

## How to get your electricity connected or augmented – when subdividing (excluding strata subdivision)



This document will assist landowners who are planning to subdivide, whether they are small two lot subdivisions or larger projects, by outlining the general procedures, requirements and potential costs involved in providing electrical reticulation to and within subdivisions.

The provision of adequate electrical infrastructure to enable supply of electricity and public lighting to all the lots in the proposed subdivision is essential. Endeavour Energy, under its Operating Licence, has the responsibility for ensuring that these services are designed, constructed, operated and maintained so that all customers receive a quality electrical supply.

Connection to Endeavour Energy's network is made in accordance with Endeavour Energy's offer for connection services.

### **Q1: Who is involved and how do I obtain a Notification of Arrangement from Endeavour Energy?**

There are a number of important participants in the process of subdividing land. Of particular relevance when providing electrical services are:

- the owner (or owners agent) of the land being subdivided;
- the relevant consent authority, usually the local council;
- a registered surveyor to survey the land, establish the property boundaries (including easement boundaries) and prepare the final subdivision plan;
- a Level 3 Accredited Service Provider (ASP) to design the electrical works (see question 2); and
- a Level 1 ASP to construct the works (see question 2).

The local council will require you to lodge a subdivision application, a development application and building application, depending on the scope of your proposal. Your local council may also impose conditions of consent, which must be met before development can proceed.

In most cases one condition of consent in your Development Approval will be that you obtain a *Notification of Arrangement* (NOA) from Endeavour Energy. This NOA serves to indicate that you have made the necessary arrangements to provide electrical services to your development and that you have met the costs and any other servicing requirements identified by Endeavour Energy.

The NOA will only be issued to you after you have met all Endeavour Energy's requirements.

Once you have met all your local council conditions of consent you will be able to register your subdivision plan with the Land

# How to get your electricity connected or augmented – when subdividing (excluding strata subdivision)



Titles Office and proceed with your development.

## **Q2: How do I go about providing connection works to my land?**

The process set out below ensures that subdivisions are provided with appropriate electrical services.

Some elements of the processes, such as design and quality checking, may not be required for some subdivisions or developments, as indicated in **Step C: Connection works requirements**.

The basic steps are:

### **A: Application**

To submit a subdivision application, you need to:

- complete and send in the form, - *Application for Provision of an Electricity Network in a Subdivision, Boundary Adjustment or Consolidation* (Endeavour Energy form FPJ6010 enclosed at the back), including all the required documentation as detailed in the form; and
- pay the administration fee as required (Refer to the Schedule of Fees in the *Network Price List* available on our website).

Upon receipt of your application form, Endeavour Energy will investigate:

- if works need to be constructed to service your proposal;
- what administration, design information/project definition and connection service charges apply; and
- what other requirements, if any, need to be met.

The outcome of the investigation is detailed in Step B.

### **B: Determination of method of supply**

Where investigations show there are requirements for connection works as outlined in Step C, Endeavour Energy will issue a *Supply Offer*, which will specify what must be done before a NOA can be issued. Where investigations show there are no requirements, a NOA can be issued immediately, on receipt of your plan of subdivision.

### **C: Connection works requirements**

Each lot in a subdivision must have a frontage to an Endeavour Energy distribution network connection point without encroachment onto other properties. Private service mains within easements or joint service arrangements are not acceptable alternatives unless approved by Endeavour Energy.

For extensions/augmentations to Endeavour Energy's network, you will need to engage ASPs to complete the works required:

- electrical network design - A Level 3 ASP to design the systems required and submit to Endeavour Energy for certification. Ancillary service fees are charged for the design information/project definition needed by the designer and to certify the drawing;
- electrical network construction - A Level 1 ASP to build the works in accordance with the certified design. An Endeavour Energy contractor inspector will need to ensure the works are constructed as designed and are to a quality which meets Endeavour Energy's standard; and the applicable fees are charged for the ancillary services provided;
- Establishing final connection of end use customers for each lot by a Level 2 ASP will only be permitted following receipt of an *Application for Connection of Load* and after a *Permission to Connect* has been issued for each lot. For more information

## How to get your electricity connected or augmented – when subdividing (excluding strata subdivision)



regarding the requirements for final connection of individual lots please refer to information document *How to Get your Electricity Connected/Augmented - when NOT subdividing* available on our website.

Where electrical assets such as service mains cables, padmount substation or pole substation are required on your property, you need to provide an easement in favour of Endeavour Energy.

### **D: Request for a Notification of Arrangement (NOA)**

Once all the connection works requirements are met, Endeavour Energy will issue a NOA, which you can take to the local council to meet the development approval condition of consent.

Endeavour Energy will normally issue a NOA after the following conditions are met:

- development consent has been given by the local council;
- suitable electricity supply arrangements have been made by the developer to provide the electrical infrastructure (connection works) as required by Endeavour Energy to service each lot within the subdivision; and
- all fees and charges associated with the provision of network connection services have been paid.

