

# Carbon Neutral Adelaide

## SUSTAINABILITY INCENTIVES SCHEME

### Pre-Installation Commitment

Updated March 2017

## Standard Operating Procedure

### Pre-Installation Commitment

#### Purpose:

To provide greater funding certainty to applicants of the Sustainability Incentives Scheme for complex or large projects.

#### Overview:

Council may give Pre-installation Commitments for incentive payments in advance of an installation being completed. Final payment of such incentives will be subject to an applicant subsequently meeting all requirements of the Scheme.

This means that an allocation may be set aside for a period of three months, or other such time as agreed in writing by Council, to provide greater certainty to applicants and enable approvals, engagement and implementation to occur.

A Pre-installation Commitment may be available for projects that the Council considers meet one of the following:

- a. Require the approval of a third party and involve higher levels of project management,
- b. Offer greater community demonstration potential,
- c. Engage multiple households or tenancies in a building, or
- d. Involve participation of Commonwealth concession card holders.

### Criteria

1. Pre-installation Commitments will primarily be limited to 3 months in duration and Council will not pre-commit more than 75% of available Sustainability Incentives Scheme funding.
2. An Applicant may request a Pre-installation Commitment for the following:
  - a. Energy storage (any size) with existing or new solar photovoltaic (any size),
  - b. Solar PV greater than 10kW,
  - c. Electric Vehicle projects in category 'Level 2' or 'Level 3-4',
  - d. Energy Smart Apartments Project,
  - e. LED light replacement – Combined application for apartment common area plus households in the same building,
  - f. Energy monitoring to multiple dwellings or business tenancies in a single building,
  - g. Partnership Projects (≥\$20k to a single site record in a financial year requires Council approval), or
  - h. Any project involving tenant or Commonwealth concession cardholders.

---

The following process will be administered:

## Step 1 – In-principle advice

1. Applicant to submit to Council:
  - a. Completed application form(s) with itemised quotation for proposed works;
  - b. Supporting system information required to calculate rebate; and
  - c. Request for a Pre-installation Commitment (Commitment).
2. Council to review and provide in-principle advice of:
  - a. Application(s) for incentives less than \$20k to a site record in a financial year
    - i. A Commitment being agreed, the estimated rebate and requirement to 'activate' the Commitment within 10 business days by paying the installer's deposit (10% of total cost or if over \$12,000 then  $\geq$ \$1,000) or enter into a binding contract for purchase.
  - b. Application(s) for incentives greater than \$20k to a site record in a financial year – Partnership Projects
    - i. The estimated rebate and requirement to seek Council endorsement for Partnership Projects (Pre-installation Commitment may take up to 2 months).
    - ii. Council's endorsement and if a Commitment is agreed, requirement to 'activate' the Commitment within 10 business days by paying the installer's deposit ( $\geq$ \$1000) or enter into a binding contract for purchase.

## Step 2 – Pre-installation Commitment Activation

1. Applicant will activate a Commitment by:
  - a. Paying a minimum of 10% or \$1,000 deposit or enter into a binding contract for purchase; and
  - b. Providing evidence of payment (receipt) or a binding contract to Council within the 10 business day activation period.

*Note: A Commitment will lapse should it not be activated within the activation period.*

2. Council to provide written advice to the Applicant confirming:
  - a. A Commitment has been activated;
  - b. Installation must be completed and all supporting information provided to Council within 3 months, or other Commitment expiration date as may be agreed in writing by Council; and
  - c. A Commitment will lapse should Council not receive all required information by the Commitment expiration date.

## Step 3 – Rebate Payment

1. Applicant to:
  - a. Complete installation;
  - b. Meet all requirements of the Scheme; and
  - c. Provide all supporting information to Council by the Commitment expiration date, unless otherwise agreed in writing by Council.
2. Council to review and provide advice of:
  - a. Outstanding scheme requirements; and/or
  - b. Final incentive payment(s).

