



GENERATION LICENCE APPLICATION FORM

ES 04/2024



GENERATION LICENCE APPLICATION FORM

Pursuant to the Electricity Act, 2024

Guidance Notes

- 1) The completed application form should be submitted to:

Utilities Regulation & Competition Authority
Frederick House
Frederick Street
P.O. Box N-4860
Nassau, The Bahamas

- 2) The completed application form must be accompanied by a licence application fee, payable to Utilities Regulation and Competition Authority (URCA). Details of the relevant fees can be found in the Fee Schedule on the URCA website.
- 3) This application form should be read in conjunction with the Licensing Guideline for Electricity Service Providers in The Bahamas Electricity Supply Regime (ES 03/2018).
- 4) Should there be questions or concerns regarding this form, please contact our office at telephone number: (242) 393-0234, email address: info@urcabahamas.bs or visit our website at www.urbahamas.bs

APPLICATION TO BE COMPLETED IN FULL BY ALL APPLICANTS

(Please complete in type or block letters)

SECTION A- Contact Details

1. Name of Applicant:

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2. Address of Applicant:

.....

(street name/Postal Address/

.....

Building Number/Island)

.....

3.

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|--------------------------|---------------------------|
| Primary Contact Person : | Alternate Contact Person: |
| Address: | Address: |
| Telephone No(s): | Telephone No(s): |
| Fax No: | Fax No: |
| Email address: | Email address: |
| Website address: | Website address: |

SECTION B -Business Details

4. State whether the applicant is a company, sole proprietorship, partnership, joint venture, non-profit organisation or other:

(i) Date of Incorporation and Registration:

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(ii) Registration Number:

(iii) Address of Registered Office:.....

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5. Provide diagram of corporate structure

SECTION C- Generation Licence details

6. Location where Applicant will operate generation facilities

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7. Specify if the application is for a new licence, a licence renewal, licence extension or a modification of the licence

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8. Date the new licence, licence renewal, or licence extension or modification is desired to take effect

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9. Details of previous applications and licences held (if the applicant has applied for other URCA issued licences, or has had licences revoked or applications refused)

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10. Modifications to standard conditions requested (where the applicant wishes to request for modifications, what are the modifications requested, and justification for modification)

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SECTION D: TECHNICAL INFORMATION

Describe how the Applicant will comply with the applicable requirements of the following standard condition:

- Standard Condition 23.1 of the Generation Licence (regarding how the applicant will ensure its employees in connection with generating electricity under the Licence, are appropriately trained and qualified).

Provide the following technical information:

- Describe how the safety and environmental protocols at the generation facility will be achieved and

maintained;

- A description of the principal components of the generation facility including boilers, prime movers and electric generators; and explain their operation, list the nameplate data (MW, MVA, MVAR, KW, KVA, KVAR), as well as any other relevant electrical and energy parameters;
- Indicate distribution network, transformers and switch-yard equipment, if included as part of the generation facility; the maximum gross and maximum net electric power production capacity of the generation facility at the point(s) of delivery; the actual or expected installation and operation dates of the generation facility;
- Describe the primary energy/fuel input (e.g. diesel, propane gas, natural gas, bio-mass, photovoltaic, etc.).
- Indicate the historical annual energy produced in Megawatt hours or Kilowatt hours (MWh / kWh) and the maximum demand (MW/kW) and when it typically occurs.

SECTION E:

DECLARATION OF APPLICANT

I/We

(Name of Applicant)

declare that:

- (i) I am/(We are) not disqualified from being granted a licence by reason of any legal impediment. I/(We are) possess the technical qualifications to fully perform the obligations imposed by the licence.

- (ii) All information submitted as part of this application is true and correct. I/(We) understand that the granting of a licence from the Utilities Regulation & Competition Authority (URCA) in respect of this application would be based on the veracity of the information as declared herein. I/(We) understand that, if I/(We) knowingly make any false statement in this application, any licence granted pursuant to this application may be revoked and any remedies under the laws of The Bahamas applied.

(1) If individual sign below:

.....

Signature of Applicant

.....

Date

(2) If company/partnership sign below:

.....

Authorizing Officer

.....

Position/Title

.....

Date

UTILITIES REGULATION & COMPETITION AUTHORITY APPLICATION PROCEDURES FOR THE GENERATION LICENCE

One of the statutory functions of the Utilities Regulation & Competition Authority (URCA) is to administer the licensing of electricity generation, transmission, distribution, and supply activities. In undertaking this function, URCA is guided by the provisions of the Electricity Act, 2024 (“the EA”) and URCA’s objectives under the Utilities Regulation and Competition Authority (Amendment) Act, 2015 (“the URCA Act”).

In furtherance of promoting the goals of national energy policy and electricity sector policies, URCA is also mandated to continuously develop the ES licensing framework. The Generation Licence brings entities whose self-generating capacity exceeds 1 MW in compliance with the EA’s licensing requirements pursuant to Section 22 of the EA.

INITIATING THE LICENSING PROCESS

An application for a Generation Licence shall be made in writing addressed to the Chief Executive Officer of URCA and should be submitted together with all relevant information stipulated.

APPLICATION FORMS

Application forms and supporting documentation may be collected from:-

Utilities Regulation & Competition Authority
Frederick House, Frederick Street
P.O. Box N-4860
Nassau, Bahamas

or downloaded from the Office's website at www.urbahamas.bs, or by arrangement the Office will courier at applicant's cost.

COMPLETION AND SUBMISSION OF APPLICATIONS

- All applications should be submitted with the prescribed fees to URCA. A receipt evidencing delivery of application will be given for each application submitted to URCA.
- Receipts will be mailed by ordinary post to applicants who submit applications by registered post.
- All applications and supporting material should be submitted in English. Each application must state that it is being submitted pursuant to the EA and the Licensing Guidelines determined by URCA.

- Applicants may elect to submit the application form and supporting documents electronically or in hard copy.
- Additional information may be requested by URCA or submitted by the applicant in respect of any application at any time before the grant of a licence.
- Each application must be accompanied by a non-refundable application fee as prescribed by URCA. A separate fee is payable in respect of each application. This payment shall be made by Credit Card, direct deposit, certified cheque or bank draft made payable to URCA
- Applicants should note the disclosure requirements of the URCA Act 2015 as amended, and any Rules and Regulations made pursuant to this Act.
- Applicants are required to notify URCA of any change to the information submitted with the application. Notification should be done within fifteen (15) working days after the deadline for submission of applications.
- Applicants are required to meet all costs arising from: (a) the preparation and submission of applications; and (b) providing any additional information requested.. URCA will not accept responsibility or liability for such costs, regardless of whether or not a licence is granted.

PROCESSING OF APPLICATIONS

- All applications and supporting documentation become the property of URCA upon submission. URCA reserves the right to make public the names of corporate entities which have submitted applications as well as such information about the contents of the applications as it deems appropriate. Members of the public and other interested parties will have the right to inspect all applications and non-confidential supporting documentation and to submit comments to URCA.
- All supporting material submitted with individual applications which may contain sensitive/confidential information concerning business or commercial or financial affairs should be submitted along with the application in a sealed envelope marked "**Confidential Information**". Where URCA proposes to disclose any such information, it will give the Applicant reasonable notice and an opportunity to make representations to URCA before the URCA makes a final decision on disclosure of such information.
- An evaluation of the Application is conducted by URCA to determine eligibility for the issuance of a licence. URCA reserves the right to conduct discussions with Applicants if necessary.
- Applicants should be prepared to send a representative(s) to the offices of URCA to discuss their applications and supporting documentation, if requested by URCA.

ISSUANCE OF LICENCES

- URCA is guided by the provisions of the EA and URCA's primary objective under the URCA

Amendment Act, 2015. URCA's role is to perform its functions and exercise its powers to protect the long-term interests of the Bahamian consumers with regard to the safety, price, quality and reliability of electricity services.

- Part IV of the EA outlines the role and functions of URCA. This section establishes URCA as the approving agency for licences, monitoring and enforcement entity of licensees, and administrator of the public register of licensees, among others.
- Section 13(3) states that URCA may do anything that it considers necessary to fulfil its functions, including issuing regulations and other measures without limitation. The EA gives URCA the remit to issue, suspend, vary or revoke licences, permits and exemptions, whenever it deems necessary. Section 33(3) of the EA also states that URCA may issue licences or exemptions *“notwithstanding any law, agreement, contract, licence, or other provision in existence on the date the Act comes into operation.”*
- The cumulative effect of these sections give URCA broad powers to set licensing categories as well as the criteria for granting licences in categories that it creates.
- URCA may issue or grant a licence if satisfied that:
 - (a) The applicant meets the requirements in section 24 of the EA; and
 - (b) Specified requirements are met for each licence type in accordance with section 26 of the EA.