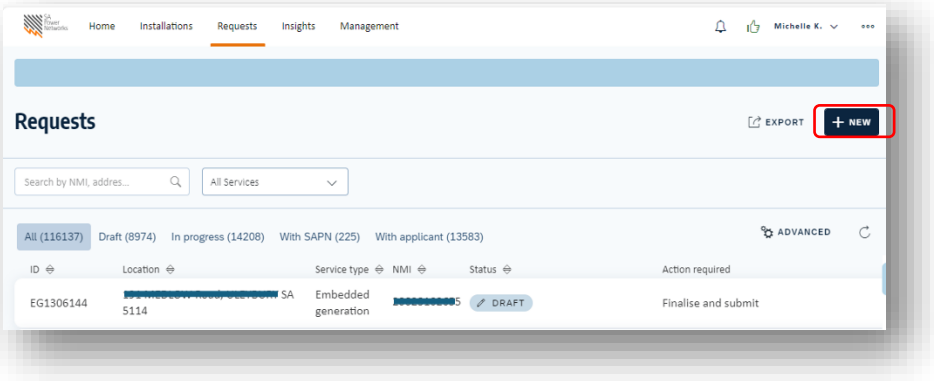
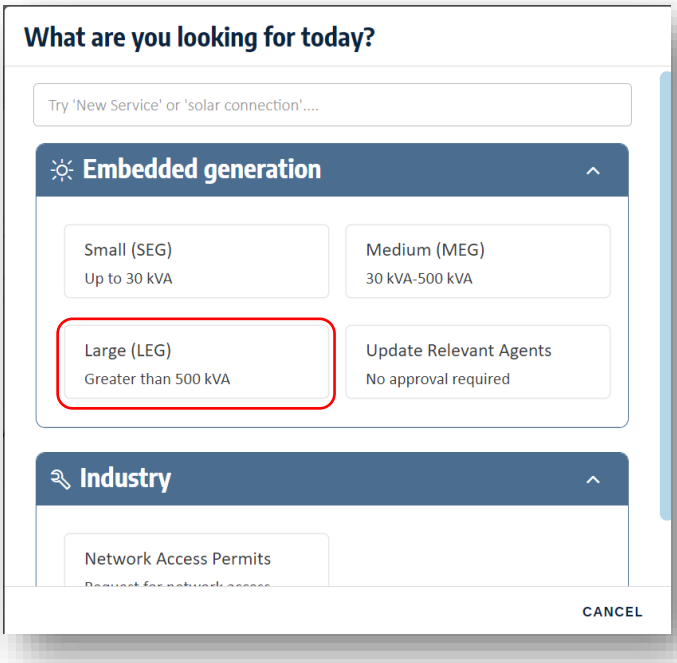
How do I create a LEG application?

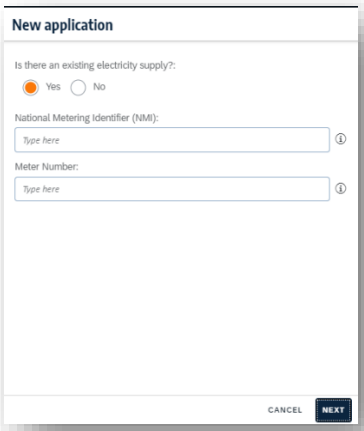
This document describes the steps involved in applying for Large Embedded Generation.

