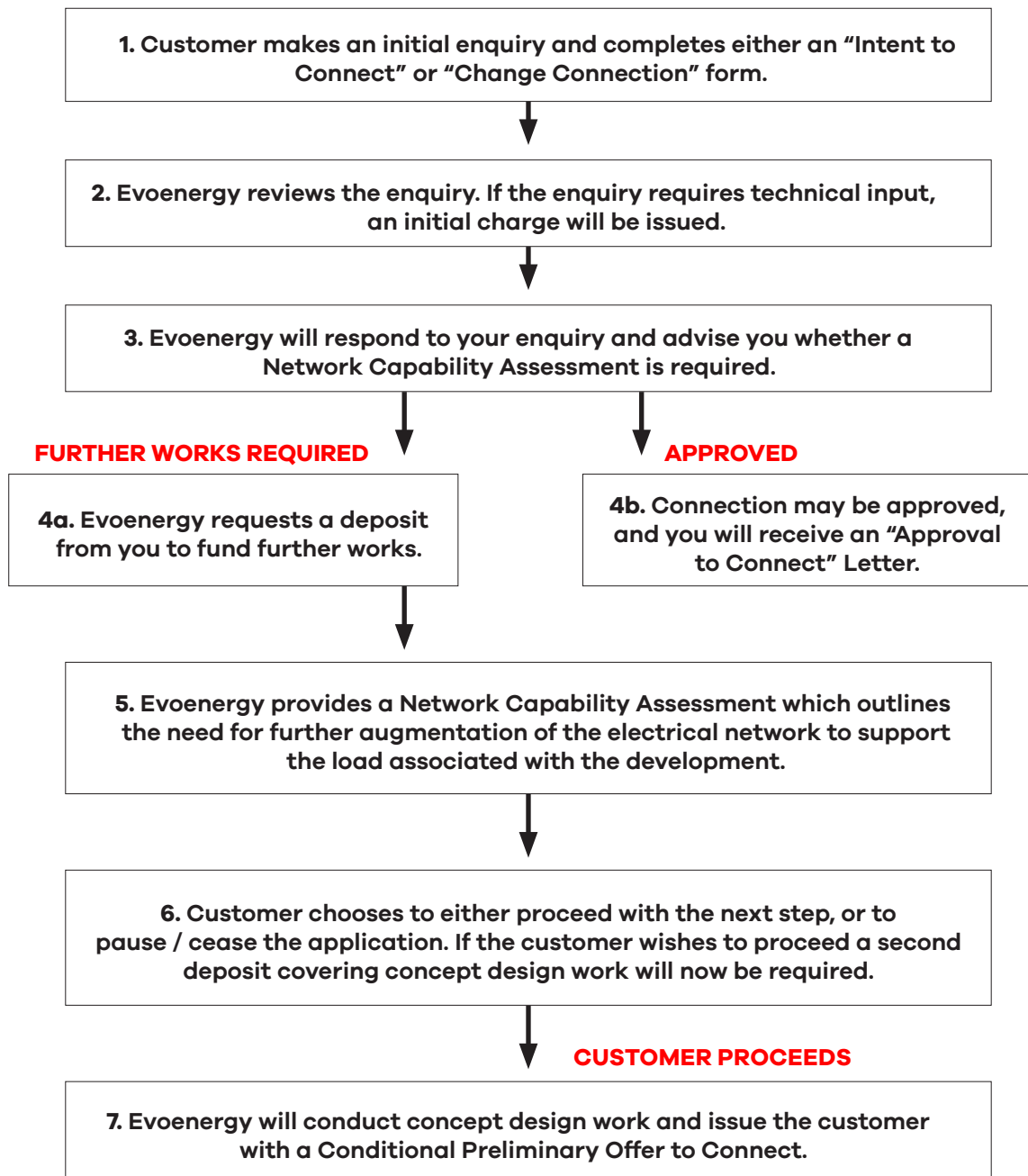


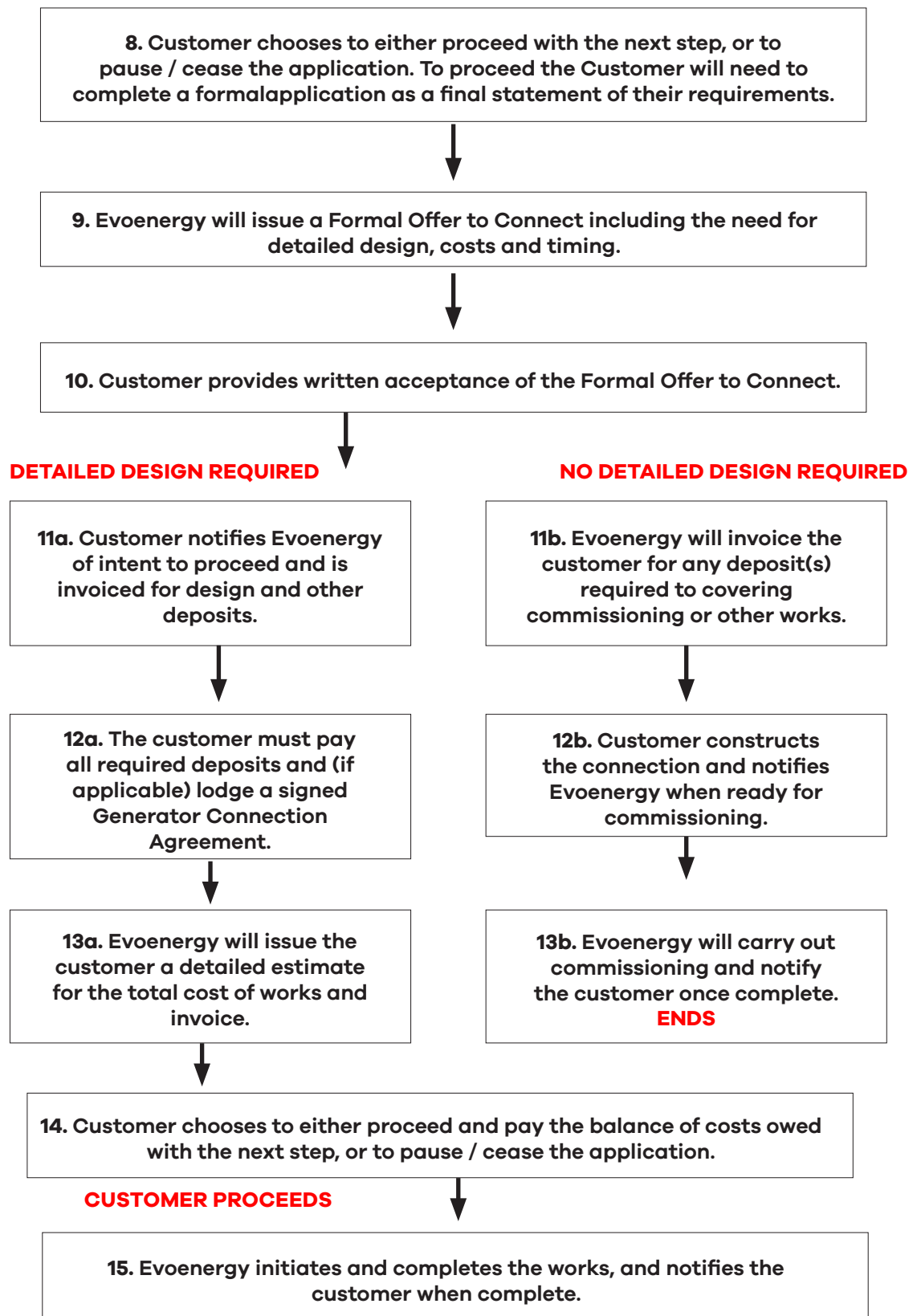
Connecting a Commercial Development

Last updated May 2012

Step by Step Guide



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Step 1: Customer makes an initial enquiry and completes either an “Intent to Connect” or “Change Connection” form.

The first step is for you to complete and submit either an “Intent to Connect” (for new connections) or “Change of Connection” form.

Step 2: Evoenergy reviews the enquiry. If the enquiry requires technical input, an initial charge will be issued.

Evoenergy conducts a review of the enquiry to identify what its requirements are. Charges may apply at this stage, depending upon the complexity of the enquiry.

If charges do apply, you must pay before the enquiry can progress.

If charges are required, Evoenergy will notify you within 10 days of your enquiry

Step 3: Evoenergy will respond to your enquiry and advise you whether a Network Capability Assessment is required

Evoenergy will respond to your enquiry with relevant data. Evoenergy makes a determination regarding the appropriate path forward for your connection enquiry. Depending on the complexity and network impact, the application may be either approved here (if no works on Evoenergy’s system is required), or will require augmentation of the system and associated design and construction costs. In the latter case, the next step will be for a Network Capability Assessment to be developed by Evoenergy.

Evoenergy will respond to your enquiry within 20 days of receipt of the enquiry, or if payment is required, within 20 days of payment being received.

Step 4a: Evoenergy requests a deposit from you to fund further works.

Evoenergy will request a deposit from the you to fund a *Network Capability Assessment*. This allows Evoenergy to understand the network’s ability to handle the proposed connection, a high-level description of the works required to complete the connection, and a rough estimate of cost.

You must pay this deposit before further works will begin.

Note that all deposits paid are credited towards the final connection costs. Deposits paid for applications that do not proceed to construction are non-recoverable.

Step 4b: Connection may be approved, and you will receive an “Approval to Connect” Letter.

If the proposed connection is assessed as having minimal network impact, it may be approved straight away. In this case, you will receive an “Approval to Connect” letter and are then responsible for engaging a service provider to construct and commission the connection.

Step 5: Evoenergy provides a Network Capability Assessment which outlines the need for further augmentation of the electrical network to support the load associated with the development.

Evoenergy will undertake an assessment of the network’s capability and respond with an indicative statement of the works required to complete the connection. The costs quoted are indicative and do not comprise a firm offer as minimal design work has been undertaken at this point.

