

MINISTRY OF ENERGY AND BUSINESS DEVELOPMENT



Application for a Licence to Supply Electricity

GUIDANCE NOTE

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1. Introduction

1. This guidance note is for individuals, businesses, churches, joint ventures, charities, non-governmental organisations (NGOs) and any other interested parties who want to make an electricity licence application.
2. It is to assist anyone who seeks to apply for an electricity licence to interconnect a renewable energy system to the public grid or provide electricity supply services.
3. This note explains the licensing process, the timelines, the information requirements and the relevant criteria that is considered in reviewing an application.
4. The full details of terms and conditions under which a licence is granted is specific to each licence and can be found within the licence.
5. This guidance note should be read in conjunction with the Electric Light and Power Act (ELPA), 2013-21 and its amendments.

2. Background

2.1 Licensable Activities

6. The Minister responsible for Energy (Minister), issues licences to parties who are seeking to execute the following licensable activities as stated in the Electric Light and Power (Amendment) Act, 2019:
 - i. Generation
 - ii. Storage
 - iii. Transmission & distribution
 - iv. Dispatch
 - v. Sales

2.2 Exemptions

7. The aforementioned does not apply to a person who generates and supplies electricity to the public grid where the cumulative installed capacity of the generation systems owned, controlled or operates by the person for the supply of electricity does not exceed the amount set out in paragraph 1 of the First Schedule of the ELPA, i.e. 5kW for domestic and 25kW for non-domestic.

3. Licensing Regime

3.1 Application Process

8. The licensing application process addresses:
 - a new licence or;
 - a change of ownership of a licence.
9. The licensing application process commences at the single entry window of the Ministry responsible for Energy where applicants must apply for an ELPA licence by completing the application form and submitting all requisite documents related to the project.
10. Specifically, applicants are to upload the following documents for the following entities:
 - i. Government Electrical Engineering Department (GEED) – the single line diagram (SLD) for the project highlighting the cable and protective devices sizes, ratings and all equipment specification sheets. The SLD should include the owner and location on the drawings. The diagram should clearly state the size and number of panels and inverters and include their specification sheets and any manufacturer’s special rating information for Barbados.
 - ii. Town and Country Development Planning Office (TCDPO) – submissions are required if the system is **ground-mounted**. The site, location and elevation plans as well as studies, i.e. environmental scoping study (ESS), environmental impact assessment (EIA) as prescribed by the TCDPO depending on the development.
 - iii. Barbados Light and Power Company Limited (BLPC) – documents uploaded, as requested.
11. After the payment of the application fee, via the Government of Barbados’ EZPay+ platform, the application is administratively reviewed by the Ministry responsible for Energy.
12. On completion of this review, the GEED-related documents are forwarded, within the system, to the GEED for review and the related approval is provided through the online system within two (2) weeks.

13. The GEED approval is forwarded to the BLPC and the Ministry responsible for Energy for their review and necessary action. The BLPC executes a grid capacity review which is not expected to take more than five (5) working days. If the GEED indicates that a connection impact assessment (CIA) is required, the CIA is to be completed within the month that BLPC receives documents from the GEED. The Ministry responsible for Energy is expected to complete the technical and financial assessments within five (5) working days of receiving the documents from the GEED.
14. On completion of the reviews by the BLPC and the Ministry responsible for Energy, the application is forwarded to the Electric Light and Power Advisory Committee (ELPAC) for their recommendation to the Minister.
15. If the system does not require planning approval from the TCDPO, the Minister on review of the application, and the advice of the ELPAC, would either approve or refuse the application. The applicant is automatically notified through the system of the Minister's decision.
16. Alternately, if the system is ground-mounted and requires planning permission from the TCDPO, the Ministry responsible for Energy is expected to provide comments to the TCDPO through the online system once the applicant is issued a conditional approval from the Minister.
17. This conditional approval would allow the applicant to submit their planning application directly to the TCDPO. It is anticipated that the TCDPO will issue a decision for applications not requiring an Environmental Impact Assessment (EIA) within four (4) weeks and those applications requiring an EIA within twelve (12) weeks. These decisions are to be communicated to the applicant directly and to the Ministry responsible for Energy through the online system.
18. On receipt of the planning decision, the applicant is either issued with an approval or refusal through the online system.
19. When an applicant is issued with an approval, they are asked to pay the licence fee. Once the payment is accepted, the applicant is issued with a licence through the system.