1. Click the “Apply” button on the dashboard, then select the size of the EG “Large (LEG)”.

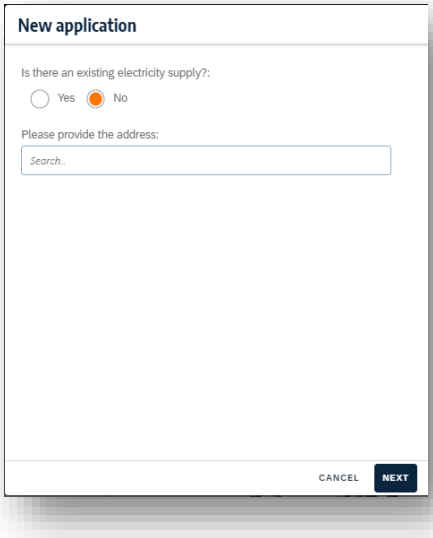


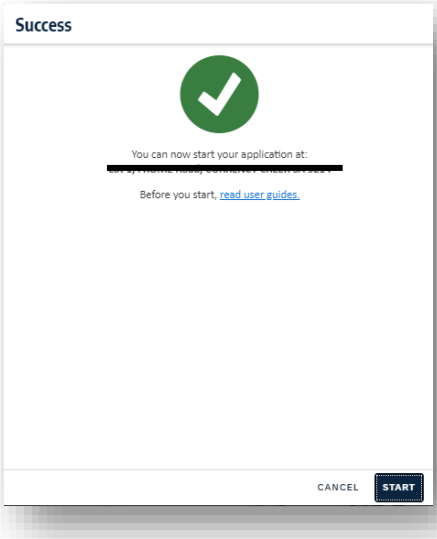


2. If there is an existing supply enter the NMI and Meter number for the site

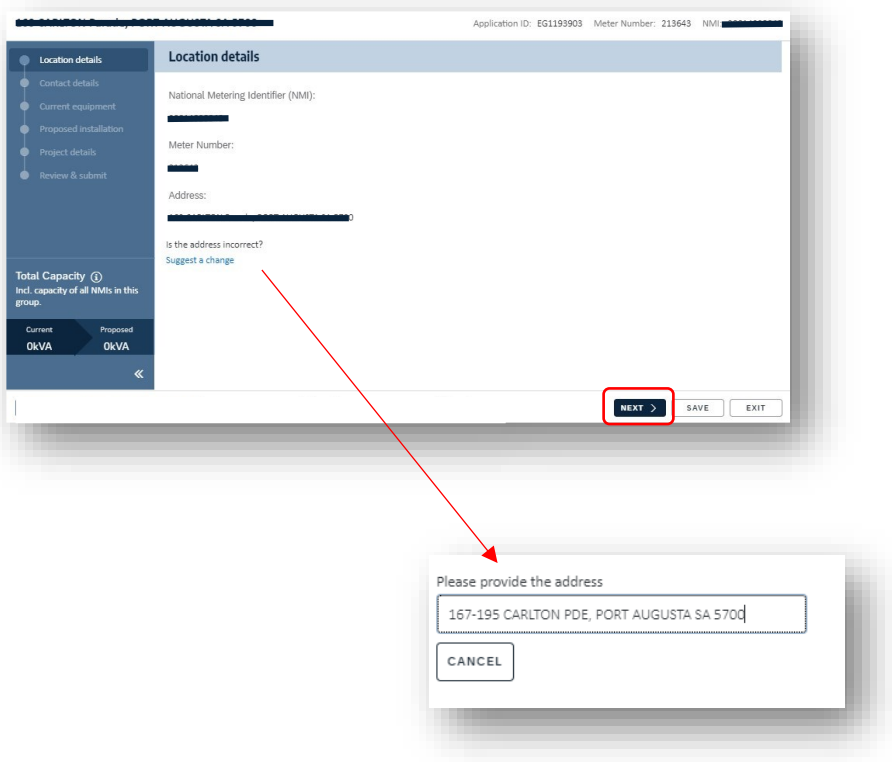


If the site has no supply, you can provide the address instead of NMI and Meter.

