



Customer Initiated Works Application

Email: newconnections@topenergy.co.nz

NORTHERN AREA DEPOT P O Box 5 Kaitaia 0441 Ph: 09 408 9200	HEAD OFFICE P O Box 43 Kerikeri 0293 Ph: 09 401 5440	SOUTHERN AREA DEPOT 1254 Puketona Road RD 3 Kerikeri 0293 Ph: 09 407 0700
--	--	---

IMPORTANT

1. 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.
2. Following the receipt of this application AND payment of the application fee, Top Energy will provide you with one of the following;
 - a. For Minor Works / Simple New Connections we will endeavor to provide you with a quotation within ten (10) working days.
 - b. For Major Works we will endeavor to provide you with a design quotation letter within ten (10) working days. Following acceptance of the design letter quotation one of our team will contact you to discuss project requirements and indicative time frames.
3. 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.
4. 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.
5. Any installation must comply with AS/ANZ 3000:2000, and the Electricity Regulations 1997 and subsequent amendments.
6. 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)*

DOMESTIC NEW CONNECTION: Standard 1ph 63A or Standard 2ph 32A Large 2ph 63A or Large 3ph 32A or Large 3ph 63A Builders Temporary Supply required Yes / No	COMMERCIAL DEVELOPMENT: Capacity: _____ (Amps); Max Proposed Maximum Demand: _____ (kW)	SUBDIVISION DEVELOPMENT: Subdivision No of Lots _____; Rural or Urban;
---	--	---

OTHER:

Joining Together Separating Apart Increase of Load – Proposed Capacity _____ Amps Decrease of Load Line removal Asset Replacement

SITE WHERE WORKS ARE REQUIRED <i>(Please provide as much detail as possible)</i> Address: _____ Town: _____ Rapid Number: _____ Title No: _____ Postcode: _____ Lot No: _____ DP No: _____ Property Name: _____ Energy Retailer: _____ (to be determined prior to application)	APPLICANT DETAILS <i>(Please write your name in full)</i> Full Name: _____ Postal Address: _____ _____ City: _____ Postcode: _____ Phone: _____ Mobile: _____ Email: _____
ELECTRICAL CONTRACTOR <i>(The Electrician doing the electrical work)</i> Name: _____ Company: _____ Address: _____ City: _____ Postcode: _____ Phone: _____ Mobile: _____	PROPERTY DETAILS <ul style="list-style-type: none"> • 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 ___/___/___



Customer Initiated Works Application

Email: newconnections@topenergy.co.nz

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 _____

ELECTRICAL REQUIREMENTS <i>(Your Electrician will be able to assist)</i>					
Service Main:	Size: _____ Type _____	Overhead	Underground	(circle)	
Motors:	Size: _____ Power Factor _____	Tariff (circle)	Uncontrolled	Partially Controlled	Night/Day
Other:	_____				
<i>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.</i>					

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.

ICP No	O O O O O _ _ _ _ _	T E _ _ _	
GXP _____	Zone Sub _____	Feeder _____	
Inspected / Livened 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			Date
Application Received		Assembled By	
Fees Paid		Letter & Quote Sent	
Sent to KHO Office		File Notes Added	
Surveyed By		Estimate Paid	