This Assessment will also indicate whether the next stage (development of a Network Technical Study) can be provided by a third party. The assessment will also identify any long lead time items which will be required for your connection, and provide an indicative timescale for the completion of connection works.

Evoenergy will provide you with the Network Capability Assessment within 20 days of receiving your request

Step 6: Customer chooses to either proceed with the next step, or to pause / cease the application.

Based on the indicative costs for the connection, you can choose to either proceed with a more detailed Network Technical Study and Conditional Preliminary Offer to Connect, OR to pause or stop the application at this point.

If you do not proceed, you will receive a letter stating that the offer has expired after 45 days or after a specific date as specified. Any deposits paid to date will be forfeited.

Step 7: Evoenergy will conduct concept design work and will issue the customer with a Conditional Preliminary Offer to Connect.

Evoenergy will undertake a Network Technical Study, which identifies the preferred option for augmentation and connection, and the costs for design and estimated costs for construction for

this work to be undertaken. This will be provided together with a Conditional Preliminary Offer to Connect. This includes: indicative costs for design charges, communications charges and other applicable charges, and contract terms.

Depending on the nature of work involved and size of connection, the NTS may be undertaken by a third party employed directly by you – if that is the case this will have been identified at stage 5 above.

The provision of a Conditional Preliminary Offer to connect will be made within 10 days of receipt of payment of the deposit.

Step 8: Customer chooses to either proceed with the next step, or to pause / cease the application. To proceed the Customer will need to complete a formal application as a final statement of their requirements

You can choose to either submit a Formal Application to Connect, OR to pause or stop the application at this point. The Application Form can be found on the evoenergy website

This application will form the final statement of your requirements for the If you do not proceed, you will receive a letter stating that the offer has expired after 45 days or after a specific date as specified. Any deposits paid to date will be forfeited.

Step 9: Evoenergy will issue a Formal Offer to Connect.

Evoenergy will issue you with a Formal Offer to Connect to its network, based on the confirmed requirements contained within your application. This offer will detail the costs applicable to the connection, timescales for delivery of connection works, and the path forward for the application.

Following the customer’s submission of a complete formal application, Evoenergy must make a Formal Offer to Connect within 65 days.

Step 10: Customer accepts the Formal Offer to Connect.

You will need to return the signed acceptance of offer at this point. Depending on the requirements of the works, a deposit may or may not be required at this point to cover the costs of Detailed Design works. This will be set out in the Offer documentation.

Step 11a: Customer notifies Evoenergy of intent to proceed and is invoiced for design and other deposits.

The customer must notify Evoenergy of their intent to proceed. Evoenergy will then invoice the customer for Detailed Design and other required deposits.

Step 12a: The customer must pay all required deposits and (if applicable) lodge a signed Generator Connection Agreement.

Depending on the connection, a number of deposits may be required before the application can continue.

Note that all deposits paid are credited towards the final connection costs. Deposits paid for applications that do not proceed are non-recoverable.

If the development includes embedded generation (for instance solar panels), a separate contract covering the operation of the embedded generation will be required. Both the connection offer, and the agreement covering the embedded generation must be accepted to proceed further.

Step 13a: Evoenergy will issue the customer a detailed estimate for the total cost of works and invoice.

Evoenergy will complete all necessary detailed design work and develop a detailed cost for the final works. We will provide you with a consolidated estimate and invoice for the entire cost of works. This will include any applicable capital contribution you are required to pay, and will reflect all design work undertaken to date and all deposits paid.

Step 11b: Evoenergy will invoice the customer for any deposit(s) required.

Evoenergy will invoice the customer for other (non-design) deposits required. Once these are paid, Evoenergy will issue the customer with an Approval to Connect.

Note that all deposits paid are credited towards the final connection costs. Deposits paid for applications that do not proceed are non-recoverable.

Step 12b: Customer constructs the connection and notifies Evoenergy when ready for commissioning.

You take responsibility for engaging a contractor and constructing the connection. Once complete, you must contact Evoenergy to have the connection commissioned before it can be activated.

Step 13b: Evoenergy will carry out commissioning and notify the customer once complete.

Evoenergy will send its field groups to inspect the connection, and carry out necessary commissioning tests to ensure its quality and safety. Once this is complete, you will receive notification from Evoenergy.

If necessary, you will receive instructions regarding remediation works required before the connection can be commissioned.

Step 14: Customer chooses to either proceed with the next step, or to pause / cease the application.

You can choose to either notify Evoenergy of their intent to proceed and pay the required capital contribution, OR to pause or stop the application at this point.

If you do not proceed, you will receive a letter stating that the offer has expired after 45 days or after a specific date as specified. Any deposits paid to date will be forfeited.

Step 15: Evoenergy initiates and completes the works, and notifies the customer when complete.

Evoenergy will initiate and complete the works. If the need for a variation arises, Evoenergy will contact the customer to agree the necessary changes and make any capital adjustments.

Evoenergy will notify the customer when complete.