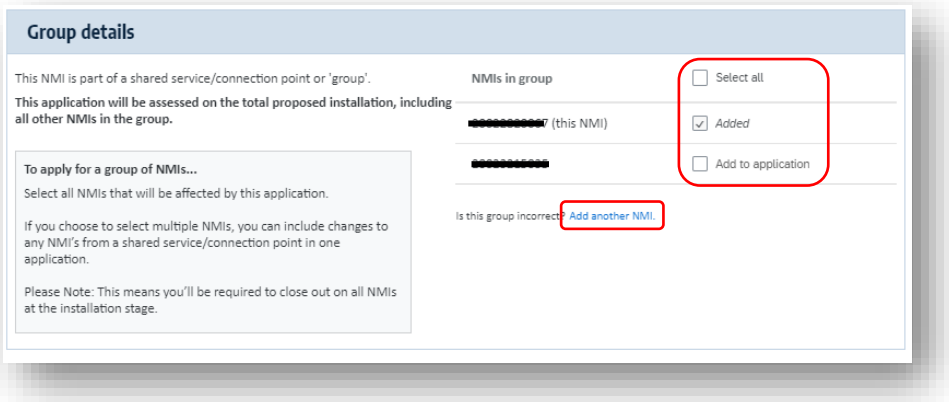




3. If you entered the NMI and meter instead of address, the address will be displayed. Use the "Suggest a change" option and enter the correct address if this is in correct. Then click "Next".



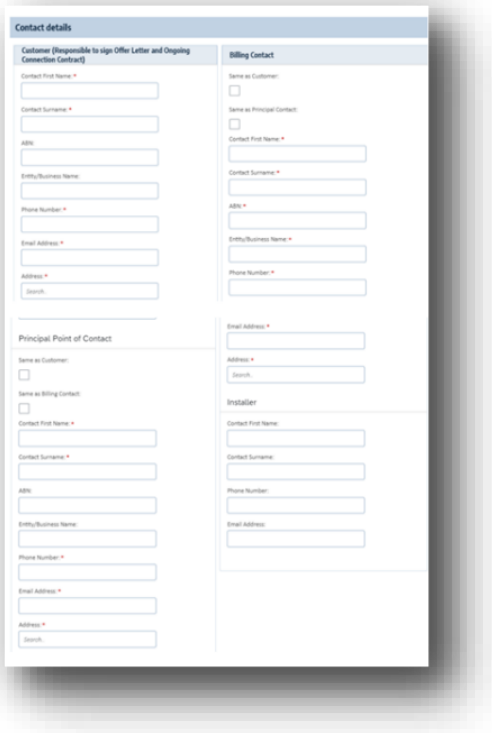
4. If the NMI is part of a group, the other NMIs in that cluster will be displayed. You can indicate which NMIs will be included in the application, and you can add more NMIs. Then click "Next"



5. Enter the contact details and then click "next" to proceed
    - The customer is the person who is responsible to sign the contract
    - The principal point of contact is the person with whom SA Power Networks will be liaising
    - The Billing contact is the person / organisation who will be receiving and paying invoices

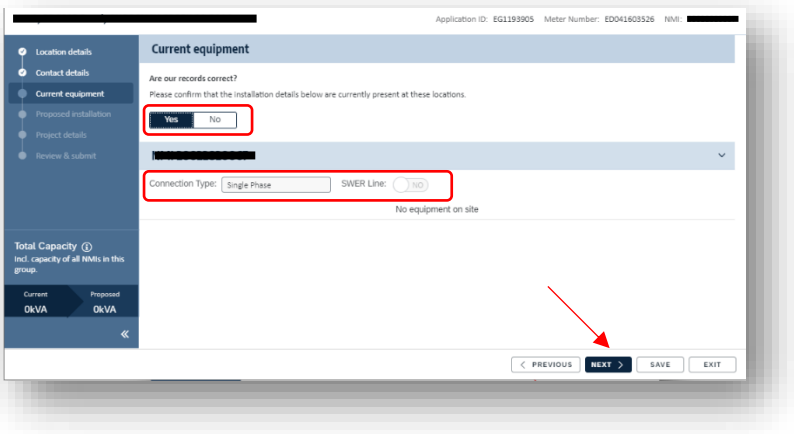
- Enter the installer contact information if known

Note you can use the “Same as” check boxes if any contact people are the same.

