


PROJECT MODEL: PHOTOVOLTAIC INSTALLATION ON A COMMUNITY BUILDING

LOCAL
ENERGY
SCOTLAND

This project model is aimed at local communities looking to install solar photovoltaic (PV) panels on a community building in order to save carbon and reduce energy costs.

Time		1 year
Cost		Low
Effort		Medium
Benefit		Medium
Carbon		High

REQUIREMENTS

There are a few things you'll need to take your project forward.

- ✓ A mandate from your organisation's members to investigate energy options.
- ✓ One or more buildings with an appropriate roof or adjacent ground space.
- ✓ A sound roof structure and roof finish, or accessible but secure level ground.
- ✓ A significant energy demand during daylight hours and in all seasons.
- ✓ Full ownership of the building or a long lease.
- ✓ Responsibility for paying the electricity bills.
- ✓ A person with responsibility for, and capacity to, administer the project.
- ✓ An ability to fundraise or otherwise secure capital funding.



ACTIVITIES

Preparing for installation

There is a lot you will need to do before you can install solar panels on a community building and we've listed them below. Apply to CARES for financial support during your preparation, if required.

- ✓ Assess your current and future energy requirements.
- ✓ Consider the energy efficiency of the building(s) in question, supported by:
 - reviewing your [Energy Performance Certificate \(EPC\)](#), or getting a new one
 - contacting [Energy Efficiency Business Support](#) for one to one support.
- ✓ If leased, confirm landlord authorisation and agree provisional terms of lease.
- ✓ Discuss planning requirements with your Local Planning Department.
- ✓ Confirm with Building Control if an installation will require a building warrant.
- ✓ Discuss your grid connection with your local [Distribution Network Operator](#).
- ✓ Discuss the impact and benefits of implementing energy efficiency measures.
- ✓ Estimate the project scale, costs and programme.

Delivery

You will need to carry out the following activities to get your project underway.

- ✓ Prepare a budget based on estimations.
- ✓ With support from CARES, estimate the energy, carbon and cost benefits.
- ✓ Gain a mandate to agree progression to fundraising and obtaining quotes.
- ✓ Seek quotes from installers which will require coordination of site visits. Quotes should typically include:
 - **Microgeneration Certification Scheme (MCS)** compliance
 - an estimate of yield (generation) and a financial assessment
 - full specification and costs for all materials, equipment and labour
 - the provision of an appropriate export meter
 - full assessment of roof or land housing PV panels
 - making a grid application on your behalf
 - all works required to submit and administer a planning application
 - securing a Structural Certificate
 - all works required to submit and administer a Building Warrant
 - appropriate access (e.g. scaffolding) and welfare facilities on site
 - construction and Public Liability insurance
 - compliance with Health and Safety regulations
 - an abortive fee should consents progress, but not installation
 - an indicative timeline, indicating when invoices will be raised
 - an indication of future operation and maintenance costs.
- ✓ Compare quotes and select a preferred installer, but do not contract yet.
- ✓ Request that a grid application is made by the preferred installer.



- ✓ Gather information on other future costs through quotations. This can include:
 - insurance (often best included in the current building insurance)
 - operational costs (maintenance, metering, etc. as a comparison)
 - lease amendment work, if appropriate
 - a smart meter from your Energy Supplier, if appropriate.
- ✓ Finalise your budget and agree a mechanism of securing capital funding. This can be from a mix of sources. Options to consider include:
 - a loan – for example, an SME loan from Energy Efficiency Business Support
 - own funds or reserves
 - specific fundraising activities
 - crowd funding or seeking donations
 - applying for grants, for example from local community benefit funds
 - raising funds through a community share offer or community bonds.
- ✓ Confirm any other energy efficiency measures to be implemented.
- ✓ Agree target programme with your preferred installer.



Community Shares Scotland provides advice and support in raising community funding.

Implementation

There are several steps to implementing your project; we have listed these below.

- ✓ Confirm funding, the mechanism for claiming, and any funding conditions.
- ✓ Secure legal advice and formally amend the lease, if appropriate.
- ✓ Secure your grid connection by accepting the offer and making payment.
- ✓ Contract any other energy efficiency measures to be implemented.
- ✓ Confirm the programme based on consenting period and grid connection.
- ✓ Instruct your preferred installer to begin work (securing consents, initially).
- ✓ Await consents and confirm any conditions prior to progressing to installation.
- ✓ Instruct the installer to commence installation and agree a pre-start meeting date.
- ✓ Confirm all practical details of the installation at the pre-start meeting. This may include:
 - all site restrictions and requirements of site users
 - any restrictions required to suit other parties (e.g. neighbours, local council)
- site access and storage arrangements
- welfare arrangements
- time on site
- contingency arrangements (e.g. weather, unforeseen events)
- evidence of contractor's insurance
- confirm contact details and roles for all responsible parties.
- ✓ Support the installation by being available, attentive and helpful.
- ✓ Confirm your own insurance cover to operate from installation completion.
- ✓ Contract your operation and maintenance requirements, if necessary.
- ✓ Receive your Installer's MCS Commissioning Certificate.
- ✓ Make all final payments.
- ✓ On completion, secure payment for any generation not used on site. This will be through a [Smart Export Guarantee](#) or through a Power Purchase Agreement with an energy supplier. In either case, referencing a smart meter or export meter will be required.
- ✓ Next steps include monitoring your energy use and considering [EV charging](#) and [battery storage](#).

HOW LOCAL ENERGY SCOTLAND CAN HELP

- ✓ **ADVICE** – We have a network of Local Development Officers across Scotland to provide regional advice and support, wherever you are.
- ✓ **RESOURCES** – Our free online resources, tools and good practice guides will help you along every step of your journey.
- ✓ **FUNDING** – we help you access the Scottish Government's Community and Renewable Energy Scheme (CARES) support and funding.

For more information, call Local Energy Scotland on **0808 808 2288**, email info@localenergy.scot or visit localenergy.scot

LOCALENERGY.SCOT
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CARES



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