



ENERGY DIRECTORATE

GEN/OFF-GRID

DECLARATION FOR OFF-GRID SMALL SCALE EMBEDDED GENERATION

This form for substantiating of any small scale embedded generation (SSEG) to customer electrical installation that is defined as off-grid inclusive of passive standby UPS utilised as off-grid hybrid SSEG and does not have to comply with the Electricity Supply By-law and does not have to be approved by Energy Directorate.

Submit completed form to:

Customer Support Services: Area North		
Test & Metering Building Ndabeni Electricity Complex Melck Street NDABENI	Ndabeni Electricity Complex Melck Street NDABENI 7405	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: 021 763 5664/5723 Fax: 021 763 5687 Email: sseg.south@capetown.gov.za

Property name and location:

Project name:
Erf number:
Physical address:
Township / Suburb / Farm:
Postal code:

Name and account numbers of property owner:

First name:		Last name:		Title:	
Business partner number as per municipal account:			Contract account number:		

Property owner contact details:

	Office	Mobile
Telephone number		
Facsimile number		
E-mail address		

Type of prime mover and fuel source for embedded generation: (E.g. photo-voltaic, wind.)

Battery storage
(Tick appropriate box.)

		<input checked="" type="checkbox"/>
Yes	No	

kWh	
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Type of energy conversion:
(E.g. synchronous generator, inverter.)

Site plan:

Latitude (dd mm sss)	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px;">S</td> <td style="width: 20px;"></td> <td style="width: 20px;">°</td> <td style="width: 20px;"></td> <td style="width: 20px;">‘</td> <td style="width: 20px;"></td> <td style="width: 20px;">”</td> </tr> </table>	S		°		‘		”
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Longitude (dd mm sss)	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px;">E</td> <td style="width: 20px;"></td> <td style="width: 20px;">°</td> <td style="width: 20px;"></td> <td style="width: 20px;">‘</td> <td style="width: 20px;"></td> <td style="width: 20px;">”</td> </tr> </table>	E		°		‘		”
E		°		‘		”		
For commercial/industrial only (show location and dimensions of intended installation infrastructure in relation to the existing buildings and property point of connection.)								

Documents to be submitted!:

A schematic diagram showing details of the off-grid SSEG installation in relation to the rest of the installation and the City's grid.	<input checked="" type="checkbox"/>
A certificate of compliance and test report for electrical installations, certifying that the off-grid SSEG installation is physically separated from: <ol style="list-style-type: none"> a. the City's grid, and; b. the part of the installation on the property that is being supplied from the City's network. c. If a suitably interlocked change-over switch is required for a passive standby UPS utilised as off-grid hybrid SSEG, the certificate of compliance and the test report provides the switch requirements as per Appendix 4 of the Requirements for SSEG document. 	<input type="checkbox"/>

Total capacity of the off-grid embedded generation (kVA):
(Attach schedule for each unit if more than one generation unit or location.)

¹ For guidance here, it is recommended that an installer/supplier be consulted.

Make & model of key generating equipment:

Manufacturer:				
Model:				
Number:				✓
Phase:	Single		Three	

(Tick appropriate box.)

Clearance by other City of Cape Town departments

FUNCTION	SECTION	COMMENTS	NAME	SIGNATURE	DATE
Zoning/subdivision/building structure plans	Planning and Building Development Management (Area offices)				
Noise impact assessment and ventilation	City Health Specialised Services 22 nd floor Cape Town Civic Centre (021) 4003781				
Air pollution and quality (Fuel burning)	City Health Specialised Services 246 Voortrekker Road VASCO (021) 5905200				

Note:

1. Energy Directorate will require **prior** approval from these departments. Applications to connect to the grid will not be considered until all relevant approvals have been obtained.
2. Photovoltaic (PV) SSEG applications will require approval from Planning and Building Development Management only if:
 - a) Roof top installations: PV panel(s) in its installed position projects more than 1,5m, measured perpendicularly, above the roof and/or projects more than 600mm above the highest point of the roof;
 - b) Installations on the ground: PV panel(s) in its installed position projects more than 2,1 metres above the natural/finished ground level.

Any other additional information:

I request the City of Cape Town Energy Directorate to proceed with the due diligence review of this off-grid SSEG.

I further give my consent to the City of Cape Town providing this information to the National Energy Regulator of SA (NERSA) and other Distributors as required.

Application completed by:

Name:	Title:

_____ **Signed (property owner):** _____

Signed (Applicant):

Date:

Date:

FOR OFFICE USE

Date form received:

YES		NO	
YES		NO	
YES		NO	

Further Information Required:

Due diligence approval:

**Copy to distribution district
construction supervisor:**

Notification No.

**Date
received:**

**Date applicant
advised:**

**Date
completed:**