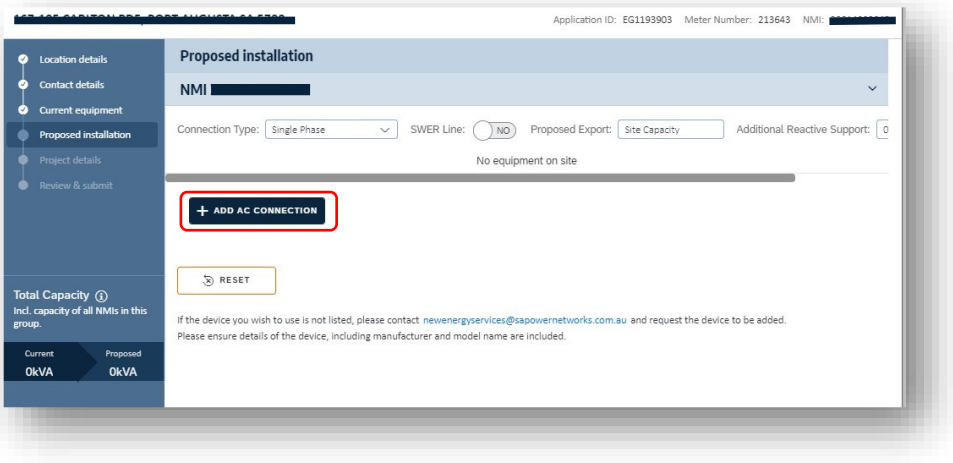


6. Any existing equipment (either installed or approved) located at the site will be displayed. If the information is correct, indicate “yes” and proceed by clicking next. If it is incorrect, click “No” to be able to edit the information. Note: if the application relates to a group of NMIs this information will be repeated for each NMI in the group or cluster.

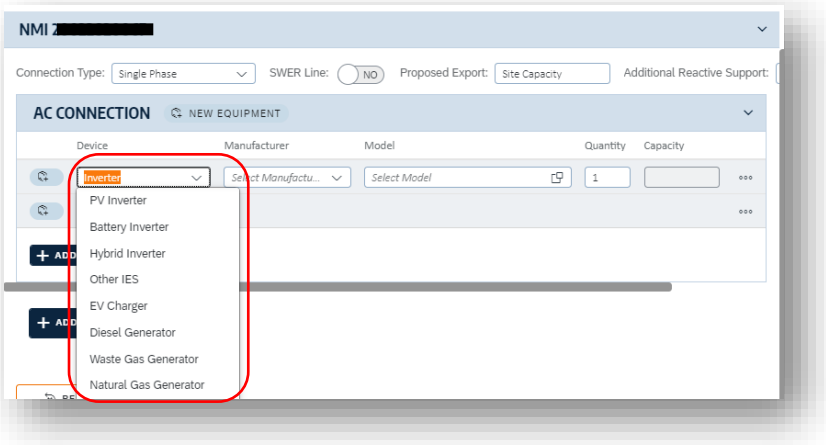
   Make sure you have selected the correct phase from the connection type drop-down list



7. The “Proposed installation” page will be displayed. Click “Add AC Connection”. Note: if this applies to a group of NMIs (cluster) you will be able to repeat these steps for each NMI in the cluster



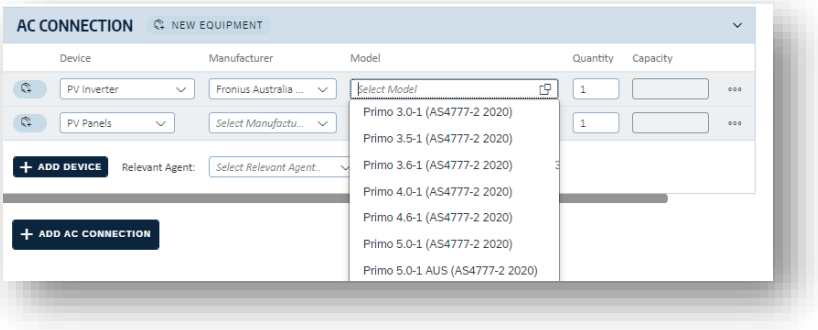
8. Select the inverter type from the drop-down box



