# Properly made checklist – for power stations that are in the process of commissioning and expected to commence generation within six weeks

## Fuel sources other than solar or generation primarily for export

Installers and registered participants should use this checklist when applying to accredit a power station. You must tick off each requirement and submit it with your application in the REC Registry. If your application is complete, it will be considered ‘properly made’.

If we find there is information missing in your checklist and application, you will need to resubmit your application. We will send you a list of items that are missing for you to follow up on.

Applicants should read this document before commencing work onsite. This is to ensure you collect site-based evidence at the right time. The photographic evidence requested in this checklist is mandatory, meaning you may need to return to site if photos are missing, low quality or not of the right components.

Contact the large-scale renewables team on CER-RET-Powerstations@cer.gov.au or 1300 553 542 if you have any questions.

#### About the accreditation process:

* The Clean Energy Regulator will not consider applications as properly made, until all required information is provided.
* The application must be properly made within 3 months of your first submission. We will withdraw an application if it is not properly made by this time.
* If your application is withdrawn because you did not meet the deadline, you can still submit a new application. You must provide all the information necessary to meet the requirements of section 13 of the *Renewable Energy (Electricity) Act*. You will need to pay a new application fee.
* The date you pay the fee will inform the date the power station accreditation begins.
* We may still request further information for applications that are deemed properly made.

| Requirements for properly made | Additional guidance |
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| **Applicant details**[ ]  Details of the owner and operator of the power station[ ]  The applicant (nominated person) is an owner or operator of a power station[ ]  Evidence that all stakeholders (other than the applicant) have agreed to the making of the application (if applicable) | * [Step one – applying to become a registered person](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Applying-for-accreditation#:~:text=Step%201%20%2D%20Applying%20to%20become%20a%20registered%20person)
* [Agreement to the making of an application for accreditation of a power station](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria#:~:text=Agreement%20to%20the,application%20form.)
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| **Power station details**[ ]  Power station name in correct format: <unique name> - <renewable type [w SGU]> - <state abbreviation>[ ]  Details of the address of the power station[ ]  Latitude and longitude updated to show exact system location[ ]  Details of any battery energy storage system (if applicable)[ ]  Details of any small generation unit associated with the power station (if applicable) | * [Application requirements and eligibility criteria](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria)
* [Requirements for upgrading a small generation unit to a power station](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/requirements-for-upgrading-a-small-generation-unit-to-a-power-station)
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| **Eligible renewable energy source details**[ ]  List of eligible energy sources from power generated[ ]  Capacity of the power station (in MW) correct to 4 decimal places[ ]  List of non-eligible energy sources of power generation (if applicable)[ ]  Details of components integral to the operation of the power stationYou will be required to provide the following documentation prior to the decision to accredit your power station is made:[ ]  Photographs of components integral to the power station. Irrespective of fuel source, this will include:[ ]  photos of large-scale generation certificate (LGC) metering installation/s with serial numbers clearly visible[ ]  completed installation**Additional requirements for hydro**[ ]  Documents illustrating the complete hydro scheme, including full supply levels, water courses, interconnected power stations, pumping equipment and metering sites**Additional requirements for wood waste**[ ]  Documents to show compliance with Regulation 8 of the Renewable Energy (Electricity) Regulations 2001 (the Regulations) (Wood waste)**Additional requirements for energy crops**[ ]  Documents to demonstrate compliance with Regulation 9 of the Regulations (Energy crops)**Additional requirements for landfill gas**[ ]  Detailed maps of the area identifying the location of the power station, other landfill gas cells or power stations in the area, any gas or electrical interconnections between generators and landfill gas cells | * [Energy sources used by accredited power stations](https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/eligible-energy-sources)
* [Components and electrical single line diagram](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/components-and-electrical-single-line-diagram)
* [Renewable Energy (Electricity) Regulations 2001Schedule 1—Guidelines for determining components of electricity generation system that are taken to be part of a power station](https://www.legislation.gov.au/Series/F2001B00053)
* [Wood waste guide and assessment sheets](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Large-scale-generation-certificates/Large-scale-generation-certificate-eligibility-formula/Wood-waste-guide-and-assessment-sheets)
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| **Metering details**[ ]  Details of LGC meters used in support of measurement of electricity generation under Regulation 14 of the Regulations (general formula)[ ]  Details of the electricity network, including:[ ]  Is the power station in the National Electricity Market (NEM)?[ ]  National Meter Identifier (NMI) number (if applicable)[ ]  How is generated electricity used (select ALL that apply)* Internal use
* Distribution
* Transmission

[ ]  Details of the electricity generation process, including:* details of the generation voltage
* how the voltage is stepped up or down for feeding into an electricity network (distribution or transmission), or for onsite consumption
* if a zero export device is a component of the power station, details of how this device operates

[ ]  An electrical single line diagram (ESLD) for the system (as designed), illustrating:* the generation components (including make, model, power rating and quantity)
* LGC meters (including make, model, and serial number)
* connection point meter (including NMI if applicable)
* Small-scale Renewable Energy Scheme components (if applicable)
* battery energy storage system (if applicable)
* any other relevant components and connections
 | * [Metering guidance](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/metering-guidance)
* [Components and electrical single line diagram](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/components-and-electrical-single-line-diagram)
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| **LGC Methodology**[ ]  An LGC methodology describing the measurement of electricity generation, under Regulation 14 of the Regulations (general formula). This may be worked out during the accreditation process | * [Large-scale generation certificate general formula](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Large-scale-generation-certificates/Large-scale-generation-certificate-eligibility-formula)
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| **Approval details**[ ]  Details of the approvals that have been obtained, applied for or exempted from[ ]  Documentation demonstrating compliance with planning and development requirements (unless exempt)You will be required to provide the following documentation prior to the decision to accredit your power station is made:[ ]  Documentation demonstrating compliance with Commonwealth, state or territory environmental requirements (if required)[ ]  Documents demonstrating that building approvals or permits are in place (unless exemption applies)[ ]  Documents demonstrating compliance with electrical safety requirements (for example, Certificate of Electrical Safety)[ ]  Copy of signed connection agreement[ ]  Copy of electricity sale agreement (if applicable)[ ]  Copy of recent electricity bill (if relevant)[ ]  Copy of generator’s licence (if applicable)[ ]  Copy of Australian Energy Market Operator (AEMO) registration and confirmation of your Marginal Loss Factor (MLF) (if applicable) **Additional requirements for solar**[ ]  Documents showing that installation meets structural engineering requirements**Additional requirements for large and complex power stations** [ ]  Documents demonstrating that ongoing requirements will be met when operating the power station (for example, compliance or operation plan, and supporting documents like an operational environment management plan)**Additional requirements for landfill gas/relevant biomass-based energy sources**[ ]  Documents to show compliance with relevant gas work requirements  | * [Operation in accordance with Commonwealth, state, territory or local approvals](http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Eligibility-criteria/operation-in-accordance-with-commonwealth-state-territory-or-local-approvals)
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| **Generation details**[ ]  The expected date of first generation (updated date of first generation if it has changed since the initial application)[ ]  The date of first generation is within 6 weeks**Additional requirements for power stations generating before 1 January 1997**[ ]  Supporting documentation to establish renewable energy baseline |  |
| **Generation projection**[ ]  Details of the estimated average annual output of the power station (in MWh) over the next three years by fuel source |  |
| **Declaration**[ ]  Declaration made by the applicant |  |
| **Application fee**[ ]  Application fee paid | * [Fees](https://www.cleanenergyregulator.gov.au/OSR/REC/Fees)

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## Further information for this application:

Additional notes for Clean Energy Regulator and power station applicant: