



Top Energy

Form

Name and No

CM05-01-001F – Customer Initiated Work Application Form

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

**NORTHERN AREA DEPOT**

Whangatane Drive  
Kaitaia 0441  
Ph: 09 408 9200

**TOP ENERGY LIMITED HEAD OFFICE**

Level 2, John Butler Centre, 60 Kerikeri Rd  
Kerikeri 0293  
Ph: 09 401 5440

**SOUTHERN AREA DEPOT**

1254 Puketona Road, RD3  
Kerikeri 0293  
Ph: 09 407 0700

**IMPORTANT: An Application Fee of \$100 (including GST) is payable before this application can be processed**

We accept EFTPOS, cheques, cash, or payment directly into our Bank Account – Top Energy Ltd 02-0332-0011638-00 (Note: Credit cards will not be accepted)

**SCOPE OF WORK REQUIRED** (Please circle all that apply)

**DOMESTIC NEW CONNECTION:**

Standard 1ph 63A **OR** 2ph 32A  
Large 2ph 63A **OR** 3ph 32A **OR** 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** (Please provide as much detail as possible)

Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Rapid Number: \_\_\_\_\_  
Title No: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Lot No: \_\_\_\_\_ DP No: \_\_\_\_\_  
Property Name: \_\_\_\_\_  
Energy Retailer: \_\_\_\_\_ (required for a new connection)

**APPLICANT DETAILS** (this will appear on quotation)

Full Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**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 \_\_\_\_\_ App Fee received date \_\_\_\_\_ Sales Order No. \_\_\_\_\_  
NOTIFICATION NUMBER \_\_\_\_\_ Amount received \_\_\_\_\_ Invoice No. \_\_\_\_\_

Effective Date

03/08/2018

Expiry Date

03/08/2019

Page Number

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**PLEASE PROVIDE A SKETCH OF THE LOCATION OF THE 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.

**IMPORTANT NOTES:**

1. This application provides Top Energy with information necessary to assess the impact of the proposed work 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 Standard New Connections we will endeavor to provide you with a quotation within ten (10) working days.
  - b. For Upgrade / Extension 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.
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 an ICP number for your installation, which will be provided 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.
  - Standard New Connection Work is limited to work required to connect a standard installation to the Network for which power is readily available at the property boundary.
  - Upgrade / Extension Work consist of, but are not necessarily limited to: Work required to connect a non-standard installation, or a standard installation to the Network for which a Network upgrade and/or extension is required or, subdivision developments or, line relocations / removals and other such work.

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