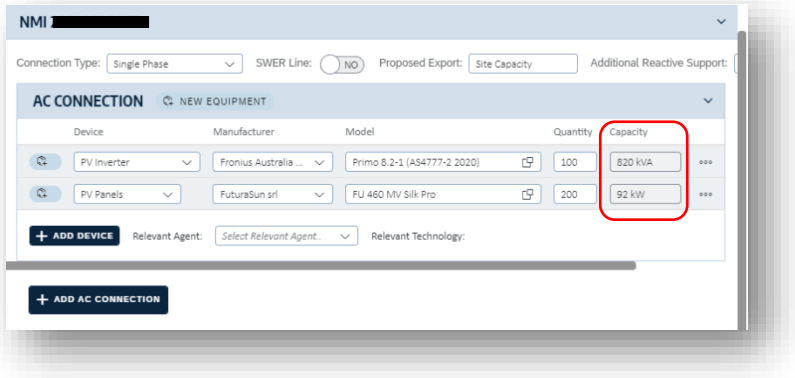
9. Select the manufacturer from the drop-down box, then select the model

   If the AC connection device is not in the list, or is not yet known, you will be able to select “Unknown” for the manufacturer and model when submitting the application, the actual information will need to be completed before approval can be granted. In this example, PV panels auto populated in the form because a PV inverter was entered for the AC connection.

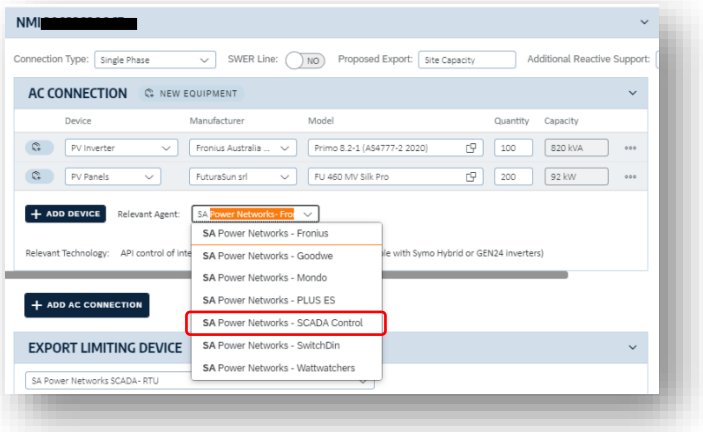
Enter the panels details as well.



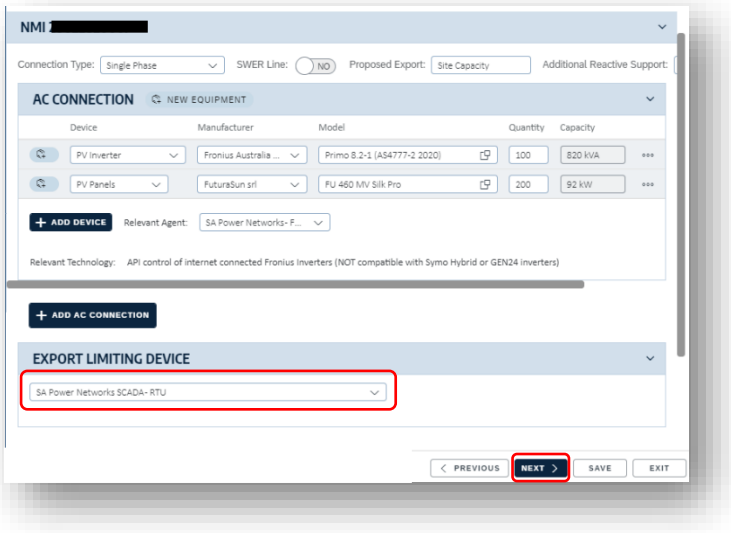
10. The form will automatically populate the kVa for the inverter, you can manually edit the generation capacity that is being requested if the manufacturer and model are unknown.



