



RENEWABLE ENERGY LICENCE

APPLICATION TO SUPPLY ELECTRICITY TO THE PUBLIC UTILITY

(Pursuant to the Electric Light and Power Act CAP. 278)



PART I: APPLICANT INFORMATION (Refers to an individual seeking Renewable Energy Licence)

Title: Mr. Mrs. Miss Ms. Dr. Other

First Name: Middle Initial(s):

Surname:

National Reg. #. / Passport #.:

Address:

Parish:

CONTACT INFORMATION

Telephone (H): Telephone (W): Mobile:

Fax: Email:

Signature: _____ Date: ____/____/____
(YYYY / MM / DD)

PART II: COMPANY/BUSINESS INFORMATION (Refers to companies/businesses/organisations seeking a renewable energy licence)

For correspondence purposes, please provide details for a contact person within the company/business/organisation seeking the licence, or details for an authorised representative.

CONTACT PERSON:

Title: Mr. Mrs. Miss Ms. Dr. Other

First Name: Middle Initial(s):

Surname:

Job Title:

CONTACT INFORMATION: Telephone (W): Telephone (M):

Fax: Email:

Signature: _____ Date: ____/____/____
(YYYY / MM / DD)

Applicant:

Company/Business

Individual

Organisation

Organisation (NGO)

Charity

Foreign Gov.

Church

Other Please state:

Corporate/Business/Organisation Name:

Corporate/Business/Organisation Number:

Date of Incorporation/Commencement:

_____/_____/_____
(YYYY / MM / DD)

Registered Office of Company:

(Mailing Address)

Parish:

Barbados Revenue
Authority No.:

VAT No.:

NIS No.:

Principal Place of Business:

(Mailing Address)

Parish:

Mailing Address:

(if different from Principal Place of Business)

Parish:

PART III: GENERATION SYSTEM (please put a "✓" in the relevant boxes)

(i) **Type of System:**

Domestic (Residential) Non-Domestic (Commercial, Industrial, Recreational)

(ii) **Type of Generation:**

Non-Intermittent Source of Energy (Base load) Intermittent Source of Energy

Anaerobic Digester Biomass Solar Photovoltaic Wind

Other:

(iii) **Type of Connection:**

Off-Grid On-Grid Hybrid, state:

(iv) **Installed Capacity of Generation System:**

W/kW/MW/GW

SOLAR PHOTOVOLTAIC

(i) Description of Mounting Structure of Generator (“✓” all categories that are applicable):

Roof Mounted Pole Mounted Ground Mounted Other:

(ii) Generator Brand, Model, Rated Power and Quantity (Generator refers to solar panels):

(a) Brand: (b) Model:
(c) Rated Power (dc): (d) Quantity:
(e) Total Maximum Rated Power of Generator (dc): Kilowatts

(a) Brand: (b) Model:
(c) Rated Power (dc): (d) Quantity:
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(a) Brand: (b) Model:
(c) Rated Power (dc): (d) Quantity:
(e) Total Maximum Rated Power of Generator (dc): Kilowatts

(iii) Inverter Brand, Model, Rated Power and Quantity:

(a) Brand: (b) Model:
(c) Rated Power (ac): (d) Quantity:

(a) Brand: (b) Model:
(c) Rated Power (ac): (d) Quantity:

(a) Brand: (b) Model:
(c) Rated Power (ac): (d) Quantity:

(a) Brand: (b) Model:
(c) Rated Power (ac): (d) Quantity:

(iv) Size of Interconnection Breaker in Panel: amps

WIND TURBINE/FARM

(i) Capacity & Configuration

- (a) Wind Turbine Type: Horizontal Axis Vertical Axis Other
- (b) Wind Turbine Brand & Model
- (c) Number of Wind Turbines
- (d) Size of each Turbine
- (e) Spacing between Turbines

(ii) (a) Turbine Blades

- Number of Blades
- Material
- Length
- Weight (kg)

(b) Rotor

- Rotor Speed
- Rotor Diameter
- Swept Area
- Power Regulation
- Pitch Regulation
- Rated Power from
- Cut-in Wind Speed
- Cut-out Wind Speed

(c) Gearbox

- Type
- Gear Ratio
- Oil quantity

(d) Generator

- Type
- Power
- Voltage

Speed

Enclosure Class

Weight

Efficiency

Power Factor

Coupling

(e) Yaw System

Drive

Speed

Brake

(f) Control System

Type

Grid Connection

Scope of Monitoring

Recording (if applicable)

(g) Brake

Design

Operational Brake

Secondary Brake

(h) Tower

Type

Hub Height

ANAEROBIC DIGESTER/BIO MASS/BIOGAS

i) Type of Technology:

Gasification Steam Based Municipal Solid Waste Other

ii) Type/Model of Plant

iii) Number of Storage Tanks

iv) Name of Manufacturer

v) Installed Capacity (litres):

vi) Net Export Capacity (kW):

vii) Generation Capacity Factor (%):

viii) Generation Energy Yield (kWh/year)

ix) Generation Specific Yield (kWh/kW/year)

x) Export Capacity Factor (%):

xi) Export Energy Yield (kWh/year)

xii) Export Specific Yield (kWh/kW/year)

