Guide to completing: Decommissioning Ausgrid Asset Application

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Why use this form?

Apply to decommission existing Ausgrid network asset e.g. a

pole, substation or switch.

The application guide contains these sections:

Why complete this form?
Ausgrid needs the information requested in this form to assess your requirements and make an appropriate response.

IMPORTANT:
You will need to complete all mandatory fields in order to be able to submit the form. Providing incorrect or incomplete information will result in an invalid application; this will mean that you will have to complete a new application and pay an additional submission fee.

This form is designed to be completed by a Qualified Electrical Professional. To provide some of the answers to these questions you will need to consult an electrical contractor or Accredited Service Provider (ASP) who may need to attend the site.

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Reference Code

All Forms are identified by unique Reference Codes.

Please keep a record of your application reference code. If you have enquiries about your application, we will require this number to assist you.

Reference Code : 0011613

Note: Ausgrid will not have visibility of your Reference Code until it is submitted.

Navigation through the form

The forms have been designed to assist you to quickly navigate and complete all the required information in a tabular step by step format.

| Location | Applicant | Enquiry Details | Summary and Payment | Complete |

1. Each section must be completed before moving onto the next step.
2. Complete sections are marked as a WHITE chevron with GREEN text
3. Current section is marked as a BLUE chevron with WHITE text
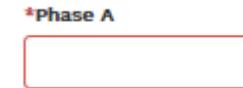4. Next sections is marked as a WHITE chevron with GREY text

Completing sections
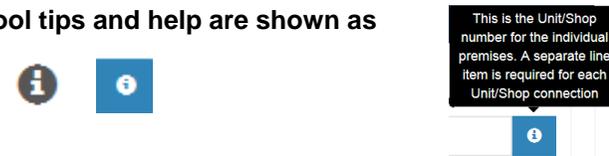
| Back | Save & Share | Next |

1. The process allows you to go BACK as required
2. You can SAVE & SHARE the application as you go, share the application link, return at any time and continue
3. As you complete a section, click NEXT to proceed

Mandatory Fields

1. Mandatory fields are identified with the use of *
2. Mandatory fields must be completed before proceeding
3. Non completed mandatory fields are shown as
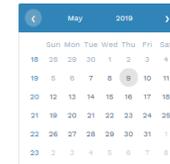
*Phase A

Tool tips and help are shown as

This is the Unit/Shop number for the individual premises. A separate line item is required for each Unit/Shop connection

Useful buttons to help get things done

1. Duplicating a section — Duplicate
2. Add a new section — + Add New
3. Browse to find file/s to upload and attach to your application

   Browse File...

4. Calendar Icon — Opens date picker
5. Checkbox
6. Radio button (select only one) — Yes No
7. Drop Down selection – allows you to select from prepopulated list of options

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Decommissioning

Reference Code : 0013143

Location | Applicant | Decommissioning Details | Summary and Payment | Complete

*Street Number/RMB

or

*Lot Number

or

*Lot/DP Number

ⓘ

*Street Name

Nearest Cross Street

*Suburb

*Postcode

1

*Location Diagram This section is about the physical location of your premises and an electrical schematic will not be accepted. Ensure that your diagram clearly identifies property, nearest cross street, North Point, Proposed Point of Common Coupling, Point of Supply and service cable route to the main switchboard.

2

ⓘ Browse File...

Next

1. Enter the **address details** as either a Street Number/RMB, Lot Number or Lot/DP Number which can be found on the Development Application (DA) or council rate notice.

2. Upload a **Location Diagram** which identifies the physical location.

    Note: An electrical schematic will not be accepted.
    Ensure your diagram clearly identifies the property, the nearest cross street, North Point, Proposed Point of Common Coupling, Point of Supply and service cable route to the main switchboard.

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1. Select **Applicant Type** from the drop-down menu for example: ASP, Electrical Contractor, Retail Customer etc. Depending on the type selected, the form will tailor itself.

   Note: *If you are the person who requires the decommissioning of Ausgrid assets for your own benefit then you are a Retail Customer.*

   If you are applying for a development project which will be sold off and you will not be the end user of the electricity at this premises then you are a Real Estate Developer.

   If you are applying on behalf of someone, then select the category from the drop down menu that best describes you. (For example ASP on behalf of a Retailer Customer or Real Estate Developer).

2. Complete the **applicant details** of the person making the application. YOUR details – i.e. the person lodging this form.

   Note*: If you are not a Retail Customer or Real Estate Developer, you must ensure that the person on whose behalf you are applying has authorised you to provide and receive information on their behalf.*

3. If you as the applicant are an ASP you will be required to provide your ASP Number, and select your ASP level the drop-down menu.

4. Applicants may check the box to save their ABN/ACN details for future applications.

   NOTE: *When the box is checked, the ABN,/ACN, Company name, Address, Phone number, Mobile number, EC licence number, ASP number and ASP level will be saved.*

*Phone Number must be 10 characters with **NO** spaces*

Note: The Company Name field will be pre-populated from the Australian Business Register (ABR) via the **ABN** lookup tool, if available.