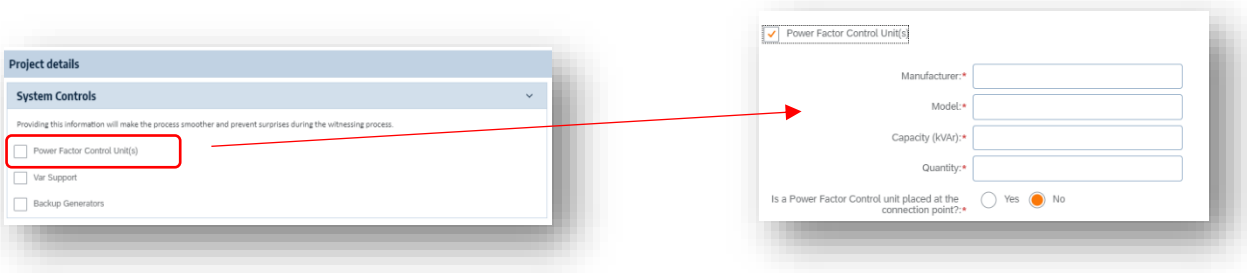
11. You can continue to add devices or inverters, as required. For PV you are required to select a relevant agent from the drop-down list. For LEGS select SA Power Networks SCADA control.



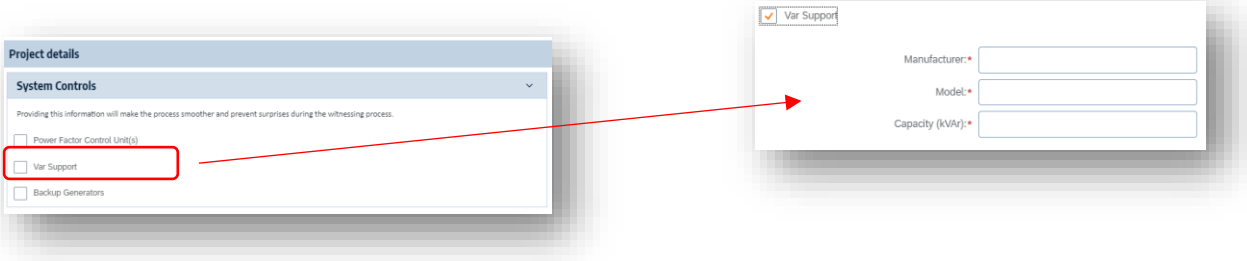
12. Once you have entered all devices for the AC Connection or inverter, select the export limiting device, if requested, and click “Next”.



13. The project details page is displayed. Tick the checkbox alongside Power Factor Control units if any will be included in the installation. Power Factor Control Detail fields will be displayed, enter the manufacturer, make, capacity, quantity and indicate if it will be placed at the connection point. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.

