

SOLAR FOR YOUR OWN APARTMENT STEPS FOR OWNERS TO FOLLOW

Follow these steps if you are an owner and you would like Solar to be connected to your apartment:

1. Choose your Solar Installer.
2. Ask the Installer the location and method of installation:
 - a. Will the Panel be drilled or clipped on the roof?
 - b. Where will the Inverter be installed?
3. Review your plan of subdivision to determine if the Panel and Inverter will be installed only on your private property or if it will be partly installed or affect the common property.

If Solar will be partly installed on the common property

4. If the Panel and/or Inverter will be partly installed on the common property, you must obtain the Owners Corporation's permission before installation which cannot be unreasonably be withheld.
5. If the Solar will be installed on common property, you must request for the Owners Corporation to grant you a lease or licence over the common property so that you can be permitted to install the Solar Panel and/or Inverter on the common property.
6. To be successful in being granted a lease or licence over the common property, the Owners Corporation must pass a special resolution in one of the following ways:
 - a. achieve 75% favourable votes at a general meeting or by ballot (lease or licence is immediately granted; or
 - b. achieve 50% favourable votes at a general meeting or by ballot and not more than 25% unfavourable votes (lease or licence is granted 29 days after the general meeting is held or ballot closes).
7. To seek the Owners Corporation's permission for the installation:
 - a. send a letter to the Owners Corporation (see **attached** Sample Letter);
 - b. make sure that the information about the Solar Panel and Inverter are included in the letter to the Owners Corporation.
8. If the Owners Corporation grants you the lease or licence to install your Solar on the common property, hire a solicitor to prepare a lease or licence on your behalf. The parties to the lease or licence are yourself and the Owners Corporation.
9. Once the lease or licence is signed by all parties, you may instruct your installer to proceed with the Solar installation.

If Solar will NOT be installed on the common property and will only be installed on private property

10. If the Panel and Inverter will be installed on private property, you do not need any consent from the Owners Corporation unless the installation affects common property (i.e. encroachment or drilling to common property).
11. However, before installation, you must determine if City of Melbourne (**Council**) requires that you obtain a planning permit and you must obtain one prior to installation.
12. Instruct your installer to proceed with the Solar installation.