

Connection Application

For the Design and Quotation of an Electricity Connection

This *Connection Application* is designed to assist us make your connection as efficient as possible. This information will help us to understand your requirements for electricity supply, assess whether any electrical infrastructure is required to supply electricity and estimate the cost. It is important to complete all fields relevant to the connection you are seeking to avoid delays in receiving the estimate and quotation. You may require assistance from an electrical consultant to complete some of the information required in this form. If you would like an electrical consultant to represent you in lodging the *Connection Application*, please complete the relevant details in Part A and sign where indicated.

This form will enable Horizon Power to connect you if you require supply for:

- A commercial or industrial property
- More than three domestic dwellings on a single green title lot
- A business that includes any of the equipment or motors listed in Part B – Connection Details below.
- A business that requires a CT type meter installation (generally connections requiring more than 100A)
- Domestic lots that exceed the maximum load limits for town supply as specified in the Western Australian Electrical Requirements, Section 13.

If you are seeking a residential connection that does not exceed the conditions above,, please refer to our *Application for Underground Supply in an Overhead Area* form, which can be obtained from our website www.horizonpower.com.au under Residential forms.

This *Connection Application* is divided into parts according to the requirements of your supply. The parts of the form are as follows:

Part	Description
Part A	Applicant's information. All applicants must complete this section in full.
Part B	<p>This part is required if you are connecting a commercial or industrial property or if your business operation is deemed excessive or disturbing. You will require assistance from your electrical consultant and must complete this part in full.</p> <p>The charge is for standard services. For loads above the standard supply, the network may need to be upgraded. If so, a separate quote will be issued for the upgrade. Please refer to the Western Australian Distribution Connections Manual for the definitions of standard supply for Horizon Power networks.</p>
Part C	Multiple units/dwellings. This part is required only if you are connecting three or more domestic dwellings or units. You will require assistance from your electrical consultant and must complete this part in full.
Part D	Supply arrangement options. This part must be completed in full by all applicants and will require assistance from your electrical consultant.
Part E	Checklist of attachments. At the end of this application is a checklist of the diagrams, documents and information needed to assist with your connection. Please use this list to ensure you have enclosed all necessary documents. You will require assistance from your electrical consultant to complete this part.
Part F	Request to provide a formal quote. This part must be completed in full by all applicants

Submission of this application

Please post, email or fax this application form to your nearest Horizon Power office (details below).

Regional Centres:

Head Office

Stovehill Road KARRATHA WA 6714	PO Box 817 Karratha WA 6714	Ph: (08) 9159 7250 karratha@horizonpower.com.au	Fax: (08) 9159 7288
------------------------------------	--------------------------------	--	---------------------

East Pilbara

18 Anderson Street PORT HEDLAND WA 6721	PO Box 314 Port Hedland WA 6721	Ph: (08) 9173 8282 porthedland@horizonpower.com.au	Fax: (08) 9173 2339
--	------------------------------------	---	---------------------

East Kimberley

Cnr of Messmate Way and Victoria Hwy KUNUNURRA WA 6743	PO Box 916 Kununurra WA 6743	Ph: (08) 9166 4700 kununurra@horizonpower.com.au	Fax: (08) 9166 4720
---	---------------------------------	---	---------------------

Gascoyne Mid West

Cnr Iles Road and Robinson Street CARNARVON WA 6701	PO Box 825 Carnarvon WA 6701	Ph: (08) 9941 6299 carnarvon@horizonpower.com.au	Fax: (08) 9941 6201
--	---------------------------------	---	---------------------

Goldfields Esperance

143 Sims Street ESPERANCE WA 6450	PO Box 148 Esperance WA 6450	Ph: (08) 9072 3400 esperance@horizonpower.com.au	Fax: (08) 9072 3401
--------------------------------------	---------------------------------	---	---------------------

West Kimberley

2 - 4 McDaniel Road BROOME WA 6725	PO Box 345 Broome WA 6725	Ph: (08) 9192 9900 broome@horizonpower.com.au	Fax: (08) 9192 9901
---------------------------------------	------------------------------	--	---------------------

Connection Application process

- Open an electricity account with us and request a Customer Reference Number (CRN).
- Give your builder the CRN so they can quote this on all correspondence.
- Complete this form and return to your local Horizon Power office so we can provide a formal quote for the cost. Your builder or electrician can assist with this.
- A formal quote is free of charge for connections that will have a total maximum demand of 30 kVA or less or projects that only require relocation of Horizon Power assets.
- A design fee is payable for connections that will have a total maximum load of between 30 kVA and 1000kVA or 10% of the relevant systems peak load, or CT metering involving an increase in the load capacity at the relevant site. The design fee is specified in the Fees and Charges section of Horizon Power's website at www.horizonpower.com.au. We will issue you with a tax invoice for the design fee (if applicable) after we receive this form from you. We will only commence preparation of the detailed design and formal quote when this fee is paid. The design fee is non-refundable.
- If the actual costs incurred by Horizon Power in preparing the detailed design and formal quote exceed the design fee, the difference will be incorporated into the formal quote and will be payable by you in accordance with the terms and conditions attached to the formal quote.
- If you want to proceed with the work based on the formal quote, simply sign the *Quote Acceptance* form and return to us.
- We will then issue an invoice for the outstanding balance and will commence scheduling and construction when this is paid. We aim to acknowledge your application within three to four business days of receipt of the *Connection Application* form and provide a formal quote within four weeks.

If your project will result in the supply of electricity to a connection with a total maximum load greater than 1000kVA or 10% of the relevant systems peak load, Horizon Power will contact you to discuss your Connection Application and applicable terms and conditions as a bespoke arrangement may be required in connection with such Connection Application.