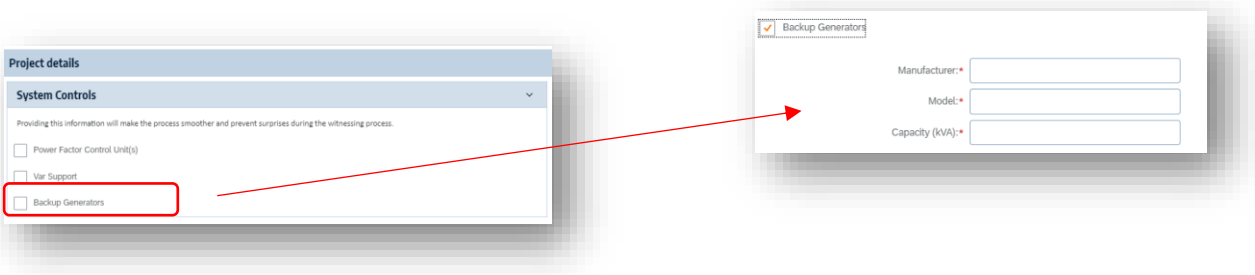


14. Tick the checkbox alongside Var support if any will be included in the installation. Var support fields will be displayed, enter the manufacturer, model, and capacity. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.

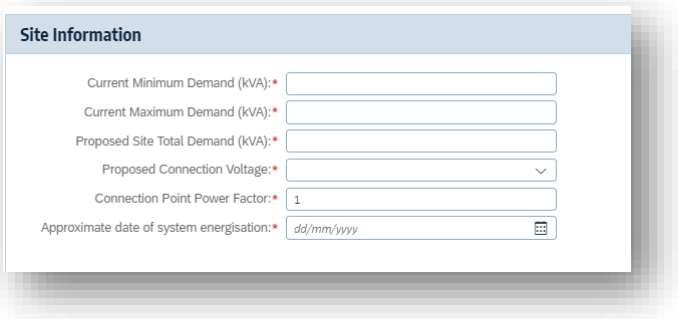


15. Tick the checkbox alongside Backup generators if any will be included in the installation. Backup generator fields will be displayed, enter the manufacturer, model, and capacity. If

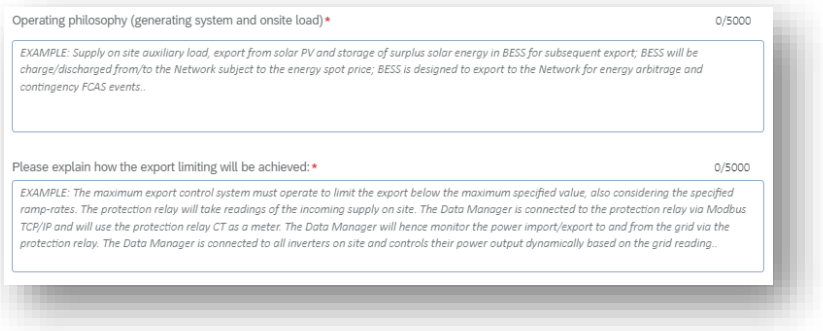
manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.



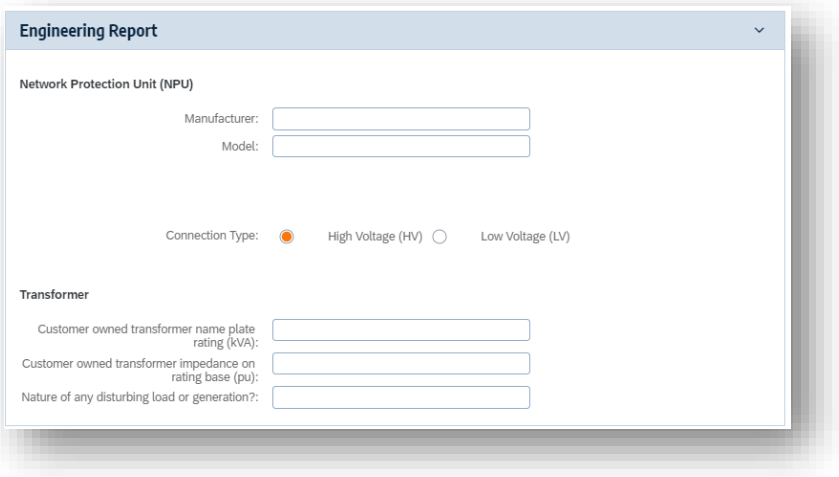
16. Enter information about the site
    - Current minimum demand – the minimum load the site currently pulls from the grid for new sites this will be 0 kVA
    - Current maximum demand – the authorised current capacity as agreed with SA Power Networks i.e. the maximum load the site currently pulls from the grid for new sites this will be 0 kVA
    - Proposed site total demand – enter the proposed maximum demand or enter the current maximum load if this will remain unchanged



