To help the Regulator process your application in a timely manner, please make sure all necessary information is provided and that your application is as clearly organised as possible. Please read the Guideline document first, before completing this check list.

Tips for submitting your application:

* Please provide attachments to support the information provided in the input fields below.
* Please clearly label all attachments. The attachments should have clear titles and be numbered according the left hand column below.
* Please provide all attachments in pdf format.
	+ Please limit the number of individual pdfs submitted as part of your application i.e. please combine multiple attachments into single pdf documents
	+ However, please limit the size of each pdf file to below 20 megabytes

| **1** | **Details of the plant** |  |  |
| --- | --- | --- | --- |
|  |  | **Input field** | **Explanation of required information** |
| 1.a | Name of generating plant |  | This is the name for the generating plant.  |
| 1.b | Status of project |  | Explain the stage of development for the project. For example – construction not commenced, construction close to finalisation, construction finalised  |
| 1.c | Key project timeframes |  | Specify key project dates the regulator should be aware of. For example key contractual timeframes and date for planned energisation. |
| 1.d | Expected length of life for the generating plant |  | Specify how long the generating plant is expected to operate  |
| 1.e | Description of the generating plant |  | Describe the technical specifications of the generating plant as these will need to be included in the Generation Authority documentation.Describe:* The type of generating plant
* Nameplate capacity in MW DC
* Description of relevant equipment: number and size of – wind turbines, solar panels, inverters, batteries
* For example: 1 x 1MW solar PV panels, 1 x 1kV inverters
 |
| 1.f | Address |  | The Generation Authority must specify the location of the generating plant.This address should match the address in the development approval documentation of the project site. |
| 1.g | Maps |  | Please provide:1. A map of the generating plant’s location in relation to nearby towns.
2. A project diagram illustrating the configuration of the generating plant and the connection point to the transmission grid or distribution network.
 |

| **2** | **Details on the connection**  |  |  |
| --- | --- | --- | --- |
|  |  | **Input field** | **Explanation of required information** |
| 2.a | Details of the transmission grid or supply network to which it is proposed to connect the generating plant |  |  |
| 2.b | Details of any agreements for connection of the generating plant to the transmission grid or supply network specified in the application, including agreements under negotiation.  |  | Full copies of connection agreements are preferred |
| 2.c | Details of any registration or exemptions granted by or being sought from Australian Energy Market Operator (AEMO) or the Australian Energy Regulator in relation to the generating plant. |  | Please state which form of participant category is being sought from AEMO (market/non-market, scheduled/non-scheduled/semi-scheduled) or the type of exemption sought from the AER. |
| 2.d | Information to demonstrate the generating plant will provide electricity of a suitable quality.  |  | Under the Electricity Act the regulator must be satisfied the generating plant will be able to provide electricity of a quality suitable for the transmission grid or supply network to which it is to be connected before issuing a generation authority. Please provide evidence to support the plant’s ability to achieve this outcome. |

| **3** | **Details on the applicant (operator)** |  |  |
| --- | --- | --- | --- |
|  |  | **Input field** | **Explanation of required information** |
| 3.a | Name of applicant |  | This should be the same entity for AEMO registration purposes. |
| 3.b | Company to be invoiced |  | Provide the name, ABN and address of the company to be invoiced for the generation authority application fee. |
| 3.b | Applicant’s ACN or ABN number |  |  |
| 3.c | Applicant’s address |  | Contact or postal address |
| 3.d | Project corporate structure diagram for the applicant  |  | Please provide a diagram illustrating the relevant entities (corporations, partnerships, trusts, service provider contractors) involved in the project and the nature of the relationship between these entities (i.e. contractual or ownership) |
| 3.e | If the applicant is a registered company a copy of the Certificate of Incorporation of the applicant  |  |  |
| 3.f | If the applicant is a registered company a copy of the current Company Extract as issued by the Australian Securities and Investments Commission. |  | Please ensure this is the full extract and not the summary  |
| 3.g | Description of the nature of applicant’s business. |  | The Department understands that the applicant may be a special purpose vehicle established specifically for the purposes of owning and/or operating the generating plant. If this is the case, please provide information on parent or other companies that will be involved in the management of the generating plant. |
| 3.h | A description of the applicant’s experience in the electricity industry and competence to operate the generating plant. |  | Under the *Electricity Act 1994* the Regulator must be satisfied the applicant is a suitable person to be a generation entity, which includes the applicant’s competence to be the operator of the generating plant before issuing a generating authority. Please provide evidence to support the plant’s ability to achieve this outcome. |
| 3.i | Details of any existing or proposed contractual arrangements for operating and maintenance services to be provided by another party. |  | Please include statements about the capacity of these third parties to appropriately perform these functions. |

| **4** | **Details of owner** |  |  |
| --- | --- | --- | --- |
|  |  | **Input field** | **Explanation of required information** |
| 4.a | Name of owner/s |  | If the owners is the same entity as the applicant there is no need to duplicate information if provided elsewhere in the application. However, please ensure that it is clear in the information provided that the operator will also be the ultimate owner. |
| 4.b | Owners’ ACN and ABN numbers |  | For the purposes of issuing a generation authority the Regulator will consider the suitability of the entity which has ownership/investment decision making responsibilities for the generating plant.  |
| 4.c | Owners’ address |  | Contact or postal address |
| 4.d | If the owner/s is a registered company a copy of the Certificate of Incorporation of the owner |  |  |
| 4.e | If the owner/s is a registered company a copy of the current Company Extract as issued by the Australian Securities and Investments Commission. |  |  |
| 4.f | If the owner is subject to the Corporations Act 2001, copies of the returns and accounts of the owner for the last three (3) years under the Corporations Act 2001.  |  |  |

| **5** | **Financial information** |  |  |
| --- | --- | --- | --- |
|  |  | **Input field** | **Explanation of required information** |
| 5.a | Financial information |  | As the regulator must be satisfied the applicant will competently operate the generating plant, the regulator needs information to be satisfied about the financial viability of the project.Please provide a statement detailing:* Development and construction costs
* Amounts of equity and debt funding
* Estimated operational costs for first five years
* Forecast revenue for first five years
* Marginal loss factor for first five year

Please provide this statement in the form of a statutory declaration if copies of the returns and accounts of the owner for the last three years cannot be provided. |
| 5.b | Details on any Power Purchasing Agreement for electricity generated by the plant |  |  |

| **6** | **Personnel information** |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Input field** | **Explanation of required information** |
| 6.a | Particulars of the managers and staff who are to be involved in the applicant’s and the owner’s electricity business/es. |  | Please give full names and a short CV detailing their ability to perform their role for the generating plant |

| **7** | **Other Approvals** |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Input field** | **Explanation of required information** |
| 7.a | Details of any approvals granted by or being sought from local government, environmental or other authorities in relation to the construction and ongoing operation of the generating plant, including copies of any environmental impact studies undertaken. |  | This information will assist the Regulator consider the likely environmental effects of building and operating the generating plant which is a requirement under the *Electricity Act 1994* before issuing a Generation Authority |