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| **Instructions**   * Before completing this application, please read the included 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 form and supporting information 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 be paid 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 administering department collects personal information including: name, email address, signature and telephone number. The *Electricity Act 1994* authorises the collection of this personal information.  We collect this information to assess and administer authorities under the *Electricity Act 1994* and the *Electricity Regulation 2006*.  To assess and administer authorities it may be necessary for the department to share your information with regulatory bodies and other government departments.  We will only use your 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.*** |

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| Guideline to completing this form |

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

**Part 1—Current Authority details**

***Section 1.1 Authority details***

Provide authority type and number of the authority to be transferred.

**Part 2—Transfer details**

***Section 2.1 Proposed operator details***

Provide details of the company or individual which will take over operation of the infrastructure. This may differ to the infrastructure owner(s) listed in Section 4.1

Note: the authority can only be transferred to the proposed operator(s) of the infrastructure.

If the proposed operator will have the same ABN as the existing operator an authority transfer is not required. Please email the Regulator to amend the existing authority.

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 proposed operator details.

***Section 2.2 – Administrative contact***

Provide details of the person who will be responsible for administering the authority who 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 – 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 electricity infrastructure. 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, 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 previous commercial and other dealings; and any previous failures to perform commercial 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 website.

***Section 3.4 Proposed operator financial capability***

Demonstrate that you have the financial capability to operate the electricity infrastructure.

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

* Development and construction costs, if construction not complete.
* Amounts of equity and debt funding.
* Estimated operational costs for the next five years.
* Forecast revenue for the next five years.
* Marginal loss factor for the next five years (generators only).

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 electricity infrastructure will generate/transmit/supply electricity safely, reliably and of a suitable quality.

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) provide details of any other electricity licences held by the operator in Australia.

For 3.5(d) 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 – Owner details and suitability**

This section should only be completed where the owner has/will change and is a different entity to the proposed operator.

If there is more than one owner this part must be completed for all owners for the electricity infrastructure. If insufficient space, attach information for any additional owners.

***Section 4.1 Owner details***

Provide details of the company or individual that owns/will own the electricity infrastructure.

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 2.1.

***Section 4.2 Owner corporate details***

Refer to section 3.1 above, which also applies to the owner of the infrastructure.

***Section 4.3 Owner integrity***

Refer to section 3.2 above, which also applies to the owner of the infrastructure.

***Section 4.4 Owner criminal history***

Refer to section 3.3 above, which also applies to the owner of the infrastructure.

***Section 4.5 Owner financial capability***

Refer to section 3.4 above, which also applies to the owner of the infrastructure.

***Section 4.6 Owner technical capability***

Refer to section 3.5 above, which also applies to the owner of the infrastructure.

**Part 5 – Objects of the Act and other matters**

***Section 5.1 Objects of the Electricity Act***

Explain how the electricity infrastructure will achieve the objects of the Act. If an object is not applicable, please explain why it is not applicable.

As per section 3 of the *Electricity Act 1994* the objects are to—

1. set a framework for all electricity industry participants that promotes efficient, economical and environmentally sound electricity supply and use; and
2. regulate the electricity industry and electricity use; and
3. establish a competitive electricity market in line with the national electricity industry reform process; and
4. ensure that the interests of customers are protected; and
5. take into account national competition policy requirements.

***Section 5.2 Environmental effects***

Indicate any likely environmental effects of building and operating the electricity infrastructure and how these will be mitigated.

**Part 6 – Other amendments**

***Section 6.1***

Detail any proposed amendments to the authority other than the proposed transfer. For example if there is to be additional infrastructure operated under the authority, or a change to the authority’s term.

***Section 6.2***

Attach documentation to support any proposed amendments.

**Part 7 – Attachment checklist**

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

**Part 8 – Application fee requirements**

Application fees are adjusted annually, the latest fee amount can be found at [**www.epw.qld.gov.au**](http://www.epw.qld.gov.au).

***Section 8.1 Details of the company or individual to be invoiced***

Provide the details of the company or individual to be invoiced for the transfer fee. This should be consistent with the proposed operator for the authority.