### **E: Request for Early Notification of Arrangement (Early NOA)**

In order to assist developers in reducing the overall time for finalising subdivisions, Endeavour Energy may issue an Early NOA provided all the following conditions have been met:

- a) have at least 80% of the electricity network (connection works) constructed;

- b) provide a copy of the Level 1 ASP quote for the construction work for setting the value of the bond;
- c) confirm unconditional transfer of assets to Endeavour Energy; and
- d) pay an early notification bond equivalent to 100% of the construction cost in the form of an unconditional bank guarantee. Endeavour Energy may use the bond to complete the works in the event that the applicant fails to have the works completed to the satisfaction of Endeavour Energy.

### **Q3: When should I contact Endeavour Energy?**

***The earlier you contact Endeavour Energy the better.***

In this way you can obtain information which will be vital in assessing the feasibility of your proposal. If there are considerable costs and potential time delays, it is better to be aware of them before you spend a lot of time and money finalising your project.

For large multi stage or technically complex projects, Endeavour Energy accepts *Technical Review Requests* to assist you in determining the method of supply from which your service providers can prepare a rough estimate of cost and time for budget purposes. If you wish to submit a *Technical Review Request* prior to lodging an *Application for Provision of Electricity Network in a Subdivision*, please complete form FPJ6007 available on our website.

### **Q4: What costs are involved?**

Costs can be significant depending on the location, nature of the proposed development and the type and extent of works required.

When additional premises connection assets need to be built to enable connection to the network in a subdivision, costs that may apply

## How to get your electricity connected or augmented – when subdividing (excluding strata subdivision)



in providing connection services for your development include:

- design information/project definition fees for Endeavour Energy to carry out investigative work to ascertain what electrical works are needed to service your development;
- provision of new reticulation works (premises connection assets) needed to service your development, including your engagement of a Level 3 ASP and a Level 1 ASP to design and construct connection assets and a Level 2 ASP for connection and metering installation works;
- Endeavour Energy ancillary service fees for design certification, construction inspection, administration and, if applicable, network switching and commissioning;
- provision of public lighting; and
- where applicable, costs of interruption avoidance measures such as generators to maintain electricity supply to existing customers when the electrical works for your development are in the process of connecting to Endeavour Energy's network.

### Q5: What are premises connection assets?

Premises connection assets are all components of Endeavour Energy's distribution system dedicated to the supply of the site.

The customer must fund all the premises connection assets through contestable works. The design and construction of all new premises connection assets is customer funded contestable works and must be carried out by ASPs with the relevant competencies in accordance with the relevant *Model Standing Offer, Terms and Conditions*. This document is available on our website. All associated premises connection assets costs are paid by the customer.

For subdivisions the "customer" is deemed to be the developer.

### Q6: Where can I find out about Accredited Service Providers?

The list of Accredited Service Providers can be obtained by contacting the NSW Trade & Investment on 137 788 or by following this URL:  
<http://www.energy.nsw.gov.au/electricity/netw-net-connections/contestable>

### Q7: How long will this process take?

Endeavour Energy aims to respond to your request as quickly and efficiently as possible. In most cases, upon receiving your application either a *Supply Offer* or an NOA is issued within 10 business days from the date of receiving a complete and valid application.

The *Supply Offer* identifies where to connect to our network and any other supply conditions. The broad scope outlined in the *Supply Offer* is issued for your Level 3 ASP to prepare an electrical design and advise you of the works needed to provide electricity supply to your development.

Where the works designed to service your development require access to adjacent properties, you will be responsible for negotiating entry with the affected owners. Design alternatives must be considered to minimise this impact. You will need to arrange and pay for compensation to the burdened property owner and the creation of easements where necessary. These negotiations can take significant time to complete.

## How to get your electricity connected or augmented – when subdividing (excluding strata subdivision)



*If contestable works need to be designed and constructed, the time involved will depend on how long it takes you to have the necessary works designed, constructed, inspected and assets transferred to Endeavour Energy for ongoing maintenance. In our experience this can involve a period of at least three months.*

Endeavour Energy will process all applications and connection proposals in a timely manner. However, Endeavour Energy has no control over the timeliness of the works undertaken by ASPs. It is your responsibility to manage your chosen ASPs so that your expectations are met.

### **Q8: How can I streamline the application process?**

There are several things you can do to help ensure your application is processed quickly:

- **select an expedited (streamlined) connection service** by signing the application form. The subdivision application form (FPJ6010 - *Application for Provision of an Electricity Network in a Subdivision, Boundary Adjustment or Consolidation*) allows the applicant to select an expedited connection service. Requesting an expedited service means that the applicant has read, understood and accepted the terms of the relevant Endeavour Energy connection offer.
- ensure all necessary documentation and fees are lodged together with your application.
- state the name, email address and business phone number of a person whom Endeavour Energy can contact regarding your application. Close liaison between Endeavour Energy and your contact person can often serve to quickly resolve any difficulties or questions that may arise.