Decommissioning

Location Applicant Decommissioning Details Summary and Payment Complete

Retail Customer Details or Real Estate Developer Details

*Customer Type | *Title | *First Name | *Last Name

1

Email Address | Confirm Email Address | *Phone Number | Other Number

Search by ABN, ACN | Company Name

2

Note: The Company Name field will be pre-populated from the Australian Business Register (ABR) via the **ABN** lookup tool, if available.

*Phone Number must be 10 characters with **NO** spaces*

1. You are required to select the **Customer Type** from the drop-down menu; Real Estate Developer or Retail Customer.

   Note: Depending on the customer type selected, the form will tailor itself.

2. If you selected **Real Estate Developer** as a customer type you will have the option to include customer ABN and Company Name.

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Decommissioning

Location ⟩ Applicant ⟩ **Decommissioning Details** ⟩ Summary and Payment ⟩ Complete

🔧 Decommissioning

Decommissioning Details

*Proposed Asset to be Decommissioned

Other   × ▼

Please Specify   **1**

Asset Identifer

                                                      2

*Proposed Work Completion

                                                📅   **3**

*Related application(s) submitted   ⦿ Yes ○ No

*Ausgrid Reference Number   **4**

Comments

                                                      5

Please attach any documents that are relevant to your connection for example Proposed Design, sketch of the building, Photos etc

                                          ⊕ Browse File...

Back   Save & Share   Next

Enter the d**ecommissioning details**, depending on the responses to questions the form will tailor itself, below are the steps for the fully expanded **Decommissioning Details**.

1. Select **Proposed Asset to be Decommissioned** from the drop down menu; Pole, Substation Switch or Other, **Note:** if you select **Other**, you be required to specify the Asset in the additional field.

2. Provide the **Asset Identifier** for the Asset proposed to be decommissioned – if there is no asset identifier enter 'unknown'.

3. Select the date for **Proposed Work will be Completed**.

4. If you have any **Related Application(s) Submitted**, select **Yes**.
   Note: If you select Yes, you will be required to provide the **Ausgrid Reference Number**. If you select No, go to Step 5.

5. To support your application optional **Comments** and **Attachments** can be added.

💡 **helpful tips**

- **Back** can be used to go back to the previous stage.
- Use the **Save & Share** function to email your application form to another person or yourself.

Decommissioning

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1

LOCATION

Street Number/RMB
39
Nearest Cross Street
Mountview
Location Address
Gardinia Street, Narwee, 2209
Land Zoning
Urban
Location Diagram

File name

Diagram.jpg

APPLICANT

1

Applicant Type
Asp On Behalf Of A Retail Customer Or Real Estate Developer
Full Name
Miss Ima Decommissioning
Email Address
Decommissioning@gmail
Street Number/RMB
39 gardinia
Applicant Address
Gardinia Street Beverly Hills 2209
Phone Number
0295842989
Asp Number
123456
Asp Level
Level 1

CUSTOMER

Customer Type
Retail Customer
Full Name
Miss Ima Customer
Phone Number
0412123456

DECOMMISSIONING DETAILS

1

Proposed Asset Identifier
Unknown
Proposed Asset To Be Decommissioned
Pole
Proposed Work Completion
20-Jun-2019
Related Application Submitted
Yes
Ausgrid Reference Number
123456

2 [Edit]

1. **Review** your application; confirm the **Proposed Asset to be Decommissioned Details** are all correct.

2. If any of the details are not correct you can **edit** information from this summary page.

DECLARATION

1

Applicant Name
Miss Ima Decommissioning

Application Date
13-Jun-2019

Price Description
Decommissioning 1 x

Price Including GST
AUD $

Total Price
AUD $

Terms and Conditions:

In submitting this application you are engaging Ausgrid to provide you with a connection offer. Once submitted the fee charged is consumed. Ausgrid will aim to provide you with a written response within 10 business days. If additional work and/or fees are required, we will contact you to advise prior to providing the response.

Where this application requests an expedited connection, I declare that I have read and understood the terms and conditions of the connection offer and agree that if the connection is expedited that a contract based on that offer will be formed with Ausgrid on the date that Ausgrid receives the application. Where this application is being made on behalf of a retail customer or real estate developer, I declare that I have obtained the authority of that person to make this application of their behalf, including where applicable, making a request for expedition of the connection application.

*I acknowledge the terms & conditions. ☐

2

| Back | Save & Share | Download PDF | Pay |

1. Review the Terms and Conditions, and Click to acknowledge the T**erms and Conditions**.

2. Click Pay to proceed to the **Payment Page**.

Make sure all the information supplied is correct before submission. No refund is available after payment has been received. If you need to resubmit a new application, payment will be required again.

- **Back** can be used to go back to the previous stage.
- **Save & Share** button allows you to save the application and return at any time and allows you to enter an email address of the person you would like to share your application with.
- You can **Download** the summary as a PDF File for future reference.

helpful tips

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1. To proceed with payment select **Pay** and follow the payment options.

   ℹ You can send the completed form to a third party to complete the payment. Then instruct that party they will receive an email and they should follow the link to make payment.

   Note: Only once payment is successful the application will be submitted, received and processed by Ausgrid.