

Sun Share subsidy application process and combined eligibility checklist

This document will help you apply for both the City of Stonnington’s (Council) **Sun Share subsidy** and the Victorian Government’s Solar for Apartments (SFA) rebate.

To be eligible for the **Sun Share subsidy**, your apartment building must meet all SFA rebate eligibility criteria **AND** the additional criteria set by Council in the image below:



Note: If you wish to apply for Council’s **Sun Share subsidy**, but **not** the SFA rebate, Steps 1 and 2 still apply. Please contact [Solar Savers](http://solarsavers.org.au) directly after submitting the **Sun Share** application form to discuss next steps.

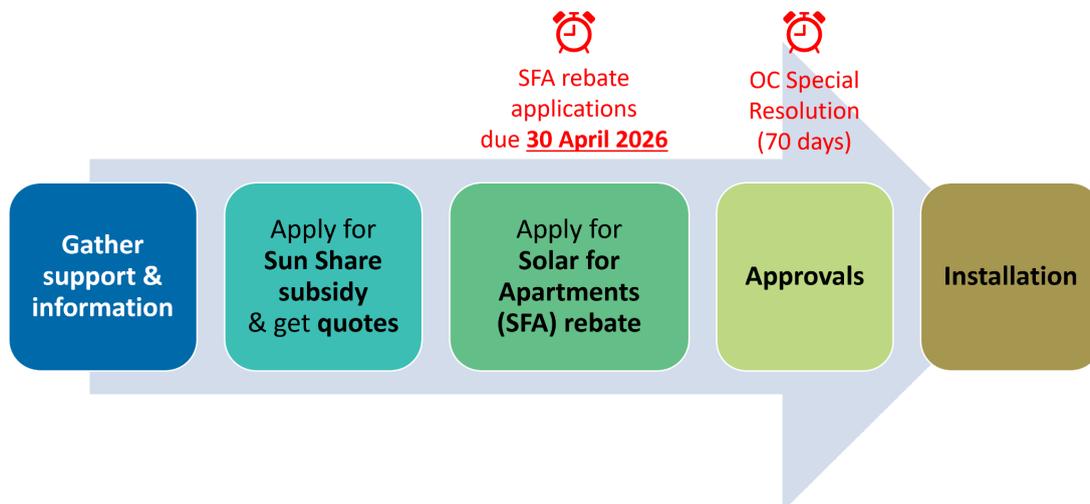
For enquiries and support, please contact Solar Savers:

Email: info@solarsavers.org.au

Voicemail service: 1300 548 598

Overview

The diagram below summarises the key steps in the application and installation process when applying for both the **Sun Share subsidy** and Solar for Apartments (SFA) rebate.



1. Gather support and information

To complete and submit Council's **Sun Share subsidy application form** you will need to meet the eligibility criteria, and gather the required information below:

The building is:

- located in the City of Stonnington
- a completed development at the time of application
- an apartment style complex (Class 2 building: learn more at vba.vic.gov.au)
- 8 storeys or less (Note: Exemptions to this criteria are granted on a case by case basis. Contact apartments@team.solar.vic.gov.au to discuss)
- not connected to an [embedded electricity network](#)
- not a retirement village, commercial building, or owned by a local council, property developer or community housing organisation
- has a median capital improved residential lot value of \$950,000 or less (Note: Solar Savers can help check this if you are unsure)

The owners corporation (OC) applying:

- has not previously received funding from Solar for Apartments or the City of Stonnington for the nominated apartment lots
- is a tier three or tier four OC (3 to 50 occupiable lots, not services only. Learn more at [Consumer Affairs Victoria](#))
- owns the roof that the solar PV system will be installed on

The proposed solar PV system:

- has not already been installed
- will be installed through the Solar Savers program
- will not exclusively provide energy to common areas of the property
- will supply power to between 5 and 50 lots
- will not supply residential lots that have had solar PV installed in the last 10 years
- will be installed on parts of the roof that are common property owned by the OC
- will be fully owned by the OC (i.e. not installed through a leasing agreement or third-party Power Purchase Agreement)

