



DECLARATION FOR OFF-GRID SMALL SCALE EMBEDDED GENERATION

This form is for declaration of any small scale embedded generation (SSEG)¹ including:

- Passive standby UPS utilised as off-grid hybrid SSEG²
- SSEG alternative supply in terms of SANS 10142-1: 2017 - The wiring of premises³
- Electrically separated off-grid SSEG installations that is not interlocked with the utility electricity grid as a switched alternative⁴

SUBMIT COMPLETED FORM TO

CUSTOMER SUPPORT SERVICES: AREA NORTH		
Electricity House City Cnr Buitengracht & Hout Street Cape Town CBD	Electricity House City 51 Buitengracht Street Cape Town CBD 8000	Tel: 021 444 2096 / 7 Fax: 021 444 2112 Email: sseg.north@capetown.gov.za

OR

CUSTOMER SUPPORT SERVICES: AREA EAST		
Electricity Generation & Distribution Head Office Bloemhof Centre Bloemhof Street BELLVILLE	Private Bag X44 BELLVILLE 7535	Tel: 021 444 8511 / 2 Fax: 021 444 8787 Email: sseg.east@capetown.gov.za

OR

CUSTOMER SUPPORT SERVICES: AREA SOUTH		
1 st Floor Wynberg Electricity Depot Rosmead Avenue WYNBERG	Wynberg Electricity Depot Rosmead Avenue WYNBERG 7800	Tel: 021 400 4750 Fax: 021 400 4753 Email: sseg.south@capetown.gov.za

For a detailed area map see the **Electricity Distribution Licensee Area Boundaries** map available under **Reference documents** at <http://www.capetown.gov.za/elecserviceforms>

SERVICE LOCATION	
ERF NUMBER	
PHYSICAL ADDRESS	
TOWNSHIP / SUBURB / FARM	
POSTAL CODE	

PROPERTY OWNER (APPLICANT)	
TITLE	
FIRST NAME	
SURNAME	
BUSINESS PARTNER NO.	
CONTRACT ACCOUNT NO.	

PROPERTY OWNER CONTACT DETAILS			
WORK NO.		CELLPHONE NO.	
FAX NO.			
E-MAIL ADDRESS			

¹ Typically, photovoltaic (PV)

² Typically, a standby storage system that supplies a load from the grid whilst the batteries are charged or supplying the load via an interlocked change-over switch by means of the UPS inverter, operating in stored-energy mode.

³ SSEG alternative supply that is connected to your building through an interlocked change-over switch.

⁴ Typically, a fully stand-alone system with a separate load e.g. a solar powered pool pump.

PRIMARY ENERGY SOURCE FOR EMBEDDED GENERATION (e.g. photovoltaic, wind.)

BATTERY STORAGE (Tick the appropriate box)				
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	kWh

TYPE OF ENERGY CONVERSION (e.g. synchronous generator for wind, static inverter for PV.)

SITE PLAN											
LATITUDE (DD MM SSS)	S			°			'				"
LONGITUDE (DD MM SSS)	E			°			'				"
FOR COMMERCIAL / INDUSTRIAL ONLY Attach plan showing location and dimensions of intended installation infrastructure in relation to the existing buildings and property point of connection. (Tick box if plan is attached)											

DOCUMENTS TO BE SUBMITTED⁵	
A schematic diagram showing details of the off-grid SSEG installation in relation to the wiring of the premises and the City's electricity grid.	<input type="checkbox"/>
A Certificate of Compliance (CoC) and test report is required <i>only if</i> an off-grid installation is integrated and interlocked with a change-over switch between the utility electricity grid and the customer electrical installation, as follows: a. Passive standby UPS utilised as off-grid hybrid SSEG as defined in the City's Requirements for SSEG document, and; b. SSEG alternative supply in terms of SANS 10142-1: 2017	<input type="checkbox"/>

TOTAL CAPACITY OF THE OFF-GRID EMBEDDED GENERATIONN (kVA) (Attach schedule for each unit if more than one generation unit or location.)

