Preparing for your solar installation

This checklist is designed to assist Owners Corporations in navigating the process of installing solar for multi-unit developments.



solar.vic.gov.au



## Before the installation

Arrange for a building representative to be on-site or available for questions on the installation day.

Confirm with the installer if any apartments will experience power outages, what access is required for the installation, where materials will be stored, and whether there will be any ‘no go’ areas during the installation.

Make sure all residents know the details of the upcoming installation; this includes renters and owner-occupiers.

Inform residents if there will be power outages, letting the residents know when they will happen, for how long and how they’ll be affected.

Special arrangements may be needed for some residents if they are on life support, operating businesses or for other specific situations. They will need to work with the solar installer to make suitable arrangements.

Inform residents about safety precautions, potential noise and movement in common areas during installation.

Confirm OC permission for roof access and equipment storage locations.

Provide the installer with roof access information and OC contact details for site coordination.

Make sure access to electrical panels and metering areas is available on the day of installation.

Arrange access to keys or security codes for the installer if needed.

## During the installation

Have the building representative meet the installer

Remind residents that the installation is taking place, including ‘no go’ or exclusion areas.

Provide the installer with access keys or security codes if needed.

Provide residents guidance on system monitoring and potential benefits for individual apartments.

## After the installation

Schedule a post-installation walkthrough with the installer to understand your new solar system

Ensure the system has been shut down as advised by your installer until a licensed electrical inspector has inspected and deemed it compliant

Collect all installation documentation, including warranties, user guides, and maintenance schedules.

Ensure the OC has access to system monitoring or energy management tools for the system   
(speak to your solar retailer if you are unsure).

Ensure the installer will submit the connection request to the energy distributor. The installer should have a Connection Request reference as part of the application submitted on your behalf.

As your energy usage may change, you may need to contact your energy provider and update your energy plan to incorporate your solar system.

© The State of Victoria Department of Energy, Environment and Climate Action March 2025.

Creative Commons

This work is licensed under a Creative Commons Attribution 4.0 International licence, visit the [Creative Commons website](http://creativecommons.org/licenses/by/4.0/) (<http://creativecommons.org/licenses/by/4.0/>).

You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, and the Victorian Government and Solar Victoria logos.

ISBN 978-1-76176-145-4 (print)

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

To receive this publication in an alternative format, please contact Solar Victoria at [comms@  
team.solar.vic.gov.au](mailto:comms@team.solar.vic.gov.au). This document is also available on the internet at [solar.vic.gov.au](http://www.solar.vic.gov.au).