# Electricity Transfer Application Form

# Other Services

This form is to be completed by a *retailer*, on behalf of their customer, to apply for either:

1. A new, or modify an existing covered service; excluding CMD/DSOC♯.
2. Splitting of a single *connection point* to create multiple connection points.

**Note:** An application involving a NMI split may take up to 10 business days to process.

1. Combining of multiple connection points into a single *connection point*.
2. A Contestability Assessment for an existing non-contestable *connection point*.
3. Nomination of a *controller* for a *connection point*.
4. Peak Demand Reset Request
5. Prior to submission of this form, customers must have completed an [Application for inverter system 30kVA to 150kVA](https://westernpower.com.au/connections/solar-batteries-electric-vehicles/enquiry-for-inverter-system-greater-than-30kva-and-no-more-than-150kva/).

**♯Use the CMD Request Form for new, increased or decreased CMD/DSOC, and to modify a CMD connection point to a non-CMD Reference Service.**

**Use the Metering Service Centre for New Connection, Customer Transfer, Re/De-energisation or Metering requests.**

## Retailer Information\*

|  |  |  |  |
| --- | --- | --- | --- |
| Retailer Name\* |  | ID Code |  |
|  | | | |
| Requestor Name\* |  | Retailer Reference |  |
|  | | | |
| Requestor Phone\* |  | Requestor Mobile |  |

## Customer Information\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name\* | |  | | | ABN | |  |
|  | | | | | | | |
| Contact Name\* | |  | | | Position | |  |
|  | | | | | | | |
| Phone\* |  | | Mobile |  | | Fax\* |  |

### Site Information\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site street address\* |  | | | |
|  | | | | |
| Suburb\* |  | Post Code | |  |
|  | | | | |
| Site Contact Name |  | | Phone |  |

### Change of Reference Service (complete if service required) – *Refer* *Notes 1-5 & clause 10 of AQP*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NMI\* |  | Proposed effective date of change\* | |  |
|  | | | | |
| Current network service\* |  | Proposed *reference service*\* |  | |
|  | | | | |
| SF/CS Number |  | Or if *non reference service* describe service sought\* |  | |
|  | | | | |
| **Use the CMD Request Form for all CMD/DSOC modifications.** | | | | |

### Peak Demand (PD) Reset Request

**Proposed Reference Service Change (RT5 or RT6)**

**PD Reset Commencement Date**      

**New Forecast PD (for 12-month period from PD reset)**

**Reason for PD reduction (select one option from below list and include a brief description)**

1. **Load control, or energy efficiency solution at connection point**
2. **Change to business/operations at connection point**
3. **Shutdown of business/operations at connection point**
4. **Other**

**Evidence to support PD reduction**

**Please attach relevant documentation**

### Splitting a Single Connection Point – *Refer* *Notes 1-4, 6 & clause 14 of the AQP*

Note: The facilities and equipment of this *connection point* or points must satisfy all relevant legislative and regulatory requirements, including the Western Australian Electrical Requirements (WAER) ***– Refer Note 9***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NMI (to be split)\* |  | | | |
| Proposed effective date of change\* |  | | | |
| **If proposed date is not on the Scheduled Read date, a Special Read Service Order is required for the NMI to be split.** | | | | |
| Total number of NMI’s required after split\* |  | | | |
| Meter/s to be attached to existing NMI\* | 1. | 2. | 3. | 4. |
| Meter/s to be assigned to new NMI\* | 1. | 2. | 3. | 4. |
| (if required, use Additional Comments section on page 2) | | | | |
| Are all meters Revenue Meters?\* (Yes/No)  ***- Refer Note 8*** |  | | | |
| Address change for existing NMI (if required) |  | | | |
| Address (new NMI)\* |  | | | |

### Combining Connection Points (complete if service required) – *Refer* *Notes 1-4, 7 & 9 & clause 14 of the AQP*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NMI (to remain) or write ‘New’\* |  | | | |
| Address\* |  | | | |
| Proposed effective date of change\* |  | | | |
| **If proposed date is not on the Scheduled Read date, Special Read Service Orders are required for all NMI’s(for the same date).** | | | | |
| List of NMI’s to be combined (abolished) into above NMI\* | 1. | 2. | 3. | 4. |
| Proposed change of network service  (if required) |  | | | |

### Contestability Assessment (complete if service required)– *Refer* *clause 13 of the AQP*

|  |  |  |
| --- | --- | --- |
| Customer Name\*  **(1 form per customer at location)** | |  |
| Address1\* | |  |
|  | NMI/s (if known) |  |
|  | Meter/s\* |  |
| Address2\* (if required) | |  |
|  | NMI/s (if known) |  |
|  | Meter/s\* |  |
| Address3\* (if required) | |  |
|  | NMI/s (if known) |  |
|  | Meter/s\* |  |

**Nomination of a *controller* for a Connection Point (complete if service required)** – ***Refer clause 3.6 of the AQP***

|  |  |
| --- | --- |
| NMI/s |  |
| *Connection Point* Title (where applicable) |  |
| Address of Premises |  |
| Name & Contact Details of controller |  |
| CMD (kW / kVA) |  |
| DSOC (kW / kVA) |  |

**Additional Comments**

|  |
| --- |
|  |

Note that in accordance with Western Power’s Applications and Queuing Policy (AQP):

### A *lodgement fee* (refer to Western Power’s Price List) may apply for a change of *reference service*

1. For *non-reference service* requests, additional costs may apply as described in clause 7.2 of the AQP
2. Western Power will assess this application and notify the *retailer* within 5 business days whether it accepts this application or whether a separate *Connection Application* is required.
3. A *retailer* must have verifiable consent to submit this application on behalf of its customer.
4. Change of *reference service*: if the *retailer* has submitted more than one application for the same *connection point* within the last 12-month rolling period, then this application will be processed in accordance with clause 10.3 of the AQP.
5. Split *Connection Point*: Each *connection point* created must have its own metering equipment and Western Power will assess the *contestability* of each *connection point* separately.
6. Combine Multiple Connection Points: The applicant must demonstrate all connection points are integral to a single business.
7. NMI can be split only if all meters are revenue meters
8. Under: (a) the Western Australian Electrical Requirements (WAER); (b) the *Electricity (Licensing) Regulations 1991*; (c) the AQP; and (d) the *reference service* eligibility criteria, the consumer's facilities and equipment must comply with the WAER. Meeting the WAER is the responsibility of the consumer (the owner/operator of the electrical installation) and the consumer’s licensed electrical contractor or other person whom the consumer authorises to act on their behalf (see WAER July 2008, pp 4, 9). Western Power relies on the information provided in support of this ETA that the consumer's facilities and equipment the subject of this ETA complies with WAER. In addition, Western Power reserves the right, and the applicant acknowledges this right, to inspect the consumer's facilities and equipment at any reasonable time for the purpose of determining compliance with the WAER. If at any time, Western Power determines that the consumer's facilities and equipment do not comply with WAER, Western Power may: (a) immediately cease to provide the *exit service* at the relevant *connection point/s*; and/or (b) require the consumer to submit a connection application for the connection point/s.

*Words in italics are defined in the Electricity Networks Access Code 2004 and/or the AQP*

*\** Required information

**Please submit this completed application form in PDF format to** [**retailer.applications@westernpower.com.au**](mailto:retailer.applications@westernpower.com.au)