

Instructions for completing an application for electricity network connection or alteration form

Last updated June 2012

Completion instructions

The 'Application for electricity network connection or alteration' form is designed to capture the information required under the National Energy Customer Framework for new connections. If it is not completed correctly critical information required under these laws and necessary to connect your premises may not be received by us and may result in the application being rejected.

Ensure you have read and understood the instructions herein prior to submitting your application with us.

1. Intended use

This form is intended to be used for those applications that do not fit into the category of basic connections. If your connection is for a load that is less than 100A and requires a service cable of less than 16mm² and a length of 50m or less you should refer to our 'Application for connection' form which covers basic connections.

2. Development details

Development details			
Suburb: Block: Section:			
Street address:			
Type of work <input type="checkbox"/> New connection <input type="checkbox"/> Alteration <input type="checkbox"/> Removal <input type="checkbox"/> Temporary supply <input type="checkbox"/> Consumer mains cable connection Embedded generation <input type="checkbox"/> 1 Phase OR <input type="checkbox"/> 3 Phase Capacity: kW	Premise type <input type="checkbox"/> Residential Number of units: <input type="checkbox"/> Commercial/industrial Offices: m ² Retail: m ² Car park: m ² (provide details in MD calcs for car parks) Warehouse: m ² Other: m ² <input type="checkbox"/> Rural	Key dates Construction start / / Construction completion / / Earliest Evoenergy commencement date / / Evoenergy required completion / / Power required / /	
Calculated maximum demand (detailed maximum demand calculations must be attached, see notes overleaf)			
	A	B	C
Removed load			
Existing load			
Additional load			
Total Load (of completed installation)			
Details of the request (provide attachment if insufficient space):			
.....			
.....			
Any known environmental or site access constraints (provide attachment if insufficient space):			
.....			
.....			
Application attachments			
<input type="checkbox"/> Single line diagram attached (optional)	<input type="checkbox"/> Maximum demand calculations attached		
<input type="checkbox"/> Site plan attached	<input type="checkbox"/> Approved DA attached (optional)		
<input type="checkbox"/> Consumer mains cable details attached			

- **MANDATORY** Address and Block/Section – this information is required in full and is used to validate the details of customer premises in our internal systems. To do this effectively we require complete information including.
- **MANDATORY** Type of work – Choose all that are applicable to your work type. If you select multiple options please detail your requirements in the space provided on the form or attach further documentation if this space is insufficient.
- **JOB SPECIFIC** Embedded generation – if applicable select single phase or three phase for your embedded generation. If you select one of these boxes and do not provide capacity details your application may be refused. When applying for a connection with embedded generation we may request further information from you before assessing your application.
- **MANDATORY** Premise type – Tick all options that apply to your application. For multiple use premises (e.g. commercial and residential buildings), more than one option may be used. If an option is selected and the associated information is not completed your application may be rejected. If you select ‘Other’ please provide additional details in the space provided on the form or attach further documentation if this space is insufficient.
- **MANDATORY** Key dates – all dates are required before your application can be processed.
 - Construction date – the date you began or plan to begin construction.
 - Construction completion – the date you plan to complete construction.
 - Evoenergy req’d completion – the date you require us to complete our works (note: we will endeavour to meet your needs, however, we cannot guarantee that this date can be met).
 - Power required – the date you wish to take supply of electricity at your premises.
- **MANDATORY** Calculated maximum demand – you must provide us with maximum demand calculations for your installation. You should provide us with any load being removed from the site, the existing load that is remaining on the site and any additional load that will be installed on the site. These calculations must comply with the requirements of AS3000. Furthermore, you must include the following information where relevant:

Type of development (office, warehouse, industrial etc.).	Information on load management system (if applicable).	Any seasonal factors, i.e. seasonal variation of load.
Timing of the development. If the development is to proceed in stages, the timing for all stages.	Duty cycle of any large equipment or duty cycle of an industrial process.	Main factors affecting level of demand.
Net useable floor area, gross floor areas and their proposed usage.	Details of any substantial intermittent and fluctuating loads.	Removal of any part of an existing installation.
Type of heating and cooling (gas, electric, etc.).	Details of any large single phase loads.	Any planned future augmentations or upgrades.
A list of the load components of the proposed installation with their maximum demands, diversity factors, etc.	Details of any loads likely to cause substantial harmonics.	Any on site emergency backup arrangements.
	Details of any loads which are likely to have poor power factors.	Details of large starting motors and voltage drop limitations.

- **MANDATORY** Details of the request – you must provide us with all additional information that we could reasonably require in order to process your request. If you fail to provide us with these details we may reject your application as incomplete or request further information which will delay your application. If you do not have sufficient space to provide details please attach further documentation.
- **JOB SPECIFIC** Any known environmental or site access constraints – provide all details of known environmental or site access constraints that we should be aware of. If you do not have sufficient space to provide details please attach further documentation.
- **JOB SPECIFIC** Application attachments – select all options that are applicable to your application. If you select an option and the attachment is not submitted with the application we may reject your application.

3. Customer details

Customer details	
Name:	
Company:	ABN:
Postal address:	
Telephone:	Mobile:
Fax:	Email:

- **MANDATORY** Name – you must provide us with a name.
- **JOB SPECIFIC** Company – if you are applying on behalf of a company you must provide a company name.
- **JOB SPECIFIC** ABN – if you are applying on behalf of a company you must provide a company name.
- **MANDATORY** Postal address – you must provide us with a valid postal address. This may be a physical address or a PO Box.
- **MANDATORY** Telephone **OR** Mobile – you must provide us with at least one telephone contact.
- **MANDATORY** Fax **AND/OR** Email – you must provide us with either a fax number or an email address or both.

4. Electrical contractor details

- **JOB SPECIFIC** If applicable provide us with the details of your electrical contractor. When providing this information you must provide us with a valid licence number, an ABN and at least one telephone number.

Electrical contractor details (if applicable)	
Name:	Licence number:
Company:	ABN:
Postal address:	
Telephone:	Mobile:
Fax:	Email:

5. Consultant details

Consultant details (if applicable)	
Name:	
Company:	ABN:
Postal address:	
Telephone:	Mobile:
Fax:	Email:

- **JOB SPECIFIC** If applicable provide us with the details of your consultant. When providing this information you must provide us with an ABN and at least one telephone number.

6. Additional information

- **JOB SPECIFIC** If you do not provide us with sufficient additional information we may make a request for this at a later date or reject your application. Please see below for examples.

7. Enquiries

- **JOB SPECIFIC** If you have filled in contact details for you, your electrical contractor and your consultant please indicate which of these people we should contact if we have further queries about your application.

8. Applicant

- **MANDATORY** You must fill in your name, sign the form and date it. You must also nominate where invoices should be sent.

9. Examples

Some examples of the information we may require for specific job types is given below. Due to the unique nature of the job types that we deal with on a regular basis we cannot detail all requirements so this list is NOT exhaustive. We require you to provide us with information that you think we might need in order to promptly respond to your application. If you have any questions please contact us using the details found on our website.

Single point load (e.g. pumps, Telstra RIM, etc.)

- Detailed maximum demand calculations to AS3000 standard
- Duty cycle of load
- Start and run current

Commercial installations

- Detailed maximum demand calculations to AS3000 standard
- Gross floor area and intended use

Industrial

Detailed maximum demand calculations to AS3000 standard

Retail

- Detailed maximum demand calculations to AS3000 standard
- Gross floor area and intended use

Multi residential

- Detailed maximum demand calculations to AS3000 standard
- Number of units
- Number of house powers
- Floor plans
- Gross floor area (including car parks, basements, etc.)