|  |
| --- |
| **Instructions**   * Before completing this application, please read the accompanying application form guidelines. * Where there is insufficient space, attach extra pages clearly referencing the related part and question. * If a section does not apply, insert “not applicable”. * The completed application must be submitted electronically via [energy.regulation@epw.qld.gov.au](mailto:energy.regulation@epw.qld.gov.au). * The prescribed fee, listed on the department’s website, is required to complete the application. An invoice for payment of the fee will be issued upon receipt of the completed application.   **Complete applications**  An application is only complete when all the required information and documents are provided, and the relevant fees paid. The department may require additional information or attachments than is stated in this form to support your application.  **Privacy Notice**  The department collects personal information on this form including: name, email address, signature and telephone number for the purpose of assessing your application and administering gas distribution authorities under the *Gas Supply Act 2003* and the *Gas Supply Regulation 2007*.  When assessing your application, the department is required to publish public notices. The department may also, when assessing your application and/or administering gas distribution authorities, disclose your personal information to other regulatory bodies and other government departments.  The department will only use and disclose your personal information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.  **Change of details**  If at any time your application details change, you must notify the department in writing within 14 days via [energy.regulation@epw.qld.gov.au](mailto:energy.regulation@epw.qld.gov.au).  **Note**: ***False or misleading information may attract a maximum penalty of 60 penalty units.*** |

|  |
| --- |
| Guide to completing this form |

**This section provides guidance on completing the form. For further guidance on Gas Distribution Authorities visit** [**www.epw.qld.gov.au**](http://www.epw.qld.gov.au)

**Part 1—Applicant details**

***Section 1.1 Operator details***

Provide details of the company or individual operating the gas distribution system.

Note: the Gas Distribution Authority (the authority) can only be applied for by operator(s) of the system.

Personal identification for individual applicants could include copy of driver licence or passport.

Copies of the Australian Securities and Investment Commission (ASIC) Current Company Extract, and ASIC Certificate of Registration must be attached to provide evidence of operator details under section 1.1.

***Section 1.2 Administrative contact***

Provide details of the person who will be responsible for administering the authority that can be contacted by the department to discuss authority matters.

A copy of all email correspondence will be sent to the primary administrative contact.

***Section 1.3 Corresponding authority***

Provide details and copies of any other gas distribution authorities held by the operator in any Australian jurisdiction.

**Part 2 – Project and connection details**

***Section 2.1 Project and infrastructure name***

Provide the name of the infrastructure that will be operated.

Ensure that the project name provided aligns with the information provided to Australian Energy Regulator (AER) and other Queensland Government departments. If the project uses additional names for media or communications purposes provide these details as well.

***Section 2.2 Project overview***

Provide a brief overview of the project and its purpose, including the current status of the project.

***Section 2.3 Details of the term***

The term must be specified in years or you may apply for an indefinite term. The term should take into account the expected life of the system. You will need to justify the rationale for the term applied for.

***Section 2.4 Project timeframes***

Provide a brief description of the key project timeframes, including construction commencement, construction completion, and network pressurisation. Other key dates may be added as required.

***Section 2.5 Project location***

Provide the description of the distribution area that will be covered by the Distribution Authority. Detail if the geographical limits for the distribution area.

Maps should be cadastral, topographical or satellite and diagrams should illustrate the proposed supply network and connection to any other existing infrastructure.

***Section 2.6 Proposed infrastructure details***

Outline the proposed infrastructure to be operated under the authority; including:

* Annual Consumption Quantity
* Maximum Daily Quantity
* Maximum Hourly Quantity
* Outlet pressure
* General information about the gas distribution system
* Type of gas to be distributed and the proportionate blends (i.e. natural gas, hydrogen, hydrogen blends, biomethane or other ‘covered gases’)
* Number and type of proposed customer connections
* Details of connection to a transmission pipeline.

***Section 2.7 Classification of pipeline***

Provide details of the classification of the proposed gas pipeline under the National Gas Rules (i.e. scheme pipeline or non-scheme pipeline).

**Part 3 – Operator details and suitability**

This part must be completed for all operators of the gas distribution system. If insufficient space, attach information for any additional operators.

