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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 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 supply network. This may differ to the network owner(s) listed in Section 4.1

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

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 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.

**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 Market Operator (AEMO), 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. The term should take into account the expected life of the supply network. 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 commissioning. Other key dates may be added as required.

***Section 2.5 Other approvals***

List any other approvals obtained or applied for including the reference and date of issue. For example, planning, environmental or cultural heritage approvals/plans as well as any approvals issued by the Commonwealth Government.

***Section 2.6 Project location***

Provide the description of the supply network location(s) or address(es) that will be operated under the Distribution Authority. For example detail if the supply network is to be operated within precise limits or state-wide.

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

***Section 2.7 Proposed infrastructure details***

* Outline the proposed infrastructure to be operated under the authority.

***Section 2.8 Transmission or supply network connection details***

Include any negotiated transmission or supply network connection agreements. If network connection is still under negotiation, provide details of the proposed transmission or supply network for connecting the supply network (e.g. draft connection agreement).

If the supply network will not connect to another network, state “not applicable”.

***Section 2.9 Registration/exemption details***

In response to this section provide:

* AEMO participant category type (if relevant).
* AEMO correspondence regarding negotiated performance standards and market participant registration (if relevant).
* AER registration information; if exemption from registration as a network service provider (NSP), please provide exemptions details.
* Other relevant documentation.

**Part 3 – Operator details and suitability**

This part must be completed for all operators of the supply network. 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, 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 previous commercial and other dealings; and any previous failures to perform commercial 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 supply network will 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 brief CVs for key personnel.

**Part 4 – Owner details and suitability**

This section should only be completed where the owner and operator are different entities.

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 supply network.

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 4.2 Owner corporate details***

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

***Section 4.3 Owner integrity***

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

***Section 4.4 Owner criminal history***

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

***Section 4.5 Owner financial capability***

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

***Section 4.6 Owner technical capability***

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

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

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

Explain how the supply network 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 supply network and how these will be mitigated.

**Part 6 – Attachment checklist**

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

**Part 7 – 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 7.1 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 7.2 Contact details for invoicing***

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

**Part 8 – 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 – 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: |

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| **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 requested for the authority?       Years |
| 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 complete date |
| 1. Proposed commissioning date |
| **Section 2.5**  **Other approvals** | Provide details and attach copies of: |
| 1. Planning approvals   Attachment Number: |
| 1. Environmental plans and approvals   Attachment Number: |
| 1. Cultural heritage plans and approvals   Attachment Number: |
| **Section 2.6**  **Project location** | 1. Provide the address of the supply network or any geographical limits for the supply network, for example Regions or Local Government Areas (LGA’s). |
| 1. Attach a map of the distribution area   Attachment Number: |
| 1. Detail any existing electricity infrastructure at the site.     Attach any negotiation and/or agreement correspondence with infrastructure owners.  Attachment Number: |
| **Section 2.7**  **Proposed infrastructure details** | Provide details of the proposed infrastructure. |
| **Section 2.8**  **Transmission or supply network connection details** | Attach the connection agreement with any other the transmission grid(s) or supply network(s) that the electricity infrastructure will connect to.  Attachment Number: |
| **Section 2.9 Registration/exemption details** | Provide any AEMO or AER registrations, agreements or correspondence.    Attachment Number: |

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| **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. 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**  **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: |
| 1. Attach copies of any power purchase agreements.   Attachment Number: |
| **Section 3.5**  **Operator technical capability** | 1. Provide an outline of the operator’s electricity industry experience and competence to operate the supply network. |
| 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 and operator are different entities.*** | |
| **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 supply network. |
| 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 supply network. |

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| **Part** **6 – 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, 4.1 |  |
| Planning approvals | 2.5 |  |
| Environmental plans and approvals | 2.5 |  |
| Cultural heritage plans and approvals | 2.5 |  |
| Maps and diagrams of the distribution area and associated infrastructure:   * Locality map * Project map * Technical diagrams | 2.6 |  |
| Negotiation and/or agreement correspondence with existing infrastructure owners | 2.6 |  |
| Copy of network connection agreement | 2.8 |  |
| Copy of AEMO and AER registration agreements/correspondence or evidence of exemption | 2.9 |  |
| Corporate structure diagrams for all operators and owners | 3.1, 4.3 |  |
| 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 |  |
| List of other attachments: |  |  |

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| **Part 7 – Application fee requirements** | |
| **Section 7.1**  **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 7.2**  **Contact details for invoicing** | Contact Name:  Contact Email:  Contact number: |

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| **Part 8 – 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:** |  | | |