Once you have completed the checklist above, you will then need to gather the following:

- Evidence of support of 5-50 lot owners** that are willing to participate and be connected to the proposed solar PV system. You may wish to do this by surveying your neighbours using this template: [Survey - Expression of Interest for Shared Solar](#) [.docx, 31KB]. The results of this survey can help demonstrate demand and secure support from your OC.
- Permission to act on the OC's behalf as an authorised representative**

Ask your OC to nominate an authorised representative or “Apartment Champion” to complete and submit applications for **Council's Sun Share subsidy** and SFA rebate on their behalf. If you are an owner-occupier or owner-investor, **this person could be you!** Ensure that you are willing to see the application and installation process through to the end. This will include liaising with suppliers to arrange quotes and installation, as well as responding to queries from Solar Victoria, Solar Savers and Council.

Note: *the rest of this document assumes that the reader is the OC's authorised representative (i.e. “Apartment Champion”).*

2. Apply for Council's Sun Share subsidy and get quotes

As the OC's authorised representative (i.e. "Apartment Champion"), you are now ready to complete and submit Council's [Sun Share subsidy application form](#) via the Solar Savers website: solarsavers.org.au/stonnington-sun-share/

Once Solar Savers receives your application and confirms your eligibility, you will receive a confirmation email from Solar Savers and will be contacted by our trusted suppliers to arrange quotes.

The quote must include:

- Proposed system design inc. proposed products and model numbers
- System capacity, expected generation, warranty information
- Total supply and installation cost of system and payback period
- Any expected STCs (small-scale technology certificates - a Federal Government rebate) that the project may attract and their dollar value
- Any discounts/deductions including the **Sun Share subsidy**
- Location of system on the building, final number of participating lots, any relevant connection details

Check Council planning and/or building permit requirements

While you are waiting for the quotes to be completed, we recommend that you check if you will need to apply for a planning and/or building permit from Council before installing a solar PV system. This is particularly important for buildings with heritage status or in a Heritage Overlay. Refer to **Appendix B** for more details.

OC nominates preferred supplier

Your OC will then need to review the quotes and decide on their preferred (i.e. nominated) supplier.

Note: The OC's "authorised representative" will select this supplier from a drop down list on page 2 of the Solar for Apartments application form).

You are now ready to proceed to Step 3 - Apply for the Solar for Apartments rebate.

3. Apply for Solar for Apartments (SFA) rebate

To finalise and submit the [SFA rebate eligibility and application form](#) you will need to gather the required information below:

- The information gathered in *Step 1* (Gather Evidence and Support on pages 2-3 of this document)
- OC name and tier classification (i.e. tier three or tier four)
- OC number (eg. OC 1)
- OC Australian Business Number (ABN)
- Registered Plan of Subdivision
- Address of property
- List of residential lots that will connect to the solar PV system (including: lot number, whether the lot is owner-occupied/rented, and type of lot e.g., commercial/residential/common area)
- Primary authorised contact details(e.g. OC's authorised representative / "Apartment Champion") (including: name, title, email, phone)
- Secondary authorised contact (eg. OC chair/committee member/manager) (including: name, title, email, phone)

Once your SFA application has been submitted, you will receive an email with your **Solar for Apartments application number**.

- Forward this email to Solar Savers. This will enable Solar Savers to track your SFA application status and enable **final approval of Council's Sun Share subsidy**.

Your nominated supplier will be contacted by Solar Victoria to upload the quote to the SFA supplier portal.

4. Approvals

Once Solar Victoria has reviewed your SFA application and quote, you will receive an email granting **provisional approval** for the SFA rebate. The email will include:

- An **optional** template to assist the OC to conduct a Special Resolution formally voting on accepting the quote (OC ballot template). Passing a Special Resolution requires agreement by owners or their proxies representing 75% of apartment lots or in the case of a ballot or poll, 75% of lot entitlements. Refer to [Consumer Affairs Victoria's webpage](#) for more information.
- A **mandatory** OC Quote Approval form (this is a declaration that the OC approves the project). This form needs to be completed, signed and returned to Solar Victoria within 70 days.
- Return the completed and signed OC Quote Approval form** to Solar Victoria within 70 days to secure the SFA rebate.

