Guide to completing:
Asset Relocation Application

Introduction and Contents

Why use this form

Circumstances may arise when third parties want to move, modify or remove Ausgrid's network assets. This might include requests for:

• Physical relocations of assets

• Changes to *assets*, such as converting bare wire overhead to aerial bundled conductor for aesthetic reasons

• Ausgrid to allow works near the distribution system that could limit the Ausgrid's ability to fully utilise its assets. For example, raising the ground level under an overhead line that might prejudice clearances; or changing the cover over an underground cable that might affect ratings or reduce protection from damage.

Relocations that are essential for the provision of a customer connection are considered to be connection services and are covered under Ausgrid's Connection Policy. Where a relocation request can be clearly separated from associated connection works or is unrelated to a customer connection it is considered under Ausgrid's asset relocation policy.

Further information and Ausgrid's policy on asset relocations can be found here:

https://www.ausgrid.com.au/Connections/Asset-relocations

Why complete this form?
Ausgrid needs the information requested in this form so it can 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 ASP who may need to attend the site.

The application form contains these sections:

Form Symbols – What they mean

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

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 WHITE chevrons with GREEN text
3. Current section are marked as BLUE chevrons
4. Next sections are marked as WHITE chevrons 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

4. 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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Location Information

1. Enter the **address** where the asset relocation is required, this could be entered either as 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 of proposed asset relocation. **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.

Applicant Information

Relocation

Reference Code : 0011711

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

*Applicant Type

1

*Title ***First Name** ***Last Name**

2

*Email Address ***Confirm Email Address**

Floor Number Unit/Shop Number ***Street Number/RMB** ***PO Box/Locked Bag**

or

*Street Name Nearest Cross Street

*Suburb ***Postcode** ***Phone Number** Other Number

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

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

   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 Relocation Customer or Energy Retailer on behalf of Relocation Customer etc.).

2. This section calls for the **applicant details** of the person making the application. YOUR details – i.e. the person lodging this form.

   ***Note**: If you are not the Relocation Customer you must ensure that the person on whose behalf you are applying has authorised you to provide, receive information and accept offers from Ausgrid on their behalf.*

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Work Details

Relocation

Location → Applicant → **Work Details** → Summary and Payment → Complete

🔧 Relocation

Relocation Work Details

*Proposed Work Commencement | *Proposed Work Completion

1

*Asset Type To Be Relocated

2

Asset Number(s) to be Relocated ℹ️

3

*Please provide a detailed description of your requirement?

4

*Is this request related to an existing Ausgrid Project?   ○ Yes ○ No

5

Comments

6

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

🔘 Browse File...

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1. Enter the **dates** you intended for the proposed relocation works to **commence** and to be **completed**.

2. Select the **Asset Type** which is to be relocated from the drop down list; Overhead Assets, Underground Assets, Substation, Sub Transmission or Other.
   Note: If you select 'other', provide details in the next field.

3. List all the applicable **Asset Number(s)** which need to be relocated.
   Note: If multiple asset numbers exist list them all, if no asset numbers exist specify 'unknown'.

4. Provide a **detailed description** of your relocation request.

5. Select whether or not the request is related to an existing contestable **Ausgrid Project**. If you select **'yes'**, you will be required to provide an **existing 'Contestable Project Number'** in the next field.

6. You are provided the opportunity to submit additional comments, and any attachments to support your application.

Summary

1. **Review** your application; confirm the **Location, Applicant** and **Relocation Details** are all correct.

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

Summary

DECLARATION

Applicant Name
Miss A Test
Application Date
16-May-2019
Price Description
Relocation 1 x
Total Price

Price Including GST
AUD $
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.

Back	Save & Share	Download PDF	Pay

1. Review the Terms and Conditions, and Click to acknowledge the **terms 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 form.
- **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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Payment

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

   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.