



# APPLICATION FOR NETWORK CONNECTION

Email: [newconnections@topenergy.co.nz](mailto:newconnections@topenergy.co.nz)

**NORTHERN AREA DEPOT**

PO Box 5  
Kaitaia 0441  
Ph: 09 408 9200  
Fax: 09 408 9215

**TOP ENERGY LIMITED HEAD OFFICE**

PO Box 43  
Kerikeri 0293  
Ph: 09 401 5440  
Fax: 09 401 5605

**SOUTHERN AREA DEPOT**

1254 Puketona Road  
RD 3 Kerikeri 0293  
Ph: 09 407 0700  
Fax: 09 407 0715

**IMPORTANT**

- 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.
- This application provides Top Energy with the information necessary to assess the impact of the installation on the Network and to enable a quotation to be prepared for the connection of the installation to the Network
- Within ten (10) working days following receipt of this application AND payment of the application fee, a Top Energy representative will contact you to discuss your application further, and to arrange a site visit.
- Top Energy will then provide you with a written quotation;
  - For Minor Works we will endeavor to provide you with a quotation within ten (10) working days after a site visit is conducted.
  - For Major Works we will endeavor to provide you with a quotation within twenty (20) working days after a site visit is conducted.
- 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.
- This installation must comply with AS/ANZ 3000:2000, and the Electricity Regulations 1997 and subsequent amendments.
- Applications are valid for a period of six (6) 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.

**An Application Fee of \$100 (including GST) is payable.** This application will only be processed after this fee is paid.

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)

**SITE WHERE CONNECTION IS REQUIRED**

(Please provide as much detail as possible)

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Rapid Number: \_\_\_\_\_

Title No: \_\_\_\_\_

Lot No: \_\_\_\_\_ DP No: \_\_\_\_\_

Property Name: \_\_\_\_\_

Energy Retailer: \_\_\_\_\_ (to be determined prior to application)

**ELECTRICAL CONTRACTOR (The Electrician doing the electrical work)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**TYPE OF CONNECTION (Please circle)**

**New Installation:** Permanent Other \_\_\_\_\_

**Joint Supplies:** Joining Together Separating Apart

**Installation Size:** Increase of Load Decrease of Load

**DESCRIPTION OF INSTALLATION (Please circle)**

DOMESTIC	RURAL	COMMERCIAL
House	Flat or Unit	Milking Shed
Pump	Workshop Office	
Shop	Factory	Other _____

**OFFICE USE ONLY**

CUSTOMER NUMBER \_\_\_\_\_

JOB NUMBER \_\_\_\_\_

**APPLICANT DETAILS (Please write your name in full)**

Full Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

City: \_\_\_\_\_ Mobile: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ELECTRICAL REQUIREMENTS (Your Electrician will be able to assist)**

**Capacity:** \_\_\_\_\_ (Amps) No of Phases \_\_\_\_\_

**Max Demand:** \_\_\_\_\_ (kW estimate)

**Service Main:** Size: \_\_\_\_\_ Type \_\_\_\_\_

Overhead Underground (circle)

**Motors:** Size: \_\_\_\_\_ Power Factor \_\_\_\_\_

**Tariff (circle)** Uncontrolled Partially Controlled Night/Day

**Other:** \_\_\_\_\_

*Detail all connected loads with capacities greater than 6kW (e.g. welders, spa pools, sauna, kilns etc) and motors with a full load rating greater than 1.5kW.*

**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.

Sketch on the reverse of this form  (tick)

Further information attached  (tick)

**CUSTOMER REQUIREMENTS**

Date Quote Required: \_\_\_\_\_

Date Liveness Required: \_\_\_\_\_

Site Visit: Would you like to be met on site? YES / NO

**SIGNATURE OF APPLICANT(S)**

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

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

**SKETCH LOCATION OF PROPERTY:**

In addition to the location of the electrical installation, and where the new electricity supply is required, please show property boundaries, nearest neighbours, road names, the direction to the nearest township, plus any other useful landmarks.

**OFFICE USE ONLY**

Connection Application Approved: Signed \_\_\_\_\_ Date \_\_\_\_\_ Expiry \_\_\_\_\_

ICP No \_\_\_\_\_ O O O O O \_ \_ \_ \_ \_ T E \_ \_ \_ \_

GXP \_\_\_\_\_ Zone Sub \_\_\_\_\_ Feeder \_\_\_\_\_

Inspected / Lived By \_\_\_\_\_ Date \_\_\_\_\_ COC No \_\_\_\_\_

Fuse Size Installed \_\_\_\_\_ (Amps) Phase R Y B 1 2 3 Pillar/Pole No \_\_\_\_\_

TX No \_\_\_\_\_ TX kVA \_\_\_\_\_ Streetlight No \_\_\_\_\_ Meter Owner \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

Application Received			Assembled By		
Fees Paid			Letter & Quote Sent		
Sent to KHO Office			File Notes Added		
Surveyed By			Estimate Paid		

**FILE NOTES**

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