3.2 Fees

20. The fees associated with a generation licence are as follows:

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

3.3 Requirements

21. The requisite attachments referenced are to be uploaded in Section 6 of the application form on the online system refer to the following:

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 the documents referenced at 9(i).

4. Town and Country Planning Approval - The application **must be accompanied** by the documents referenced at 9 (ii).

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)
- 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.

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.

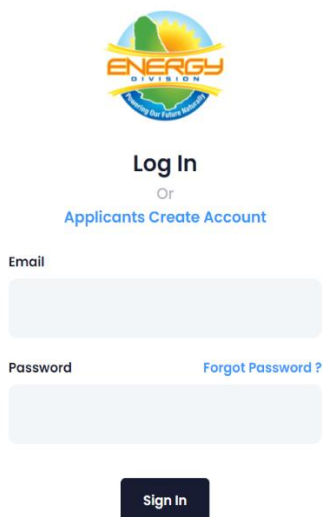
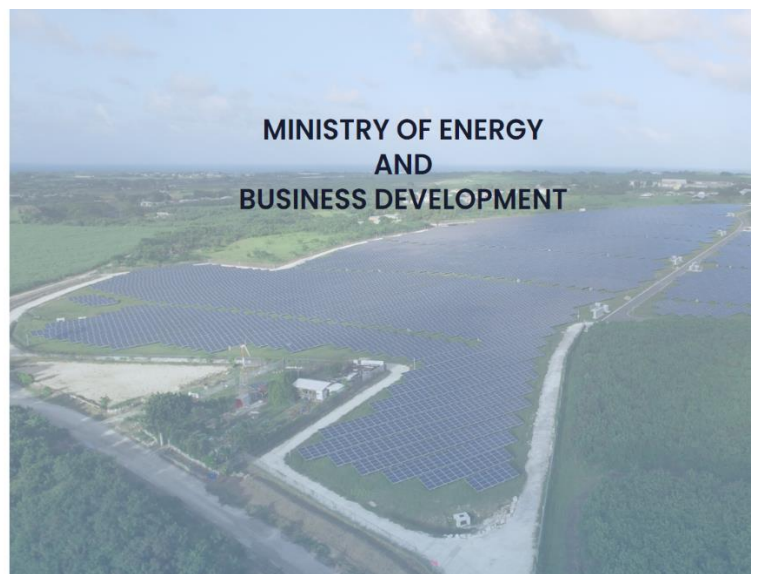
3.4 Evaluation Criteria

22. Section 6(3) of the ELPA states that the Minister shall not issue a licence unless he is satisfied that:

- i. The facility and location intend to be used pursuant to the licence is safe and adequate for the purpose;
- ii. The applicant possesses:
 - a. the financial capacity to build and maintain the facility;
 - b. the technical capability to operate the facility safely, reliably and efficiently; and
 - c. the capacity to prevent or minimize any damage to the environment that may arise out of the operations to be conducted under the licence;
- iii. any planning permission required under the Town and Country Planning Act, Cap. 240 has been obtained; and
- iv. the issue of a licence to the applicant would not result in the cumulative installed capacity of the renewable energy generation systems of all licensees being in excess of such amount as may be prescribed by the Minister, by Order, after consultation with the Chief Electrical Officer and the Commission (Fair Trade Commission).

