|  |
| --- |
| **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 the application and later administering gas distribution authorities under the *Gas Supply Act 2003* and the *Gas Supply Regulation 2007*.  When assessing your application and administering gas distribution authorities it may be necessary for the department to disclose your personal information with 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—Current Authority details**

***Section 1.1 Authority details***

Provide the number of the authority to be transferred and its expiry date.

**Part 2—Transfer details**

***Section 2.1 Proposed operator details***

Provide details of the company or individual proposed to operate the gas distribution 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 2.2 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 2.3 Corresponding authority***

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

***Section 2.4 Proof of transfer***

Attach details of the proof of transfer, for example a letter from the current authority holding endorsing the transfer, or proof of sale of the infrastructure.

**Part 3 – Proposed operator details and suitability**

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

***Section 3.1 Proposed 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 Proposed 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 Proposed 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, if not yet constructed.
* Amounts of equity and debt funding.
* Estimated operational costs for the next five years.
* Forecast revenue for the next five years.

For 3.4(b) attach copies of the proposed 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 Proposed operator technical capability***

For 3.5(a) demonstrate the proposed 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 and operational and maintenance 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.

***Section 3.6 Corresponding authority***

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

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

|  |  |
| --- | --- |
| **Part 1 – Current Authority details** | |
| **Section 1.1**  **Authority details** | **Authority number**    **Authority expiry**  Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Part 2 – Transfer details** | | |
| **Section 2.1**  **Proposed 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 2.2**  **Administrative contact** | **Primary Contact**  Name:  Position Title:  Phone:  Email: | **Secondary Contact**  Name:  Position Title  Phone:  Email: |
| **Section 2.3**  **Corresponding authority** | Provide details of any corresponding authority held by the proposed operator:    Attachment Number: | |
| **Section 2.4**  **Proof of transfer** | Provide proof of transfer from previous operator to proposed operator.  Attachment Number: | |

|  |  |
| --- | --- |
| **Part 3 – Proposed operator details and suitability** | |
| **Section 3.1**  **Proposed operator corporate details** | 1. Provide details of the proposed operator’s corporate structure. |
| 1. Provide a description of the nature of the proposed operator’s business. |
| **Section 3.2**  **Proposed 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**  **Proposed operator criminal history** | Provide a National Police Certificate for each shareholder, director or other interest holder.  Attachment Number: |
| **Section 3.4**  **Proposed 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**  **Proposed operator technical capability** | 1. Provide an outline of the proposed 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: |
| **Section 3.6**  **Corresponding authority** | Provide details of any corresponding authority held by the applicant:    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 | 2.1 |  |
| Proof of transfer | 2.3 |  |
| 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 proposed 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. | | | |
| **Proposed operator 1** | | | |
| **Signature:** |  | **Date:** | Click or tap to enter a date. |
| **Print Name:** |  | | |
| **Position:** |  | | |
| **Company:** |  | | |
| **Proposed operator 2 (if applicable)** | | | |
| **Signature:** |  | **Date:** | Click or tap to enter a date. |
| **Print Name:** |  | | |
| **Position:** |  | | |
| **Company:** |  | | |