ENERGY REGULATION BOARD

APPLICATION GUIDELINES FOR NET METERING IN ZAMBIA

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1. INTRODUCTION

These guidelines provide a step-by-step process for a prospective prosumer for net metering with Renewable Energy Systems. The guidelines cover the process from application to the point of connection and operation.

2. SUBMISSION OF APPLICATION

2.1. Submission of Application:

The applicant shall be required to submit the application for net metering to an Electricity Distribution Enterprise[1] either online or manually using the approved application form. This application must be accompanied by the following documents:

a) Credentials of the competent Person undertaking the installation of the RES;

b) Single line diagram (SLD) of the RES by a relevant Competent Person certified by the Engineering Institution of Zambia (EIZ).

2.2. Payment of Administrative Fees:

The applicant shall be required to pay an administrative fee as approved by the ERB at the time of submission of the application.

2.3. Acknowledgement of Receipt:

A Distribution Enterprise shall acknowledge receipt of the application by providing a reference number upon submission of the application.

3. SITE VERIFICATION AND TECHNICAL ASSESSMENT

A Distribution enterprise shall undertake a site visit to assess the technical feasibility of the proposed renewable energy (RE) installation. This step ensures the system can be safely connected to the grid.

4. APPROVAL AND DISAPPROVAL OF APPLICATION

4.1. Approval of Net metering connection:

If the net metering connection is feasible, the Distribution Enterprise shall issue a quotation for the required integration of the RES to the grid as follows:

a) Within seven (7) days for micro embedded generation installation, if the nameplate total capacity rating does not exceed two kilo-watts;

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[1] Distribution Enterprise means a licensee, who holds a distribution license

b) Within seven (7) days for mini embedded generation installation, if nameplate total capacity rating exceeds two kilo-watts, up to ten kilo-watts single phase, or thirty kilo-watts three phase;
c) Within fifteen (15) days for small scale embedded generation installation, if the total registered capacity exceeds ten kilo-watts single phase or thirty kilo-watts three phase, up to one mega-watt; and
d) Within thirty (30) days for medium scale embedded generation installation, if the total registered capacity exceeds one mega-watt and up to five mega-watts.

The above generation categorisation are as per Clause 5 of the Electricity (Net Metering) Regulations, 2024.

4.2. Disapproval of Net metering connection:

In cases where the connection is not feasible, the Distribution Enterprise shall communicate disapproval as per provided timelines for each customer generation capacity category under 4.1. stating the reasons for the rejection.

5. PAYMENT AND SIGNING OF AGREEMENTS

5.1. Payment for connection:

a) Within 90 days of issuance of a quotation, the applicant shall make full payment of the quotation amount.
b) Failure to pay within 90 days shall render the quotation invalid.

5.2. Signing of Agreements:

a) Both parties shall review the Net Metering Supply Agreement (NMSA) and the Net Metering Connection Agreement (NMCA).
b) Upon confirmation of the payment, both parties shall be required to sign the Net Metering Supply Agreement (NMSA) and the Net Metering Connection Agreement (NMCA).

6. SUBMISSION OF DETAILED DESIGN OF RES

The prosumer shall submit a detailed design of the RES for the Distribution Enterprise's review and approval.

7. INSTALLATION AND COMMISSIONING

7.1. Installing the Renewable Energy System

The applicant shall proceed with installing the renewable energy system as per the approved design.

7.2. Submitting Completion Certificate

Once the installation is complete, the applicant shall submit the Renewable Energy System installation completion certificate to the Distribution Enterprise.

7.3. Installation of Net Meter

The Distribution Enterprise shall install the net meter at the applicant's premises, completing the net metering connection process.

7.4. System Commissioning

The Distribution Enterprise shall commission the Renewable Energy System. The system is now ready to generate and export electricity to the grid.

8. CHANGE OF OWNERSHIP

8.1. Transfer of Net Metering Approval:

In the case of an applicant who intends to sell their premises, including the renewable energy system, to a new buyer, the Net Metering account will be closed and the new buyer will be required to formally apply for a normal pre-paid or post-paid account (as applicable by the tariff).

Upon account creation, the new buyer can opt to apply for a Net Metering Account, following all the required steps highlighted above.

A new Net Metering Contract must be signed between the Distribution Enterprise and the new owner. The transfer process must be completed to the satisfaction of the Distribution Enterprise.

9. AMENDMENT OF THE GUIDELINES

The Energy Regulation Board may, from time to time, amend these Guidelines as required.

Dated: Day...31..., of Month...JUNE..., 2024

THE ENERGY REGULATION BOARD

MRS. MWENYA K CHAMA
ACTING DIRECTOR GENERAL