Fuel requirements

xiii) Type:

xiv) Quantity (cubic metres/year):

xv) Tonnes:

xvi) Calorific Value (kJ/Tonne):

xvii) Start Up Fuel (if applicable):

Gas Diesel Petrol Other

xviii) Type of Feedstock:

xix) Type of Biofuel Stored:

xx) Connection Type:

ENERGY STORAGE DEVICE

i) Electrical:

Super capacitor

Super Conductive Magnetic Cell

Other

ii) Electrochemical (battery):

Lead-Acid

Lithium-Ion

Nickel-Cadmium

Other

iii) Mechanical:

Compressed Air Energy Storage

Flywheel Energy Storage

Pumped Hydro-Electric Storage

Other

iv) Thermal:

Low Temperature

High Temperature

Other

a. Brand

b. Model

c. Rating (kWh)

d. Quantity

PART IV: GENERAL INFORMATION

i) Projected Electricity Generation: (kWh/annually)

ii) Average Electricity Consumption: (kWh/annually)


iii) Utility Account No. (iv) Meter No.

v) Address of Generation System:

Parish:

vi) GPS Coordinates:
Latitude, Longitude (DDMMSS)

(viii) Directions from a point of reference to the site of the renewable energy system. :

(ix) Photographs 

(x) Installed Cost of System: BBD\$:

(xi) Date System Installed / To Be Installed:
(YYYY / MM / DD)

(xii) Does applicant have either a previously registered or licensed renewable energy generation system?
If yes, please indicate previous application number(s):
e.g. ELPA 3/2/XXXXX

Part V: Installer Information

Name of Installer:
(Insert company name, if applicable):

Address of Company:
(Mailing Address)

Parish:

Installer Contact Information:

Name of Authorised Representative:
(if different from Contact Person)

Job Title:

Telephone (H): Telephone (W): Telephone (M):

Fax: Email:

Signature: _____ _____/_____/_____
(YYYY / MM / DD)

Part VI: For Official Use Only

Application No. : Date Received: _____
_____/_____/_____
(YYYY / MM / DD)

Name of Receiving Officer:

Name of Verifying Officer:

Signature of Receiving Officer:

Signature of Verifying Officer:

Check List of Attachments:

- Company/Business Information
- Company/Business Registration
- Chief Electrical Officer Approval & a line diagram of the renewable energy system
- Town and Country Planning Approval
- Site Plan
- Experience and skills of persons involved in Installing, Operating and Maintaining the Generation system
- Business Plan
- Statement of Assets, Technology and Source of Energy
- Non-Intermittent Resource justification
- Intermittent Resource Viability study
- Indicative Implementation Schedule
- Principal Officers, Directors and Partners
- Ownership and Corporate Structure
- Operating and Maintenance Costs
- Project Viability Projected
- Financial Capability and Proposed Financial Plan
- Statements of Clearance
- Disclosure of Liabilities and Investigations
- Applicant's History and Existing Activities
- Advertisements

NOTES ON COMPLETION

1. An applicant must submit the information described in each paragraph in the Appendix below as a separate attachment to his application, and must label each attachment in accordance with the title corresponding to the description. The applicant must insert before the beginning of the first attachment, a list of titles of the attachments in the order in which they appear.
2. This form must be fully and accurately completed. Where information is not applicable to the applicant, this should be so indicated by the use of the abbreviation "N/A".
3. An application shall be deemed to have been successfully filed only where this form is completed, all required supporting documentation is attached and the application fee is paid.
4. An incomplete application will not be processed.
5. An application must be submitted to:
Permanent Secretary
Division of Energy and Telecommunications
Trinity Business Center
Country Road
St. Michael,
BARBADOS
6. For clarification or further information contact the Division at:
Telephone No.: 1-246-535-2500 Ext: 2541/2553/2556/2582
Facsimile: 1-246-429-7489
Email: elpa@energy.gov.bb

APPENDIX OF ATTACHMENTS

APPLICATION FEE	ISSUANCE OF LICENCE FEE	APPLICATION CATEGORY	REQUIRED ATTACHMENTS
\$200.00 (Domestic)	\$50.00	More than 5 kW	Appendix 3 - 4
\$500.00 (Non-domestic)	\$100.00	More than 25 kW but less than 100 kW	Appendix 1 - 4
\$1000.00 (Non-domestic)	\$150.00	100 kW or more but less than 150 kW	Appendix 1 - 4
\$1000.00 (Non-domestic)	\$200.00	150 kW or more but less than 500 kW	Appendix 1 - 17
\$1000.00 (Non-domestic)	\$250.00	500 kW or more but less than 1MW	Appendix 1 - 17
\$1000.00 (Non-domestic)	\$450.00	1 MW or more but less than 20 MW	Appendix 1 - 20
\$1000.00 (Non-domestic)	\$500.00	20MW or more but Not a Public Utility	Appendix 1 - 20
\$5000.00 (Public Utility)	\$1000.00	Public Utility	Appendix 1 - 20

