



RENEWABLE ENERGY LICENCE UTILITY SCALE APPLICATION FORM

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



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RENEWABLE ENERGY LICENCE

UTILITY SCALE SUPPLY APPLICATION FORM

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



PART I: COMPANY / BUSINESS INFORMATION (Refers to companies/businesses/organisations seeking an ELPA)

For correspondences purposes, please provide details for a contact person within the company/business/organisation seeking the licence..

1. CONTACT PERSON:

Please place a tick (✓) in one (1) of the boxes below to indicate your selection.

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

First Name:

Middle Initial(s):

Surname:

Job Title:

CONTACT INFORMATION:

Telephone (W):

Email:

Telephone (M):

Fax:

Signature: _____

Date: _____
YYYY / MM / DD

2. APPLICANT:

Corporate/
Business/
Organisation
Name:

Trading
Name (if any):

Corporate/
Business/
Organisation
No:

Company/Business Charity Partnership/Joint Venture Other

Please state:

Date of Incorporation/Commencement: _____
YYYY / MM / DD

Legal Status (Please state whether the applicant is a public limited company, private limited company, overseas company, other body corporate, partnership, sole trader or other entity):

Registered Office of Company:

(Mailing Address)

Parish:

Principal Place of Business

(If different from Principal Place of Business)

Parish:

Barbados Revenue

Authority No:

VAT No:

NIS No:

Mailing Address

(If different from Principal Place of Business)

Parish:

3. Is the applicant registered in jurisdictions other than Barbados?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection. YES NO

If yes, please provide details including but not limited to the following as an attachment:

- The registered business name
- The trading name (if applicable)
- The jurisdiction(s) in which it is registered
- The directors
- The major shareholders

4. Is the applicant a subsidiary of an ultimate holding company?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection. YES NO

If yes, please provide details including but not limited to the ultimate holding company as an attachment:

- The registered business name
- The trading name (if applicable)
- The jurisdiction(s) in which it is registered
- The directors
- The major shareholders

5. Is the applicant part of a group of affiliated companies or a joint venture?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection. YES NO

If yes, please provide details including but not limited to the business arrangement as an attachment:

- The registered business name
- The trading name (if applicable)
- The registration number
- The jurisdiction(s) in which it is registered
- The directors
- The major shareholders
- The contractual arrangements between the entities
- Areas of possible conflict

6. Does the applicant/subsidiary(ies)/affiliate(s)/ultimate holding company currently has/have or had a licence(s) to transmit electricity in a jurisdiction(s) other than Barbados?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection. YES NO

If yes, please provide details including but not limited to the following as an attachment:

- The registered business name(s) under which a licence(s) was/were granted
- The jurisdiction(s) in which the business(es) was/were registered
- The nature of the licence(s) granted
- The licence(s) number(s)
- The name of the licensing authority(ies)
- The years of operation of the licence(s)
- The nature of the power plant(s)
- The annual sales (in Mwh)

7. Has the applicant/subsidiary(ies)/affiliate(s)/ultimate holding company ever been refused an electricity supply/generation/distribution/transmission licence?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection. YES NO

If yes, please provide details including but not limited to the following as an attachment:

- The registered business name under which the application was made
- The jurisdiction(s) in which the application was made
- The name of the licensing authority(ies) that refused the application
- The reason(s) for refusal

8. Has the applicant/subsidiary(ies)/affiliate(s)/ultimate holding company ever had an electricity supply/generation/distribution/transmission licence revoked?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection. YES NO

If yes, please provide details including but not limited to the following as an attachment:

- The registered business name under which the licence was revoked
- The jurisdiction(s) in which the revocation occurred
- The name of the licensing authority(ies) that revoked the licence
- The reason(s) for the revocation of the licence

9. Has the applicant/subsidiary(ies)/affiliate(s)/ultimate holding company ever been fined or convicted of criminality related to its operations?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection. YES NO

If yes, please give details (citation, penalty, jurisdiction, legal authority etc.) of any fines, penalties or criminal convictions, as an attachment.

PART II: LICENCE INFORMATION

1. Please select the type of licence this application relates to

Please place a tick (✓) in one (1) of the boxes below to indicate your selection.:

Electricity supply licence:	<input type="checkbox"/>	Electricity distribution licence:	<input type="checkbox"/>	Electricity distribution & transmission licence:	<input type="checkbox"/>
Electricity generation licence:	<input type="checkbox"/>	Electricity transmission licence:	<input type="checkbox"/>	Electricity supply, distribution & transmission licence:	<input type="checkbox"/>
Electricity generation, distribution & transmission licence:	<input type="checkbox"/>				

2. Is the application for:

Please place a tick (✓) in one (1) of the boxes below to indicate your selection.