***Section 3.1 Operator corporate details***

Attach a corporate structure diagram, illustrate relationships with and between (e.g. contractual or ownership) other relevant entities including corporations, partnerships, trusts, special purpose vehicles.

Provide details on the business being undertaken e.g. property development, mining, agriculture or tourism.

***Section 3.2 Operator integrity***

A statutory declaration is required for each company director, shareholder and other interest holders. Each declaration must include statements on the standard of honesty and integrity in commercial and other dealings; and any previous failures to perform contractual or statutory obligations.

***Section 3.3 Operator criminal history***

Each shareholder, director or other interest holder must attach a National Police Certificate (NPC).

An NPC can be obtained at a local police station, or through an online application to the Australian Federal Police or applicable jurisdictional police service.

Persons based overseas can apply for an NPC online through the Australian Federal Police.

***Section 3.4 Financial capability***

Demonstrate that you have the financial capability to operate the supply network.

For 3.4(a) a statement is required which includes evidence of the following:

* Development and construction costs.
* Amounts of equity and debt funding.
* Estimated operational costs for the first five years.
* Forecast revenue for the first five years.

For 3.4(b) attach copies of the operator’s audited financial returns for the past three years. If three years of audited records are not available (e.g. due to the creation of a Special Purpose Vehicle), attach audited financial records for the parent company and a statement of guarantee for the project.

***Section 3.5 Operator technical capability***

For 3.5(a) demonstrate the operator has the technical capability to ensure the system will supply gas safely and reliably. Include any details on the operator’s ability to provide an adequate level of customer connection services.

For 3.5(b) detail and attach the project’s commercial structure, illustrating any agreements and contracts between the owners, operators and other relevant entities. For example, EPC contracts, operational and maintenance agreements, land lease agreements and connection/access agreements.

For 3.5(c) list the technical resources available to the project and their skills by attaching brief CVs for each Director and key personnel. If the technical capability will be contracted, provide details of the company that will be engaged, including CVs for key personnel.

**Part 4 – Attachment checklist**

This part provides a checklist to ensure all relevant attachments are included.

**Part 5 – Application fee requirements**

Application fees are adjusted annually, the latest fee amounts can be found [here](https://www.business.qld.gov.au/industries/mining-energy-water/energy/gas/licence-fees).

***Section 5.1 Details of the company or individual to be invoiced***

Provide the details of the company or individual to be invoiced for the application fee. This should be consistent with the applicant for the authority.

***Section 5.2 Contact details for invoicing***

Provide a contact who will be responsible for coordinating the payment of the application fee.

**Part 6 – Declaration**

Please ensure the operator(s) has signed the form. Where signing on behalf of a company ensure the appropriate authority for signature is provided.

|  |  |  |
| --- | --- | --- |
| **Part 1 – Applicant details** | | |
| **Section 1.1**  **Operator details** | **Operator 1**  Corporation/Business/Individual name:    ACN/ABN/Personal Identification:  ASIC Current Company Extract and Certificate of Registration  Attachment Number:  Postal Address:  Town / City:       State:       Postcode:  Country:  Phone:  Email: | |
| **Operator 2 (if applicable)**  Corporation/Business/Individual name:    ACN/ABN/Personal Identification:  ASIC Current Company Extract and Certificate of Registration  Attachment Number:  Postal Address:  Town / City:       State:       Postcode:  Country:  Phone:  Email: | |
| **Section 1.2**  **Administrative contact** | **Primary Contact**  Name:  Position Title:  Phone:  Email: | **Secondary Contact**  Name:  Position Title  Phone:  Email: |
| **Section 1.3**  **Corresponding authority** | Provide details of any corresponding authority held by the applicant:    Attachment Number: | |