3.5 ELPA Online System

23. Applicants are asked to log on to: www.apps.energy.gov.bb.

Sign Up and Login

24. For applicant sign up, at the login page, use credentials (email and password) to create an account.
25. Enter the relevant information in the field provided and click '**Submit**'.
26. A validation email will be sent to the email address that was used on registration.
27. After validating account, use credentials to login.

Sign Up or Log In
Enter your details to create your account

First Name

Last Name

Email

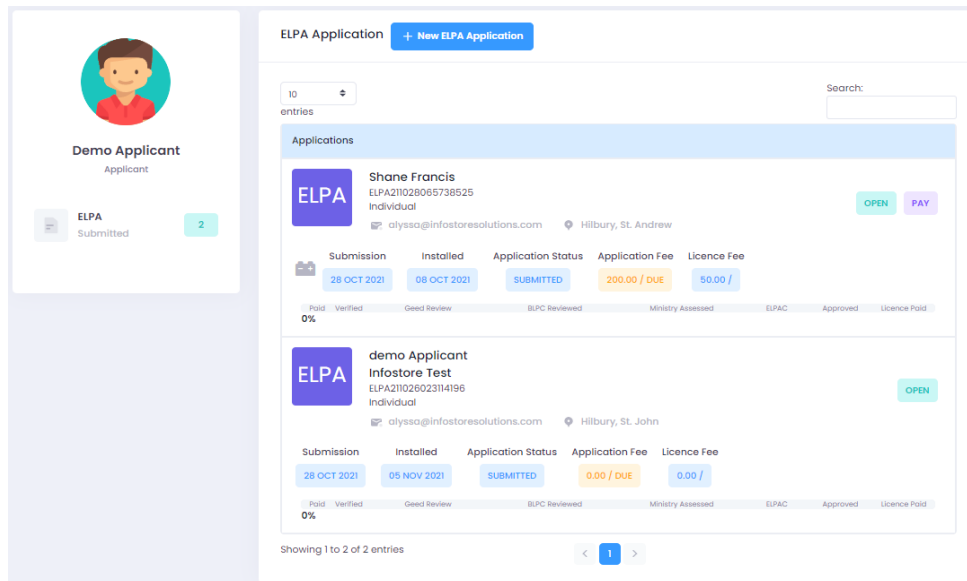
Password

Confirm password

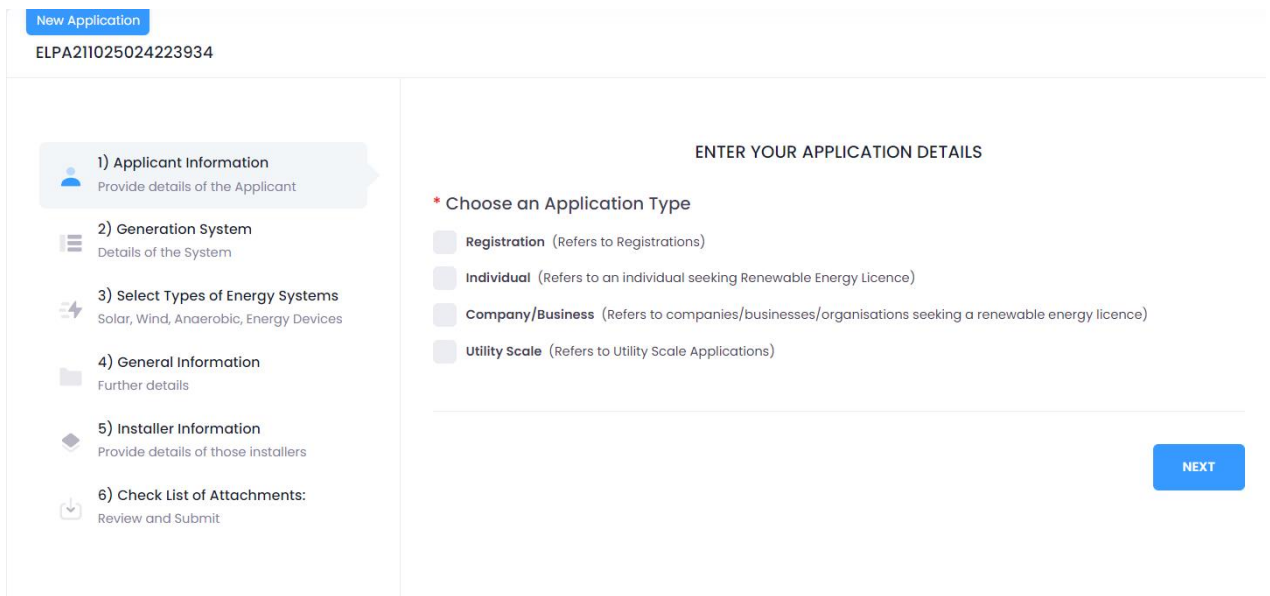
Submit Cancel



28. On login, the page will default to the **Applicant's Dashboard** which shows a summary of total applications submitted and the application status of each application as it advances through the different stages of the licensing process.
29. Application Forms that are incomplete will be saved as drafts and can be completed at a later time.



30. To add a new application, click on the blue **'+New ELPA Application'** button or **'New Application'** from the menu on the left side of the dashboard. The ELPA application form comprises 6 sections. The application will save a draft after completion of each part.



Section 1

31. From the options provided choose an application type by clicking on the check

boxes. This will open a fill-able form.

32. Enter the relevant information in the form fields provided and click 'Next'.

APPLICANT

Title: First Name: Initial(s): Surname:

National Reg. #: Passport #:

Email Address: Country:

Address: Parish:

Phone (Mobile): Phone (Work): Phone (Home): Fax:

+ Add Applicant

CONTACT

Title: First Name: Initial(s): Surname:

Job Title: Email Address:

Address: Parish:

Phone (Mobile): Phone (Work): Phone (Home): Fax:

+ Add Contact

NEXT

