|  |  |
| --- | --- |
| Office Use Only | |
| EWR No.: |  |
| NMI: |  |
| Date Received: |  |

C:\Users\lanyonj\Desktop\Picture1.png**EWR**

**ELECTRICAL WORK REQUEST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Request for Initial Connection, Metering Change or Service Alteration**  Use BLOCK LETTERS and mark appropriate boxes with a cross (‘X’). Fields marked with \* are mandatory.  Embedded Generating Unit Installers must complete checklist (below). For Assistance see guidelines (over). | | | | | | | | | | | | | | | | |
| **Customer Details** | | | | | | | | | | **Request Details** | | | | | | |
| \*Name  (Business trading name if applicable) | | | | | | | | | | \*Date work ready  for connection: | |  | | | | |
| \*Customer Contact No: |  | | | Momentum Energy Account # | | |  | | | Supply Connection: | | ☐O/H | | | ☐U/G 11 | |
| Meter Location: | |  | | | | |
| \*Address of Electrical Installation (Location of Job) | | | | | | | | | | Main Switchboard Location: | |  | | | | |
|  | | | | | | | | | | No. of Phases: | |  | | | | |
|  | | | | | | | | | | \*Point of supply Pole No: | |  | | | | |
| Un-Metered Supply \*GPS Coordinates: | | | | | | | | | | \*Existing Meter Number:  (for existing installations) | |  | | | | |
| Other directions to assist in locating address (e.g. nearest cross street): | | | | | | | | | | | | | | | | |
| **\*Reason for Request** | | | | | | | | | | \***Metering Required** | | | | | | |
| **New Connections** | | | **Connection Agreement** | **Additions & Alterations** | | | | | **Connection Agreement** | ☐Whole Current  (less than 100 Amps per phase) | | | | | | |
| ☐Permanent | | | Required | ☐Service Upgrade | | | | | Required | ☐Embedded (solar) | ☐CT | | Ratio: | | | |
| ☐Temporary (Builders Temp Supply) | | | Required | ☐Embedded Generations (Solar) | | | | | Required | ☐Single phase | ☐Polyphase | | | | | |
| ☐Un-Metered | | | Required | ☐Point of Attachment Relocation | | | | | Required | ☐Un-Metered | Type: | | | | | |
| **\* Customer Mains** | | | | ☐Metering Alteration ONLY | | | | | N/A | ☐Domestic | ☐Commercial | | | | | |
| Cable Size (mm2) | | |  | ☐Faults Rectified | | | | | N/A | Installation Type: |  | | | | | |
| Maximum Demand (Amps per phase) | | |  | ☐Reconnections (6 month check) | | | | | N/A | Controlled Load: |  | | | | | |
| ☐Appointment required | | | **Additional Information about request** (e.g. Network availability, additional phases required etc.) | | | | | | | | | | | | | |
| ☐Is access clear and safe? | | |
| **Embedded Generation Unit Installers must complete checklists (below). For assistance see guidelines (over).** | | | | | | | | | | | | | | | | |
|  | | | | | | **Yes** | |  | | | | | | **Yes** | | **N/A** |
| Embedded generating (EG), unit has been tested, deemed electrically safe to be re-energised, and its AC isolator/s left switched off. | | | | | |  | | Inverter capacity >5kVA has been spread evenly over multiple phases, and capacity difference per phase doesn’t exceed 5kVA. | | | | | |  | |  |
| The Maximum voltage setting has been set as detailed in guidelines over. | | | | | |  | | Reactive Power control (RPC) has been set as detailed in application and/or connection agreement. | | | | | |  | |  |
| Export limitation has been set as detailed in application and/or connection agreement. | | | | | |  | |  | | | | | |  | |  |
| **\*Electrical Contractor** (please print full details including business trading name if applicable) | | | | | | | | | | **\*Tested by** (please print full details of electrical mechanic) | | | | | | |
| Name: | |  | | | EC Licence No: | | |  | | Name: |  | | | | | |
| Phone/Mob No: | |  | | | CEC No: | | |  | | Licence No: |  | | | | | |
| Email Address: | |  | | | | | | | | **Note: If outgoing circuits are connected, they must be tested** | | | | | | |
| **\* Certification** (by person Authorised under the Electrical Safety Act 2002 to perform and Test the Electrical work) | | | | | | | | | | | | | | | | |
| I certify that I am authorised under the Occupational Licensing Act 2005 (Tas) to perform electrical work and to connect the electrical installation on which I perform electrical work to source of electricity.  I warrant that the electrical services I have undertaken:   * have been carried out with all due care and skill and in accordance with the TasNetworks Service and Installation Rules and AS/NZ 3000 wiring rules; * are fit for the purpose of connection to Hydro Tasmania’s electricity distribution network and the electrical services have been performed in such a way as to achieve that purpose; * are safe to be energised by Hydro Tasmania ; * have been tested and meet the wiring rules requirements; and * My employees, agents and contractors are appropriately qualified and have the requisite knowledge, skill and experience to provide the electrical services.   I confirm that the details I have entered are correct, accept all terms and conditions set out in this page  I confirm that I am authorised by the customer whose details appear above to provide this information in connection with their Connection Application for the above electrical installation.  **Signature:** **Date:** | | | | | | | | | | | | | | | | |

