

Guidelines to Amend a Distribution Authority

Gas Supply Act 2003

Under the *Gas Supply Act 2003* ('the Act'), the Regulator (the Director-General, Department of Natural Resources, Mines and Energy) issues licences for the distribution of reticulated natural gas in Queensland. A distribution authority issued by the Regulator authorises its holder to (s21):

- transport processed natural gas through a distribution pipeline or system within a stated area (distribution area); and
- provide customer connection services¹ to premises in the area.

Under the Act, a holder of a distribution authority can apply for an amendment to the authority. These application guidelines explain the process for applying for such an amendment, and the information which must, as a minimum, be included in an application. However, the Regulator may require additional information to be provided in order for an application to be considered.

A person wishing to amend a distribution authority must apply in writing to the Regulator at the following address:

The Regulator
c/- Energy Regulation
Department of Natural Resources, Mines and Energy
PO Box 15456
CITY EAST QLD 4002

Applicants are encouraged to contact the Department of Natural Resources, Mines and Energy on 13 43 87 to discuss their application prior to its formal submission to the Regulator.

¹ 'Customer connection services' is defined in section 19 of the Act.

Information Requirements for Applications to Amend a Distribution Authority

Sections 55-56 of the Act relate to the process distributors must follow when applying to the Regulator to amend a distribution authority.

It should be noted that under section 55(1) of the Act, a distributor may not apply for amendment to the conditions of its distribution authority that are set out in sections 39-51 of the Act.

A distributor wishing to amend its authority must apply in writing to the Regulator. The written application should include details of the proposed amendment, including the reason for the proposed action.

Applications to amend an authority should also include the following administrative information:

- the distribution authority number allocated to the authority (identified on the first page of the official authority);
- the name of the company (or person) making the application;
- the company's ABN/ACN;
- the applicant's postal and street address;
- a contact name for the application; and
- the phone, fax and email details of the contact person.

The Regulator will provide the distributor with written notice of the decision regarding the application for amendment.

Prior to submitting their application, applicants should check that:

- they have read the relevant provisions of the Act (Chapter 2, Part 1, Division 3) and any relevant regulations under the Act;
- they have read the statement made by the Department of Natural Resources, Mines and Energy on the use and management of collected application and reporting data. This information is included at **Attachment A** at the end of this document;
- all relevant components of the application are completed;
- the prescribed fee² is included with the application (GST does not apply). For a consolidated list of the fees and charges, read the **Gas licence fees guide**, available on the Queensland Government's Business and industry portal – www.business.qld.gov.au. Cheques can be made payable to the Department of Natural Resources, Mines and Energy, ABN 59 020 847 551; and
- the application is signed by an appropriate senior person, who can ensure the accuracy of the information provided.

[July 2019]

² Note: amendments to correct a clerical or formal error do not attract a fee.

ATTACHMENT A

INFORMATION ABOUT THE USE AND MANAGEMENT OF COLLECTED DATA

The Department of Natural Resources, Mines and Energy is committed to the ethical management of information collected from prospective and existing distribution and retail authority holders. Information is collected by the Department of Natural Resources, Mines and Energy in annual reports from distribution authority holders, and through application processes to obtain, amend, surrender or transfer an authority.

The information gathered in these processes is in accordance with the provisions of the *Gas Supply Act 2003* ('the Act') and related licences and regulations and may be used by the Regulator in carrying out his/her role. Under the Act, some of the information collected will be included in a register and made available to the public. Sections 308 to 310 of the Act outline the information to be included in the public register.

Any personal information collected in the application and reporting process by the Department of Natural Resources, Mines and Energy may be used for the purposes set out in the Act and related licences and regulations. Information will be disclosed as set out in the Act and related licences and regulations, including making applications available to the public, with the exception of exempt matter under the *Right to Information Act 2009*, in accordance with sections 29(2)(iv), 310(2) and 318(1)(b) of the Act. Subject to the provisions of the Act and other legal requirements, personal information will not be disclosed to third parties outside the Department of Natural Resources, Mines and Energy without your consent.

While the Department of Natural Resources, Mines and Energy encourages suppliers of information to clearly identify any information they consider to be confidential, it is important to note that all information collected through application and reporting processes is subject to the *Right to Information Act 2009* and will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations.

If you have queries in relation to data collection and management under the Act and its related licences and regulations, contact the Department of Natural Resources, Mines and Energy on 13 43 87.