and 10 years on installation and the inverter.
- Are you going to install a **Smart Meter** so you can monitor your energy use?

## After completion

At the completion of any works you must meet with the relevant Council Service Manager and staff from Council's Building Maintenance team to check the works and hand over copies of all relevant documentation (Certificates of Compliance, Guarantees and Operating Manuals).

At that meeting you will be required to confirm in writing that you have read and understand the Operating Manuals for the installed equipment, and will meet the requirements of the Operating Manuals for the life of the equipment. You will also be required to provide details of your annual inspection and maintenance of the installed equipment.