33. This is a form feature to add a repeat entry field. Clicking the '+Add Applicant' or '+Add Contact' button loads an additional section with form fields.

Section 2

34. From the options provided choose a Generation system by clicking on a check box. The *red asterisk* implies that the information in this field is important and is required in order to move on to the next part of the form.




The screenshot shows a form with the following sections:

- TYPE OF SYSTEM**: A header with a red asterisk. Below it are two radio buttons: "Domestic (Residential)" (checked) and "Non-Domestic (Commercial, Industrial, Recreational)".
- TYPE OF ELECTRICITY SERVICE**: A dropdown menu with "Generation" selected.
- TYPE OF GENERATION**: A dropdown menu with "Select" as the current value.
- TYPE OF CONNECTION**: A header with a red asterisk. Below it are four radio buttons: "Off-Grid", "On-Grid" (checked), "Hybrid", and "Other". To the right of "Other" is a text input field containing "Please state".
- Installed Capacity of Generation System:** Two input fields. The first is labeled "AC" and has a value of "0.00 Kilowatts". The second is labeled "DC" and has a value of "0.00 Kilowatts".
- At the bottom are two buttons: "PREVIOUS" (light blue) and "NEXT" (dark blue).

Section 3

35. From the options provided select the type of energy system by clicking on the arrow in the field and choose the option. This will open to reveal fields related to what was selected.

Select your Services

 SOLAR	>
 WIND TURBINE/FARM	>
 ANAEROBIC DIGESTER/BIO MASS/BIO GAS	>
<input type="checkbox"/> ENERGY STORAGE DEVICE	>

PREVIOUS

NEXT

36. Enter the relevant information in the form fields provided and click '**Next**'.

37. From the options provided choose a mounting structure of the generator by clicking on a check box. If '**Other**' is selected enter the information in the field '**Please State**'.