A new licence:	<input type="checkbox"/>	The renewal of a licence:	<input type="checkbox"/>
The amendment/ modification of a licence:	<input type="checkbox"/>	The assignment of a licence:	<input type="checkbox"/>

If the application is NOT for a new licence, please, as an attachment give details i.e.:

- Justification for the status in change of licence including documentation supporting the application
- The supporting evidence that the change of the licence is not contrary to the public interest

3. Does the applicant wish to modify the standard terms and conditions of the licence for which they are applying?

Please place a tick (✓) in one (1) of the boxes below to indicate your selection.:

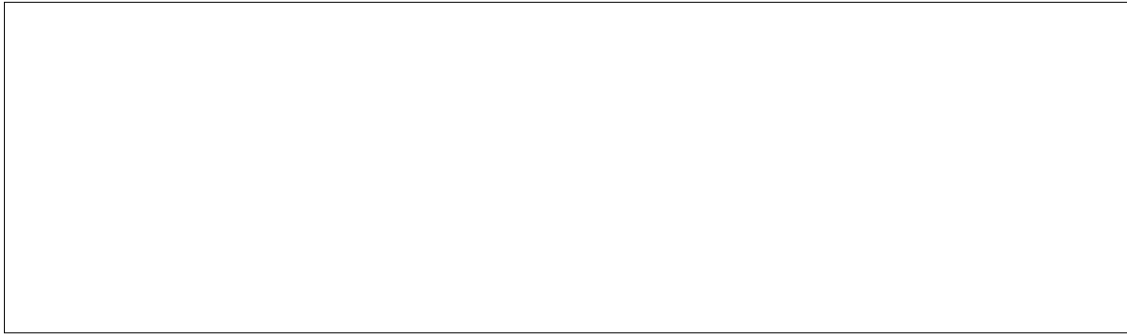
If yes, please provide details as an attachment YES NO

PART III: GENERAL INFORMATION

1. Projected Electricity Generation:	<input type="text"/>	(kWh/annually)	2. Average Electricity Consumption :	<input type="text"/>	(kWh/annually)
3. Utility Account No.:	<input type="text"/>	(kWh/annually)	4. Meter No.:	<input type="text"/>	(kWh/annually)
5. Address of Generation System:	<input type="text"/>				
6. Parish :	<input type="text"/>		7. GPS Coordinates:	<input type="text"/>	<i>Latitude, Longitude (DDMMSS)</i>

PART III: GENERAL INFORMATION

8. Directions from a point of reference to the site of the new renewable energy system:



PART IV: APPENDIX OF ATTACHMENTS

1) Company/Business Information shall include:

- A description of the operational nature of the applicant's company/business.
 - Diagram of the corporate structure, including details of the ultimate holding company/affiliates/subsidiaries.
 - Diagram of the organizational structure, including composition of the board, management and other key personnel responsible for the key functions of the business.
 - Details of applicant's directors: Please provide full details of ALL the applicant's current director(s) including any shadow or where applicable the corresponding officers as supplied from the Barbados Corporate Affairs and Intellectual Property Office. Also include those of the ultimate holding company/affiliates/subsidiaries.
 - A description of the applicant's strategy.
 - Details on the customer base or target market.
 - Details of the future plans of the applicant.
 - Applicant's business history and existing activities: details of the applicant's history (if applicable) including principal business interests and activities whether in Barbados or elsewhere, and where relevant, similar information in respect of the applicant's affiliates/subsidiaries/ultimate holding company.
- The socio-economic benefit of the business to Barbados, i.e.
 - The generation of new investment or the development of products and processes;
 - An improvement in employment, production capacity through market research, technical invention or innovation; or
 - The enhancement of export potential, foreign exchange earnings or savings or the general welfare of persons in Barbados.
 - Certification:
 - Certificate of Incorporation and the Articles of Association
 - Certificate of Clearance - Barbados Revenue Authority
 - Certificate of Clearance - National Insurance Department
 - Certificate of Good Standing - Supervisor of Insolvency

2) Financial Information shall include:

- Built Bank Warranty – Certificate from a lending institution ensuring the liabilities of the licensee will be met with the Minister. This Bank guarantee has to be equivalent to at least 20% of the total investment of the project.
- Bank references
- Details on the applicant's credit rating.
- Published financial and credit information of the applicant.

PART IV: APPENDIX OF ATTACHMENTS

- Financial Capability and Proposed Financial Plan (of the applicant and ultimate holding company/affiliate/subsidiary) – refers to unconsolidated statements of the following for the last () X years:
 - Income Statement
 - Balance Sheets
 - Cash Flow Statement
 - Statement of Earnings
 - Notes of the above financial statements
 - In the case of a new business entity, it is recommended that projections be submitted by a representative of the business/company applying and signed by the business/company's banker or by an accredited financial advisory as being creditable.
- Evidence of penalties documentation (if applicable)
- Bank references of the applicant

3) Generation Information shall include the applicable data in an attached document:

- For Utility Scale Solar Photovoltaics and large Commercial Plants
 - Manufacturer, make and model of main and ancillary energy conversion equipment, and their technical specifications
 - Environmental permit, issued by the competent institution
 - Facility decommissioning plan
 - Facility rehabilitation plan (where applicable)
 - System Efficiency
 - Proof of efficiency of all equipment
 - Plant Data:
 - Technology used
 - Location of Plant
 - Area needed for the power plant
 - Single line diagram showing which substation(s) the plant is connected to
 - Peak Capacity (MW)
 - Date of Installation (Year)
 - Plant lifetime (Yrs)
 - Capacity Factor (%)
 - Average Annual Maintenance Days (Days)
 - Auxiliary Power Consumption (%)
 - Capital Costs (\$/KW)
 - Fixed O&M Costs (\$/kWh/yr)
 - Variable O&M Costs (\$/kWh/yr)
- For Utility Scale Wind Farms and other Large Wind Energy Systems
 - Manufacturer, make and model of main and ancillary energy conversion equipment, and their technical specifications
 - Environmental permit, issued by the competent institution
 - Facility decommissioning plan
 - Facility rehabilitation plan (where applicable)
 - System Efficiency
 - Proof of efficiency of all equipment
 - Plant Data:
 - Location of Plant
 - Single line diagram showing which substation(s) the plant is connected to
 - Peak Capacity per unit (MW)
 - Date of Installation (Year)
 - Plant lifetime (Yrs)
 - Capacity Factor (%)
 - Average Annual Maintenance Days (Days)
 - Auxiliary Power Consumption (%)
 - Capital Costs (\$/KW)

- Fixed O&M Costs (\$/kWh/yr)
 - Variable O&M Costs (\$/kWh/yr)
 - Minimum cut-in speed
 - Maximum cut-out speed
 - Certified Power Curve
- For other commercial scale thermal Renewable Energy Systems
 - Manufacturer, make and model of main and ancillary energy conversion equipment, and their technical specifications
 - Environmental permit, issued by the competent institution
 - Facility decommissioning plan
 - Facility rehabilitation plan (where applicable)
 - System Efficiency
 - Proof of efficiency of all equipment
 - Plant Data:
 - Location of Plant
 - Single line diagram showing which substation(s) the plant is connected to
 - Peak Capacity per unit (MW)
 - Date of Installation (Year)
 - Plant lifetime (Yrs)
 - Capacity Factor (%)
 - Forced Outage Rate (FOR) (%)
 - Minimum Up time (Hours)
 - Minimum Down time (Hours)
 - Average Annual Maintenance Days (Days)
 - Auxiliary Power Consumption (%)
 - Capital Costs (\$/KW)
 - Fixed O&M Costs (\$/kWh/yr)
 - Variable (\$/kWh/yr)
- Renewable energy resource data
 - Solar – Measurement of 3-second data averaged over one minute. Provide data for all utility scale solar farms, and at all major substations.
 - Wind – Measurements of 3-second data averaged over 1 minute. Provide data measured at all utility scale wind farms, all individual wind turbines greater than 1 MW, and all major substations.
 - Biomass – Provide daily average of available biomass at each plant, and the higher heating value and lower heating value of the biomass.
 - Intermittent Resource Viability Study (where applicable)
 - A shading/wind analysis
 - A monthly system performance graph
 - Analysis and results from a RETScreen Analysis or PVSyst

4) Project Information shall include:

- Approval from the Chief Electrical Officer of the Government Electrical Engineering Department (GEED)
- Approval from the Chief Town Planner of the Town and Country Development Planning Office (TCDPO)
- Maps – detailed maps showing the location of all energy systems, including GPS coordinates.
- Site Plan – a detailed site plan including topographical information, if applicable.
- Drawings – detailed architectural and engineering drawings with specifications.
- Statements of assets, technology and source of energy –
 - The costs of all equipment.
 - Construction costs (if applicable), including material, labour and grid connection costs.
 - All land/property related, including sale/rental/lease of property arrangements, site preparation, design and security.
 - The level of generator redundancy.
 - Projected scheduled downtimes.

PART IV: APPENDIX OF ATTACHMENTS

- Indicative implementation schedule – project timelines for the specific activities that must be performed to produce the various project deliverables.
- Project viability projections:
 - Direct revenues (tariff)
 - Indirect revenues (savings that is electricity consumed)
 - Payback period
 - Internal Rate of Return (IRR)
 - Net Present Value (NPV)
- Operating and Maintenance (O&M) Costs
 - Annual operating costs.
 - Annual maintenance costs.
 - Annual general operating overheads.
 - Insurance costs.
 - Depreciation costs.
 - All labour costs including installation and administration (excluding insurance).
- Advertisements shall include:
 - Evidence that notice of the application for new licences has been made in the newspapers as stipulated under section 5(3) of the Electric Light and Power Act.

NOTE: Section 5(2)(a) states that “an applicant shall submit **such information and documents the Minister may require to determine whether a licence should be issued to the applicant**”.

In this regard, during the processing of the application, additional information may be sought.

PART V: 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 filled 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