C:\Users\lanyonj\Desktop\Picture1.png**EWR**

**ELECTRICAL WORK REQUEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Guidelines – Request for Initial Connection, Metering Change or Service Alteration** | | | | |
| 1. Please use black pen and print in legible block letters. 2. The following mandatory information must be provided:    1. Sufficient detail to identify the customer and to locate the premises and metering position on site. Note – in the address section “Locality” heading refers to the city suburb, town, or local area on rural locations. Un- Metered supplies will require GPS coordinates.    2. Details of the connection, customer/s mains, metering arrangement and/or requirements.    3. Meter number of at least one existing meter unless this is an initial connection.    4. Supply requirements (e.g. metering, No of Phases, etc.) and network availability.    5. Point of supply. Mark whether supply is from underground pillar or overhead pole and provide number displayed on pillar or pole.    6. Details of the electrical contractor responsible for the work.    7. Details of Electrical Mechanic who tested the work. **Note – if outgoing circuits are connected they must have been tested.** 3. If an appointment is required Hydro Tasmania will contact you to confirm a date and time – e.g. for a point of attachment change requiring electrical contractor to be on site. **Note – Ready for test date does not equal an appointment.** 4. Unmetered connection of load will only be permitted where the load type meets the relevant legislation and rules. These loads must be miniscule in nature and have a predicable load pattern. 5. In most situations work will only commence when Hydro Tasmania has received a Service Order Request (SOR) from Momentum Energy. 6. Service connection support brackets and steel service poles must have a minimum rating of 1kN for 25mm services or 3.5kN for 50 and 95mm services. Timber service poles must have a minimum rating of 4kN. 7. If sufficient information is not provided, the form will be returned un-actioned. 8. Illegible and damaged forms will not be accepted. 9. Customer’s retailer (Momentum Energy) must be made aware of any alterations or additions. 10. The certification statement must be completed (signed) by the Qualified Technical Person making the certification – Applies to a hard copy only. (Qualified Technical Person/s are those endorsed on the contractor’s licence). 11. Where the supply connection is underground connecting to an overhead distribution network, an *Indemnity for Installation of Private Assets on Hydro Tasmania Poles* form (available from Hydro Tasmania website) must be supplied | | | | |
| **Solar protection setting are to be set at a minimum to:** | | | | |
|  | **Voltage** | | **Frequency** | |
| **Under** | 216V | 1 sec | 46Hz | 1 sec |
| **Over** | 253V | 1 sec | 53Hz | 1 sec |
| **How to Lodge a Completed Form** | | | | |
| Recommended method: Submit to – [BSImailbox@hydro.com.au](mailto:BSImailbox@hydro.com.au)  Alternatively, this form can be completed and sent to GPO Box 355, Hobart TAS 7001. Attn: BSI Team | | | | |
| **Enquires – Hydro Tasmania** | | | | |
| **General Customer Service:** All Network enquires (including in relation to Connect Agreements) – All Locations – 1300 360 441  **Faults:** All Locations – 132 004 | | | | |
| **Other Information** | | | | |
| Network tariff pricing information can be found on the Hydro Tasmania website at – <https://www.hydro.com.au/clean-energy/powering-bass-strait-islands> | | | | |
| **Privacy Notice** | | | | |
| For the purpose of a request for the initial connection, metering change or service alteration which is required by law as stated above. This will include the collection of the personal information of customers and may include the collection of personal information of electrical contractors. Hydro Tasmania will not be able to process this request if the required information is not provided. If an individual stated on this form wished to obtain access to their personal information or make a complaint about a breach of their privacy, they may contact the Privacy officer at Hydro Tasmania on 1300 360 441. Please refer to the Hydro Tasmania’s privacy statement at [www.hydro.com.au](http://www.hydro.com.au). | | | | |