DESCRIPTION OF MOUNTING STRUCTURE OF GENERATOR

Roof Mounted Pole Mounted Ground-Mounted

Other

GENERATOR 🗑️

Brand Model:

Rated Power (dc) Kilowatts Quantity

Total Maximum Rated Power of Generator (dc) Kilowatts

[+ Add Generator](#) (Generator refers to solar panels)

INVERTER 🗑️

Brand Model

Rated Power (ac): Kilowatts Quantity

[+ Add Inverter](#)

Size of Interconnection Breaker in Panel amps

- 🌪️ WIND TURBINE/FARM >
- 🏠 ANAEROBIC DIGESTER/BIOGAS/BIOGAS >
- 🔋 ENERGY STORAGE DEVICE >

[PREVIOUS](#)

[NEXT](#)

38. Complete the information regarding the generators and inverters of the system.

Section 4

39. Enter the general information about the system and its location.

40. Add a GPS location of the system by enlarging the map and clicking on the site which would automatically fill the GPS coordinates.


PART IV: GENERAL INFORMATION

GPS

Pr. **Note:** 1. Click and drag GPS marker (📍) to your general location on the map. 2. Zoom the map to your exact location by clicking the + button. 3. Click and drag the red marker again to over your exact location.

* (

* /



Google Keyboard shortcuts Map data ©2021 Terms of Use

* GPS Coordinates

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

Installed Cost of System: BBD\$: BBD\$

* Date System Installed / To Be Installed: Select date & time

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

Previous Application #



Is this an addition to an existing system?

Yes No

[+ Add previous application number](#)

PREVIOUS

NEXT

Section 5

41. Enter the Installer's Information in the fields provided. To add additional information, click on the blue '+Add Installer' button. Click 'Next' to continue.

Part V: Installer Information

INSTALLER

Name of Installer

Address Parish

INSTALLER CONTACT INFORMATION:

Name of Authorised Representative:

Job Title Email Address:

Phone (Mobile): Phone (Work): Phone (Home): Fax:

[+ Add Installer](#)





PREVIOUS

NEXT

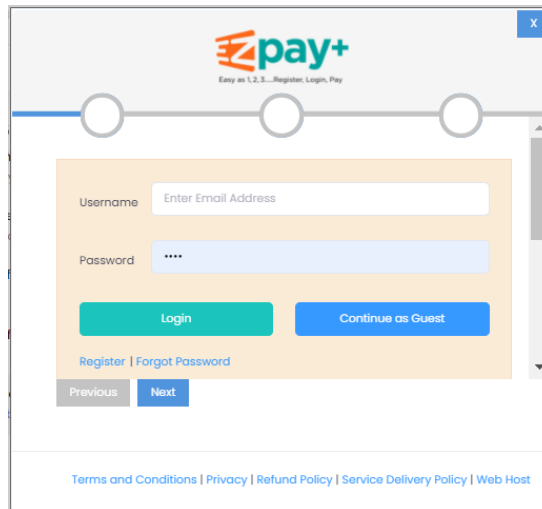
Section 6

42. For document uploads, use the drop down menu to choose classification of file.
43. Click on the blue 'Attach Files' button to upload the file.
44. Click on the download icon to download the file.
45. To view the uploaded file click on the blue note pad icon.
46. Click on the red delete icon to delete the file, this will prompt the user to confirm deletion.

The screenshot displays the 'Upload Files' section of a web application. At the top, there is a dropdown menu for 'Classification' set to 'Business Plan'. Below it is an 'Upload Files:' section with a blue 'Attach files' button and a note: 'Max file size is 5MB and max number of files is 5.' The main area is titled 'Files' and contains a table with columns for 'Type', 'Details', and 'Application ID'. A single file is listed: 'Business Plan' (PNG), dated '2021-10-28 16:33:18', with application ID 'ELPA211026023114196'. The file name is 'access.png'. To the right of the file name are three icons: a download icon, a note pad icon, and a delete icon. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the interface are two buttons: 'PREVIOUS' and 'SUBMIT'.

