



Top Energy

Form

Name and No

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

Email: ciw@topenergy.co.nz

NORTHERN AREA DEPOT

Whangatane Drive
Kaitaia 0441
Ph: 0800 867 363

TOP ENERGY LIMITED HEAD OFFICE

Level 2, John Butler Centre, 60 Kerikeri Rd
Kerikeri 0293
Ph: 0800 867 363

SOUTHERN AREA DEPOT

1254 Puketona Road, RD3
Kerikeri 0293
Ph: 0800 867 363

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

We accept EFTPOS, or payment directly into our BNZ Bank Account (Top Energy Ltd 02-0332-0011638-00), using your name as a reference. Please 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. _____

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 the current AS/ANZ 3000, and Electricity Safety Regulations 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 workload 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.
7. Your quote may include a Capital Contribution which is the cost of adding capacity to the Top Energy Network to provide your property with power. You can read about Capital Contributions in detail in the Top Energy Capital Contribution Guide FAQs.
8. Once your New Connection is complete, Top Energy may contact you to see if you are happy with the service you received and your new connection. You can opt out of this customer satisfaction survey.
9. If your New Connection has been paid for but is not completed within 2 years, then the assigned ICP will be permanently removed, and you will need to reapply. If you know this will be the case ahead of time, contact our Estimating department on 0800 867 363.
10. In signing and/or paying for this application you have agreed that this information may be provided to your retailer of choice to enable them to accept you as their customer

Effective Date	03/08/2018	Expiry Date	28/09/2021	Page Number	2 of 2
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