DESCRIPTION OF ELECTRICAL LOAD SUPPLIED BY THE OFF-GRID EMBEDDED GENERATION

PROPERTY EXISTING METERING DETAILS	
METER NO.	
METER TYPE (Conventional / prepayment / AMI)	

MAKE AND MODEL OF KEY GENERATING EQUIPMENT					
MANUFACTURER		MODEL			
NUMBER		PHASE (Tick the appropriate box)	SINGLE	<input type="checkbox"/>	THREE

⁵ For guidance here, it is recommended that an installer/supplier be consulted.

I acknowledge that the City of Cape Town Energy & Climate Change Directorate will proceed with the due diligence review of this off-grid SSEG. I further acknowledge that the City of Cape Town will provide this information to the National Energy Regulator of SA (NERSA) and other Distributors as required.

DECLARATION	
I/we, the owner(s) of the property, hereby declare that I/we have taken the necessary steps to ensure all information contained in this declaration form is correct. I/we further acknowledge and agree to comply with the provisions of the City of Cape Town Electricity Supply By-law and Conditions of Supply ⁶ .	
SIGNED (PROPERTY OWNER ⁷)	
DATE	

If signing on behalf of the property owner(s), an approved letter of proxy⁸ must be attached to this declaration.

PROXY DETAILS	
TITLE	
FIRST NAME	
SURNAME	
SIGNED (PROXY)	
DATE	

DECLARATION BY REGISTERED PERSON OF AN ELECTRICALLY SEPARATED OFF-GRID SSEG SYSTEM ⁹	
I hereby declare that the SSEG system as described and in the attached schematic diagram of the property is electrically separated as defined.	
SIGNED (<i>registered electrician or ECSA professional</i> ¹⁰)	
DATE	
REGISTRATION NO.	
REGISTRATION CATEGORY	

FOR OFFICE USE

DATE FORM RECEIVED	
NOTIFICATION NO.	

FURTHER INFORMATION REQUIRED	YES		DATE RECEIVED
	NO		

DUE DILIGENCE APPROVAL	YES		DATE APPLICANT ADVISED
	NO		

COPY TO DISTRIBUTION DISTRICT CONSTRUCTION SUPERVISOR	YES		DATE COMPLETED
	NO		

Form version: 2019-01-24

⁶ Available under Referenced Documents at <http://www.capetown.gov.za/elecseviceforms>

⁷ Only the property owner may sign this declaration. Proof of property ownership must be attached to the application form. This can be a property rates account, title deed or proof of registration. If applying on behalf of the property owner(s), an approved letter of proxy must be attached to the application. If the owner is a private person, a copy of his/her identity document or passport must be attached to the declaration form. If the owner is not a private person, a copy of the business/trust/body corporate registration form must be attached to the declaration form, together with a copy of the signatory's identity document.

⁸ If the owner is a natural person, a letter is required wherein the property owner appoints the signatory as proxy. The letter must be signed by the owner and accompanied by a copy of his/her identity document. If the owner is not a natural person, a resolution of the board (or equivalent strategic body, depending on the nature of the company) is required, authorising the signatory to sign on behalf of the company. The property owner's details should still be completed in the property owner section. The only change is in the Declaration section where, in the case of a proxy, the owner's name is filled in without his/her signature and the proxy signs on behalf of the owner in the appropriate field. All other documentation required have to be submitted, including proof of ownership.

⁹ "Electrically separated" means that all the conductors energised by the electricity generated by the SSEG system:

- cannot be connected to any electrical conductors which can also be energised at any time from the utility electricity grid supply, and;
- are not terminated in or drawn through any enclosure or junction box in which conductors can be energised from the utility electricity grid supply that are terminated or drawn through.

¹⁰ "ECSA professional" refers to an electrical professional engineer, professional technologist, professional certificated engineer or professional engineering technician who is registered with the Engineering Council of South Africa (ECSA).