Once Solar Victoria has reviewed the signed OC Quote Approval form, you will receive an email granting **final approval** for the SFA rebate.

- Forward this final approval email to Solar Savers.** This will enable Solar Savers to grant **final approval for Council's Sun Share subsidy and release funds.**

Note: These funds will be paid directly to the approved Solar Savers supplier on the OC's behalf and can be used to cover the deposit and/or remaining project costs.

5. Installation

Your approved Solar Savers supplier will complete installation within 120 days of final SFA approval.

Once installation is complete, the supplier will provide Solar Victoria evidence of project completion and the SFA rebate will be released to the supplier.

- The OC then needs to pay any outstanding balance to the supplier.

6. Celebrate your success!

Congratulations, you have installed solar PV on your apartment!

Now you and your neighbours can start enjoying the benefits of clean renewable energy. Why not throw a party to celebrate!

We'd love to share the good news with other people living in apartments and encourage them to install solar too. If you would like to have your apartment featured in a case study, please reach out to environment@stonnington.vic.gov.au.

Appendix A - Exemptions to eligibility criteria

If you have received an exemption from the Solar Victoria team regarding SFA eligibility criteria, Council will likely honour this and you will be eligible to apply for the **Sun Share subsidy**. Note the additional Council criteria still needs to be met.

Please forward the correspondence granting your exemption from Solar Victoria to Solar Savers at info@solarsavers.org.au.

The slide below from the information session summarises potential scenarios where an exemption may be granted.

Eligibility Exemption

- OCs with more than 50 but fewer than 100 lots or over 8 storeys can apply for an exemption to the eligibility criteria on the condition that they:
 - Install a system with a minimum capacity of 1 kW per participating lot
 - Meet all other eligibility criteria, including demonstrating a 10-yr payback period
 - Funding is capped at \$140,000, as per current funding criteria
 - OC is to nominate up to 50 lots that the funding is to be allocated against
- To get an exemption, the OC will need to email: apartments@team.solar.vic.gov.au

Example:

- 90 lot building
- 65 participating lots
- Minimum 65kW system
- Maximum \$140k Funding
- Has 10 year or less payback period
- Meets all other SFA eligibility criteria



Appendix B - Do I need a building and/or planning permit?

If you are undertaking any building work on your property, you'll need to find out whether your project requires a planning permit, a building permit, or both.

These permits are required by law and are designed to protect you. The [Building Act 1993](#) (the Act) and [Building Regulations 2018](#) (the Regulations) state that all building work requires a building permit, unless an exemption exists under the Regulations.

A building permit cannot be issued until a relevant planning permit (if required) is obtained.

Planning permits

Planning permits are required when:

- The property is in a heritage overlay; AND
- Solar panels are visible from the street (excluding a laneway) or park

OR

- The property was approved by an existing permit (i.e. any permit ever created – planning and/or building), as the endorsed plans may require amendment.

To find out if your property has existing permits or is in a Heritage Overlay, contact Council's Statutory Planning team on 03 8290 3329 or visit Council's [zones and overlays map](#).

For more information on solar on heritage homes visit Council's website: stonnington.vic.gov.au/Planning-and-building/Planning/For-applicants/Solar-panels-on-your-heritage-home

To apply for a planning permit, visit: stonnington.vic.gov.au/Planning-and-building/Planning/For-applicants/Applying-for-a-planning-permit

Building permits

Building permits are required when installing solar PV systems if the system will:

- change the floor area or height of the building (e.g. elevated tilting frames to maximise exposure to sunlight)
- affect the structural soundness of the building (e.g. altering the structural stability of the roof frame or if the existing roof frame needs strengthening to carry the additional weight of the solar PV panels)

To apply for a building permit, you will need to either contact Council's Municipal Building Surveyor or a private building surveyor company. Further information regarding building permits, building permit application forms, mandatory information to accompany a building permit application and applicable fees visit Council's website: stonnington.vic.gov.au/Planning-and-building/Building/Building-permits