|  |  |
| --- | --- |
| **Part 2 – Project and connection details** | |
| **Section 2.1**  **Project and Infrastructure name** | Infrastructure/Project Name: |
| **Section 2.2**  **Project overview** | Provide a brief overview of the purpose and status of the project. |
| **Section 2.3**  **Details of the term** | What is the term required for the authority? |
| Provide the reason for the term, including expected life of the infrastructure. |
| **Section 2.4**  **Project timeframes** | Provide a brief description of key project timeframes: |
| 1. Proposed construction start date |
| 1. Proposed construction completion date |
| 1. Proposed network pressurisation date |
| **Section 2.5**  **Project location** | 1. Provide a description of the distribution area including any geographical limits for the distribution area. |
| 1. Attach maps of the location of the distribution area.   Attachment Number: |
| 1. Detail any existing gas supply infrastructure at the site.     Attach any negotiation and/or agreement correspondence with infrastructure owners.  Attachment Number: |
| **Section 2.6**  **Proposed infrastructure details** | Provide details of the proposed infrastructure. |
| **Section 2.7**  **Classification of pipeline** | Provide details of the classification of the proposed gas pipeline under the National Gas Rules. |

|  |  |
| --- | --- |
| **Part 3 – Operator details and suitability** | |
| **Section 3.1**  **Operator corporate details** | 1. Provide details of the operator’s corporate structure. |
| 1. Provide a description of the nature of the operator’s business. |
| **Section 3.2**  **Operator integrity** | Provide a statutory declaration for each shareholder, director or other interest holder including:   1. Commercial and other dealings, and the standard of honesty and integrity shown in the dealings. 2. Any previous failures to perform contractual or statutory obligations and the reasons for failure.   Attachment Number: |
| **Section 3.3**  **Operator criminal history** | Provide a National Police Certificate for each shareholder, director or other interest holder.  Attachment Number: |
| **Section 3.4**  **Operator financial capability** | 1. Provide a statement of the project’s financial viability/position. |
| 1. Attach copies of the operator’s audited financial returns for the past three years.   Attachment Number: |
| **Section 3.5**  **Operator technical capability** | 1. Provide an outline of the operator’s gas or energy industry experience and competence to operate the gas distribution system, including the ability to provide an adequate level of customer connection services. |
| 1. Provide details of the project’s commercial structure, including a commercial structure chart. |
| 1. Attach a brief CV for all Directors and key personnel.   Attachment Number: |

|  |  |  |
| --- | --- | --- |
| **Part** **4 – Attachment Checklist** | | |
| **Item** | **Relevant Section of form** | **Included Y/N or N/A** |
| ASIC Current Company Extract and Certificate of Registration;  or where applicant is an individual copy of driver’s licence or passport | 1.1 |  |
| Maps and diagrams of the distribution area:   * Locality map * Project map * Technical diagrams | 2.5 |  |
| Negotiation and/or agreement correspondence with existing infrastructure owners | 2.5 |  |
| Corporate structure diagrams for all operators | 3.1 |  |
| Statutory declaration(s) | 3.2 |  |
| Copies of national police certificate(s) | 3.3 |  |
| Audited financial statements | 3.4 |  |
| Project commercial structure diagram | 3.5 |  |
| CVs for all directors, shareholders and key personnel or any other person providing technical expertise | 3.5 |  |
| List of other attachments: |  |  |

|  |  |
| --- | --- |
| **Part 5 – Application fee requirements** | |
| **Section 5.1**  **Details of the company or individual to be invoiced.** | Name of company or person to be invoiced:  ACN/ABN:  Contact Person (if company):  Postal Address:  Town / City:       State:       Postcode:  Country:  Phone:  Email: |
| **Section 5.2**  **Contact details for invoicing** | Contact Name:  Contact Email:  Contact number: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 6 – Declaration** | | | |
| **WARNING:** Giving false or misleading information is a serious offence. | | | |
| I/we have read and consent to the Privacy Notice in this form.  I/we declare and warrant that I/we have all the necessary and appropriate authority on behalf of the operator(s) to declare the information in this approved form, including any attachments or supporting information provided, are true and accurate to the best of my/our knowledge. | | | |
| **Operator 1** | | | |
| **Signature:** |  | **Date:** | Click or tap to enter a date. |
| **Print Name:** |  | | |
| **Position:** |  | | |
| **Company:** |  | | |
| **Operator 2 (if applicable)** | | | |
| **Signature:** |  | **Date:** | Click or tap to enter a date. |
| **Print Name:** |  | | |
| **Position:** |  | | |
| **Company:** |  | | |