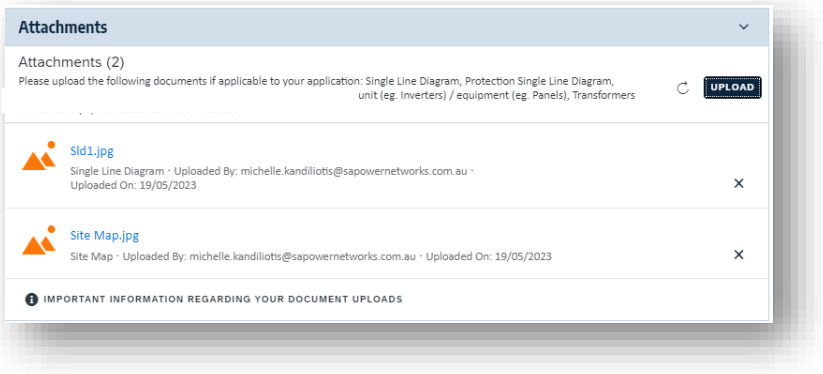
17. Enter information about the operating philosophy and describe how export limiting will be achieved, if applicable.



18. In this section, details required for the Engineering report need to be provided. Often at time of application this information is not known and is not mandatory at initial application. These details can be entered later however are required to be able to provide an Engineering report.

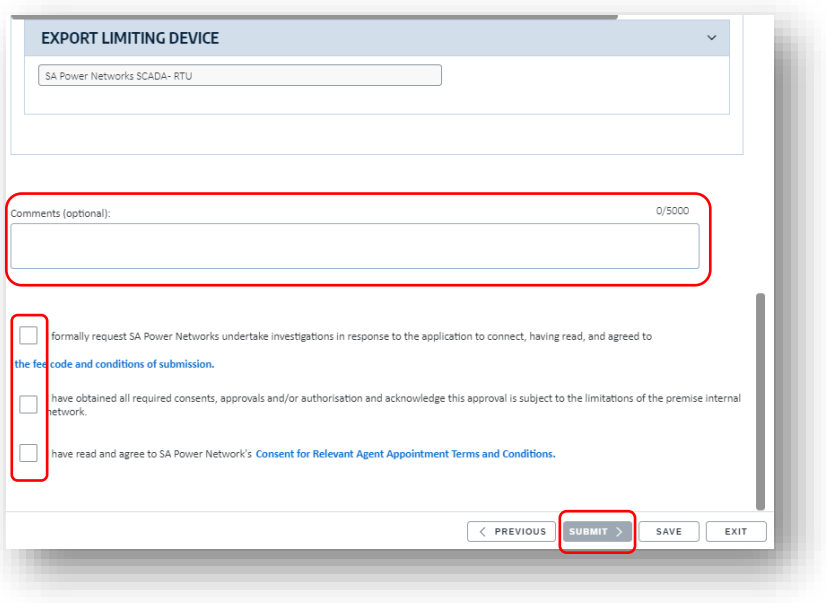


19. Use the upload button to attach documents. In order to submit, a site plan showing the generating systems location must be attached. After submitting the application but prior to the Engineering report, single line diagram, site map, and 3 data sheets must also be attached.



20. Click next once the site information is complete

21. The entire application is displayed. You can choose to use the previous button edit any section, add supporting information here, and then agree to the terms displayed, and then click submit when ready.



22. The approved application will be displayed on your dashboard. An approval email will be sent to your email address and the customer address that you entered in step 5. The progress of the application and its current status will be displayed in the bottom right corner.