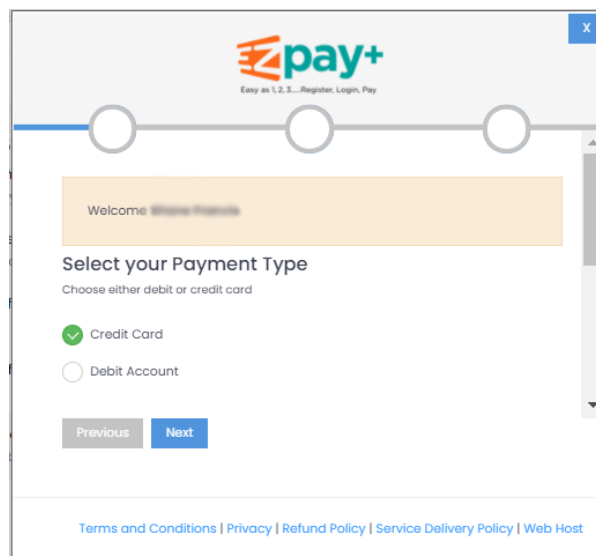
Type	Details	Application ID	
	Business Plan 2021-10-28 16:33:18 access.png	ELPA211026023114196	  

47. After clicking the submit button, the EZPay+ payment module will be displayed, prompting payment of the application fee.



The image shows a screenshot of the EZPay+ login page. At the top, there is the EZPay+ logo with the tagline "Easy as 1,2,3... Register, Login, Pay". Below the logo is a progress indicator with three circles. The main content area is a light orange box containing a "Username" field with the placeholder text "Enter Email Address", a "Password" field with four dots, a green "Login" button, and a blue "Continue as Guest" button. Below these buttons are links for "Register" and "Forgot Password". At the bottom of the orange box are "Previous" and "Next" buttons. At the very bottom of the page, there are links for "Terms and Conditions", "Privacy", "Refund Policy", "Service Delivery Policy", and "Web Host".

48. Log in with EZPay+ credentials or continue as guest if no EZPay+ credentials are available.
49. To sign up for EZPay+, please login at: <https://ezpay.gov.bb/login.php>.
50. Choose the payment type and click 'Next' to continue the payment process.



The image shows a screenshot of the EZPay+ payment type selection page. At the top, there is the EZPay+ logo with the tagline "Easy as 1,2,3... Register, Login, Pay". Below the logo is a progress indicator with three circles. The main content area is a light orange box containing a "Welcome" message, the heading "Select your Payment Type", and the instruction "Choose either debit or credit card". There are two radio button options: "Credit Card" (which is selected with a green checkmark) and "Debit Account". Below these options are "Previous" and "Next" buttons. At the very bottom of the page, there are links for "Terms and Conditions", "Privacy", "Refund Policy", "Service Delivery Policy", and "Web Host".

51. On completion of payment, the applicant will receive a confirmation regarding the payment.
52. Once the payment is confirmed, the applicant will have the option of printing the receipt issued, from their dashboard, from the Ministry responsible for Energy.
53. The application review process officially commences after the payment is confirmed.
54. Please ensure that the correct information is entered and correct documents uploaded and provide as much information as possible. The omission of information may result in delays.
55. If the applicant is asked for more information, please respond in a timely manner to continue the timely processing of the application.
56. All applications will be processed as quickly as possible and the progress can be viewed on the applicant's dashboard.

4. Confidentiality

57. The Ministry responsible for Energy maintains confidentiality on all information supplied or disclosed during the ELPA licensing process.

5. General Information

58. For more information, contact:

Website: www.energy.gov.bb

Email: elpa@energy.gov.bb

Phone: 1-246-535-2500/2556/2593/2553/2541

Correspondence:

Permanent Secretary

Ministry of Energy and Business Development (Energy Division)

Trinity Business Centre

Country Road, St. Michael

Barbados, BB11081.