***Section 8.2 Contact details for invoicing***

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

**Part 9 – Declaration**

Please ensure that operators and owners have signed the form. Where signing on behalf of a company ensure the signatory has appropriate authority.

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

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| **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**  **Proof of transfer** | Provide proof of transfer from previous operator to proposed operator.  Attachment Number: | |

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| **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. Previous and other dealings, and the standard of honesty and integrity shown in the dealings. 2. Any previous failures to perform commercial or meet 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 electricity industry experience and competence to operate the electricity infrastructure. |
| 1. Provide details of the project’s commercial structure, including a commercial structure chart. |
| 1. Provide details of other electricity licences held in Queensland or any other jurisdiction. |
| 1. Attach a brief CV for all Directors and key personnel.   Attachment Number: |

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| **Part 4 – Owner details and suitability**  ***Part 4 is only required where the owner changes and is a different entity to the proposed operator.*** | |
| **Section 4.1**  **Owner details** | **Owner 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: |
| **Owner 2**  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 4.2**  **Owner corporate details** | 1. Provide details of the owner’s corporate structure. |
| 1. Provide a description of the nature of the owner’s business. |
| **Section 4.3**  **Owner integrity** | Provide a statutory declaration for each shareholder, director or other interest holder including: |
| 1. Previous and other dealings, and the standard of honesty and integrity shown in the dealings.   Attachment Number: |
| 1. Any previous failures to perform commercial or meet statutory obligations and the reasons for failure.   Attachment Number: |
| **Section 4.4**  **Owner criminal history** | Provide a National Police Certificate for each shareholder, director or other interest holder.  Attachment Number: |
| **Section 4.5**  **Owner financial capability** | 1. Provide a statement of the owner’s financial viability/position. |
| 1. Attach copies of the owner’s audited financial returns for the past three years.   Attachment Number: |
| **Section 4.6**  **Owner technical capability** | 1. Provide an outline of the owner’s electricity industry experience and competence to own the electricity infrastructure. |
| 1. Provide details of other electricity licences held in Queensland or any other jurisdiction. |
| 1. Attach a brief CV for all Directors and key personnel.   Attachment Number: |

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| **Part 5 – Objects of the Act and other matters** | |
| **Section 5.1**  **Objects of the Electricity Act** | Provide a statement that establishes how the issue of the application would achieve the objects of the Act (Section 3 of the *Electricity Act 1994*). |
| **Section 5.2**  **Environmental effects** | Provide any likely environmental effect of building and operating the electricity infrastructure. |

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| **Part 6 – Other amendments**  ***Part 6 is only required if there are further amendments to the Authority.*** | |
| **Section 6.1**  **Detail of amendments** | Provide details of the proposed amendments to the Authority. |
| **Section 6.2**  **Supporting documentation** | Provide supporting documentation for the proposed amendments.  Attachment Number(s): |

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| **Part** **7 – 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, 4.1 |  |
| Proof of transfer | 2.3 |  |
| Corporate structure diagrams for all operators and owners | 3.1, 4.2 |  |
| Statutory declaration(s) | 3.2, 4.3 |  |
| Copies of national police certificate(s) | 3.3, 4.4 |  |
| Audited financial statements | 3.4, 4.5 |  |
| Project commercial structure diagram | 3.5 |  |
| CVs for all directors, shareholders and key personnel or any other person providing technical expertise | 3.5, 4.6 |  |
| Other amendments supporting documentation | 6.2 |  |
| List of other attachments: |  |  |

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| **Part 8– Application fee requirements** | |
| **Section 8.1**  **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 8.2**  **Contact details for invoicing** | Contact Name:  Contact Email:  Contact number: |

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| **Part 9 – 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)/owner(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:** |  | | |
| **Owner 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:** |  | | |
| **Owner 2 (if applicable)** | | | |
| **Signature:** |  | **Date:** | Click or tap to enter a date. |
| **Print Name:** |  | | |
| **Position:** |  | | |
| **Company:** |  | | |