- conduct regular reviews with your ASP to monitor the progress of the works.
- for ongoing communication, quote our reference number (eg URS 0123) when contacting Endeavour Energy. This is particularly important if you have more than one application with Endeavour Energy.
- for large and multi-staged developments, you should indicate the details of immediate and future supply needs including time frames. This should be supplied in a master plan and updates should be provided to Endeavour Energy when changes are introduced.
- for large and multi-staged or complex developments, Endeavour Energy accepts formal Technical Review Requests (use form FPJ6007 available on the website) prior to Application for Connection of Load. This process can be useful to assist you in planning ahead.

### **Q9: Who sets the fees and charges?**

Endeavour Energy's fees and charges reflect the cost of provision of the relevant services and are published in the *Network Price List* following approval by the Australian Energy Regulator. The *Network Price List* is available on the Endeavour Energy website. For the works provided to you under contract by your ASPs, you are encouraged to seek competitive quotes.

### **Q10: Will I be entitled to any reimbursements for the reticulation works required to service my premises?**

You may qualify to be included in a Pioneer Cost Share Reimbursement Scheme as detailed in our Connection Policy

The Pioneer Cost Share Reimbursement Scheme applies to customer funded connection works where other potential customers may connect to the asset after it is handed over to Endeavour Energy to manage



## How to get your electricity connected or augmented – when subdividing (excluding strata subdivision)



within 7 years from the receipt date of your application. The calculated reimbursements paid by new customers connecting to the asset are agreed prior to construction of the assets.

### **Q11: What if I need more help?**

If you have any further questions after reading this information document, contact us on 133 718 or alternatively you can email or fax us your specific questions to the following address:

Customer Interaction Centre (CIC)  
Fax: 02 4252 2915  
Email: [cicadmin@endeavourenergy.com.au](mailto:cicadmin@endeavourenergy.com.au)

# Application for Provision of an Electricity Network in a Subdivision / Boundary Adjustment / Consolidation (Excluding Strata Subdivision)

Application Type: ☐ Subdivision ☐ Boundary Adjustment ☐ Consolidation

Please return completed form along with all attachments to: Endeavour Energy, PO Box 811 Seven Hills NSW 1730  
Email: [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au) | Fax: 02 9853 7925 | For connection enquiries, please contact 133 718

**Note: All information requested should be provided. Where not applicable please insert N/A.  
Application submitted with inadequate information will not be accepted.**

## Site Details

Date supply of electricity is required \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of subdivision ☐ Urban Residential ☐ Non-Urban Residential (Rural)  
☐ Dual Occupancy Torrens ☐ Community Title  
☐ Industrial ☐ Torrens  
☐ Integrated Housing ☐ Commercial

Lot & DP No. \_\_\_\_/\_\_\_\_ Street No. \_\_\_\_ Street Name \_\_\_\_\_

Cross Street \_\_\_\_\_ Suburb / Town \_\_\_\_\_ Post Code \_\_\_\_\_

Local Council / Shire \_\_\_\_\_ UBD Map & Reference No. \_\_\_\_/\_\_\_\_

## Development Details

Council land zoning \_\_\_\_\_

Lot numbers of new single dwellings \_\_\_\_\_ Total \_\_\_\_\_

Lot numbers of existing dwellings to be retained \_\_\_\_\_ Total \_\_\_\_\_

Lot numbers of multiple dwelling areas \_\_\_\_\_ No. of units \_\_\_\_\_

Lot numbers of dual occupancy lots \_\_\_\_\_ Total \_\_\_\_\_

Lot numbers of residue lots \_\_\_\_\_

Lot numbers of special use areas (include details if any) \_\_\_\_\_

Lot numbers of public reserves, road reserves, etc \_\_\_\_\_

Lots affected by existing overhead power \_\_\_\_\_

line easements (also show on plan) \_\_\_\_\_

Community Title (*where applicable*) - maximum living floor area permitted by Council \_\_\_\_\_

## Developer / Developer's Representative Details

Developer's Name \_\_\_\_\_

Developer's Representative (if applicable) \_\_\_\_\_

Developer / Developer's Representative Reference Number for correspondence \_\_\_\_\_

Address for correspondence \_\_\_\_\_

Post Code \_\_\_\_\_

Mobile: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_

**Developer / Developer's Representative Acknowledgement and Agreement**

I acknowledge and agree that:

1. in signing and submitting this application I am requesting an expedited connection;
2. I have read and understood the terms of Endeavour Energy's Model Standing Offer for a Standard Connection Service (Subdivision and Asset Relocation), as published on its website at [www.endeavourenergy.com.au](http://www.endeavourenergy.com.au), and a connection offer by Endeavour Energy for a Standard Connection Service (Subdivision and Asset Relocation) on the terms of the relevant Model Standing Offer is acceptable to me; and
3. if Endeavour Energy is satisfied that the service requested by me falls within the terms of Endeavour Energy's Model Standing Offer for a Standard Connection Service (Subdivision and Asset Relocation) and notifies me of this, then I will be taken to have accepted a connection offer by Endeavour Energy on the terms of the relevant Model Standing Offer on the date of this application.

Developer / Developer's Representative Signature:

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* Contact details may be released to other customers with similar works in progress nearby to facilitate co-operation in design and construction activities.**

☐ Yes ☐ No