



Customer Initiated Works Application

Email: newconnections@topenergy.co.nz

NORTHERN AREA DEPOT PO Box 5 Kaitaia 0441 Ph: 09 408 9200	TOP ENERGY LIMITED HEAD OFFICE PO Box 43 Kerikeri 0240 Ph: 09 401 5440	SOUTHERN AREA DEPOT 1254 Puketona Road RD 3 Kerikeri 0293 Ph: 09 407 0700
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IMPORTANT

- This application provides Top Energy with the information necessary to assess the impact of the proposed work and/or new connection on the Network and to enable a quotation to be prepared.
- Following the receipt of this application AND payment of the application fee, Top Energy will provide you with one of the following:
 - For Minor Works / Simple New Connections we will endeavor to provide you with a quotation within ten (10) working days.
 - For Major Works we will endeavor to provide you with a design quotation letter within ten (10) working days. Following acceptance of the design quotation one of our team will contact you to discuss project requirements and indicative time frames. A construction quotation will be provided once the design is complete.
- It is important that all panels on this form are completed as fully as possible. If in doubt ask your electrician to assist or contact Top Energy for guidance. This will avoid delays and assist both the energy retailer and Top Energy.
- For a new connection this application is for the physical connection of your installation to the Top Energy Network ONLY. You will need to contact an electricity retailer to provide your electricity supply. The Retailer will require from you the ICP number for your installation, which we will provide to you following acceptance and payment of Top Energy's quotation.
- Any installation must comply with AS/ANZ 3000:2000, and the Electricity Regulations 1997 and subsequent amendments.
- Applications are valid for a period of three (3) months from date of approval.
 - Timeframes are an indication only and can vary depending on work load at the time the application is received.
 - Minor Works consist of, but are not necessarily limited to: Works required to connect a standard installation to the Network for which power is readily available at the property boundary.
 - Major Works consist of, but are not necessarily limited to: Works required to connect a non-standard installation, or a standard installation to the Network for which significant Network extension is required or, subdivision developments or, line relocations / removals and other such work.

An Application Fee of \$100 (including GST) is payable. This application will only be processed after this fee is paid and this form is completed in full. We accept EFTPOS, cheques, cash, or Direct Debit into our Bank Account – Top Energy Ltd, 020332-0011638-00. (Note: Credit cards will not be accepted)

SCOPE OF WORK REQUIRED (Please circle all that apply)

NEW CONNECTION: Permanent Domestic Dwelling: Standard 2ph 32A or 1ph 63A Large 2ph 63A or 3ph 32A
 Builders Temporary Supply 1phx32A
 Commercial Development No. of Phases _____; Proposed Capacity: _____ (Amps); Max Demand: _____ (kW)
 Subdivision No of Lots _____; Rural / Urban;
 Upgrade Line relocate or removal Other _____; No of Phases _____; Proposed Capacity _____ (Amps)

Joint Supplies: Joining Together Separating Apart **Installation Size:** Increase of Load Decrease of Load

SITE WHERE WORKS ARE REQUIRED

(Please provide as much detail as possible)

Address: _____
 Town: _____ Rapid Number: _____
 Title No: _____ Postcode: _____
 Lot No: _____ DP No: _____
 Property Name: _____
 Energy Retailer: _____ (to be determined prior to application)

APPLICANT DETAILS (Please write your name in full)

Full Name: _____
 Postal Address: _____

 City: _____ Postcode: _____
 Phone: _____ Mobile: _____
 Email: _____

ELECTRICAL CONTRACTOR (The Electrician doing the electrical work)

Name: _____
 Company: _____
 Address: _____
 City: _____ Postcode: _____
 Phone: _____ Mobile: _____

PROPERTY DETAILS

- On the reverse of this form please sketch the location of your property
- If more space is required or for complex installations please attach further drawings or information to this application.

SIGNATURE OF APPLICANT(S)
 _____ Date ___/___/___
 _____ Date ___/___/___

OFFICE USE ONLY

CUSTOMER NUMBER _____
NOTIFICATION NUMBER _____
App Fee Received Date _____ **Invoice No.** _____

OFFICE USE ONLY

Job Type: Minor Work / Major Work (design letter req'd)
Connection Application Approved:
 Signed _____
 Date _____ Expiry _____