1. **Company/Business Information** – An application for a company/business shall include a description of the operational nature of the applicant’s company/business operations. For new businesses and renewable energy systems in excess of 150kw, include:
 - the company/business structure
 - the company/business strategy
 - the target market
 - the future plans of the business, as well as
 - the socio-economic benefit of the business to Barbados, i.e.
 - (i) the generation of new investment or the development of products or processes;
 - (ii) an improvement in employment, production capacity through market research, technical invention or innovation; or
 - (iii) the enhancement of export potential, foreign exchange earnings or savings, or the general welfare of persons in Barbados.
2. **Company/Business Registration** – If the applicant is a company/business or other legal entity, a certified copy of its approved incorporation or other registration documents are required.
3. **Chief Electrical Officer Approval** – The application **must be accompanied** by a “Design Approval” or an “Inspection Certificate of Approval” and a line diagram for the proposed system, approved by the Chief Electrical Officer.
4. **Town and Country Planning Approval** - The application **must be accompanied** by an approval by the Chief Town Planner, where such approval is required in respect of any construction or other development related to the supply of electricity and accompanied by a line diagram of the renewable energy system.
5. **Site Plan** - A detailed site plan including architectural and engineering drawings and specifications.
6. **Experience and skills of persons involved in installing, operating and maintaining the generation system** - Provide the names, job titles, e-mail addresses, telephone numbers, and the professional background of key personnel involved in the installing, operating and maintaining of the proposed system.
7. **Business Plan** - A business plan is required for suppliers whose stated average electricity consumption is less than 50% of their stated electricity generation.
8. **Statement of Assets, Technology and Source of Energy** - Provide a list of the major plant and machinery to be installed, the technology and sources of energy to be used, and/or a list of individual generators. In addition, also provide:
 - a. The costs of all equipment in the project
 - b. Construction costs (material, labour and grid connection costs)

APPENDIX OF ATTACHMENTS

- c. All land/property related, including sale/rental/lease of property arrangements, site preparation, design and security
- d. Quoted System Efficiency
- e. Panel Efficiency
- f. The level of generator redundancy
- g. Projected scheduled downtimes

9. Non-Intermittent Resource Justification - For a non-intermittent source of energy, justification that the source is indeed non-intermittent.

10. Intermittent Resource Viability Study -

- a. A shading/wind analysis
- b. A monthly system performance graph
- c. Analysis and results from a RETScreen Analysis or PVSyst

11. Indicative Implementation Schedule - Project timelines for the specific activities that must be performed to produce the various project deliverables.

12. Principal Officers, Directors and Partners - The names, titles, nationalities, telephone numbers and e-mail addresses of the applicant's principal officers, directors, partners or other similar officials.

13. Ownership and Corporate Structure - A description of the applicant's corporate and ownership structures; as well as a list of the applicant's affiliates, if any.

14. Operating and Maintenance Costs (O&M Costs) - A listing of operating and maintenance costs over a **three (3)** year period if consumption is **less than 50%**:-

- a. Annual operating costs;
- b. Annual maintenance costs;
- c. Annual General operating overheads;
- d. Insurance costs;
- e. Depreciation costs;
- f. All labour costs including installation and administration (excluding insurance)

15. Project Viability Projected over three (3) years if consumption is more than 50%, the following is required.

- a. Direct Revenues (tariff)
- b. Indirect Revenues (savings that is electricity consumed)
- c. Payback Period
- d. Internal Rate of Return (IRR)
- e. Net Present Value (NPV)

If Consumption is **less than 50%**, then the following is applicable projected over a **three (3)** year period:

- a. Income Statement
- b. Balance Sheets
- c. Cash Flow Statement
- d. Statement of Earnings
- e. Notes of the above financial Statements

It is recommended that projections be signed by the applicant's banker or by an accredited financial advisory.

APPENDIX OF ATTACHMENTS

- 16. Financial Capability and Proposed Financial Plan** - refers to unconsolidated statements of the following for the last three (3) years:
- a. Income Statement
 - b. Balance Sheets
 - c. Cash Flow Statement
 - d. Statement of Earnings
 - e. Notes of the above financial Statements
 - f. In the case of the new projects, it is recommended that projections be submitted by the applicant and signed by the applicant's banker or by an accredited financial advisory as being creditable.
- 17. Statements of Clearance** from:
- a. Commissioner of the Barbados Revenue Authority
 - b. Director of the National Insurance Department
- 18. Disclosure of Liabilities and Investigations if Consumption is less than 5%** – In addition, a Certificate of Good Standing from the Supervisor of Insolvency.
- 19. Applicant's History and Existing Activities** - a concise description of the applicant's history and principal business interests and activities, whether in Barbados or elsewhere, and, where relevant, similar information in respect of the applicant's affiliates, if any.
- 20. Advertisements** – a copy of advertisements placed in the newspapers in relation to the application.