Please note that Horizon Power will not honour any estimates or quotes for new connections or electrical upgrades that are not provided in a formal quote.

As soon as you have paid the formal quote, we will commence scheduling and procurement of materials.

Construction will typically commence within 12 weeks from receipt of payment. This allows for the procurement of long lead times items, for example, transformers, which have a usual delivery time averaging between eight and 12 weeks.

Part A - General, for all applicants

This part must be completed by all applicants.

I confirm that the electrical consultant/contractor identified below has been appointed to represent me in relation to this connection application.

Signature of applicant

Signed by applicant: _____ Date: _____

Name of applicant (for tax invoice purposes)

Is the applicant the lot owner? Yes No

If 'No', please provide authorisation for the work as specified in Part E of this application

Company name (if applicable): _____ ABN: _____

Company contact: _____

Title (Mr/Mrs/Ms/Miss): _____ Given names: _____

Surname: _____

Current Address: _____

Town: _____ Postcode: _____

Phone: _____ Mobile: _____ Work: _____

Fax: _____ Email: _____

Postal address (for tax invoice purposes)

Town: _____ Postcode: _____

Electrical consultant / electrical contractor

Business / Company name: _____

Address: _____ Postcode: _____

Contact Person: _____

Mobile: _____ Work: _____

Fax: _____ Email: _____

Site connection required details

Lot No: _____ Street No: _____ Street: _____

Town: _____ Postcode: _____

Contact Number: _____ Mobile: _____

Fax: _____

Type of connection

Commercial Multi residential Hotel/motel

Industrial (provide details, eg. steel fabrication workshop)

Connection required for:

- New installation Temporary supply (less than one year)
- Alterations or additions to existing installation New customer
- Other (please specify) _____

Date connection required _____

If you do not require a temporary supply, how long do you anticipate your site will be connected to Horizon Power?

- Medium term (up to five years)
- Long term (more than five years)

Please allow a minimum of three months from receipt of payment for connection to be provided by Horizon Power.

WAPC application number (if subdivision / amalgamation) _____

Are there multiple units? No Yes If 'Yes', please complete Part C of this application

Part B - Load details

The information in this part is required to ensure Horizon Power provides an appropriate connection for your facility. You will require assistance from your electrical consultant to complete this part. Please provide all information as asked in the relevant sections.

If you have a new installation, please ensure you have provided all information required for a New Load only. If you have alterations or additions to an existing installation, please ensure you have provided all information required in Part B.

Existing load

Maximum demand _____ Amps/phase or _____ kVA

Present consumption _____ kWh/day _____ Existing tariff

New load

Note: For alterations and additions to an existing installation, please add the additional load to the existing load and provide a total demand figure.

Estimated total maximum demand

Initial total loading _____ Amps/phase or _____ kVA by _____ Date

Ultimate total loading _____ Amps/phase or _____ kVA by _____ Date
(Must be completed)

Estimated total consumption (must be completed)

Initial _____ kWh/day Ultimate _____ kWh/day

Method used to estimate load

- AS/NZ3000 Volt amps (VA)/m2 Direct reading / load survey
- Other (please specify) _____

Load pattern

Normal operating hours (per week/day) _____

Normal operating hours (per weekend) _____

Weekly operation pattern (eg. Monday to Friday or seven days a week) _____

Annual operating pattern (if there is a seasonal variation) _____

Connection details

Please tick: Low voltage supply High voltage supply

CT Metering (for loads of more than 100 amps)

Is/are CT meter/s required? No Yes If 'Yes', which type: S T W

If yes, your consultant will need to submit an application for CT metering. Please find the form at www.horizonpower.com.au/documents/APPLICATION_FOR_CT_METERING_WORKS_FORM.PDF

Equipment and motor details

Please indicate if the type of electrical equipment proposed for use in the installation falls into the following motor or disturbing equipment categories then complete the following sections.

Please make extra copies of the table if necessary.

- Motors (eg. pumps, compressors, conveyors, crushers)
- Power converting equipment (eg. rectifiers, inverters, degaussing equipment, variable speed motor drives, X-Ray machines)
- Arcing devices (eg. arc furnaces, welding equipment, discharge lamps)
- Magnetic core equipment (eg. voltage regulating transformers, induction furnaces)
- Power factor correction/harmonic mitigating equipment (eg. reactors/chokes, capacitors)

Details of motors

	Motor 1	Motor 2	Motor 3	Motor 4
Is the motor new or existing?	_____	_____	_____	_____
Number of starts (per day/hour/min/sec)	_____	_____	_____	_____
Motor size (kW)	_____	_____	_____	_____
Starting device (D.O.L. star delta, close transition, autotransformer, soft start, liquid resistance starter)	_____	_____	_____	_____
Other (please specify)	_____	_____	_____	_____
Any other relevant information	_____			

Details of equipment

	Equipment 1	Equipment 2	Equipment 3	Equipment 4
Type of equipment	_____	_____	_____	_____
Is it new or existing?	_____	_____	_____	_____
Number of disturbances (per day/hour/min/sec)	_____	_____	_____	_____
Device power rating (kW)	_____	_____	_____	_____
Any other relevant information	_____			

Note: Disturbing equipment can affect the quality of the electricity supply to other customers connected to the electricity network. Horizon Power may require you to mitigate the disturbances caused by this equipment.

Part C - Multiple units

You will require assistance from your electrical consultant to complete this part.

Total number of units

Total number of CT meters required

Number of S type CTs Unit numbers (if known)

Number of T type CTs Unit numbers (if known)

Number of W type CTs Unit numbers (if known)

Part D - Supply arrangement options

Where your supply requires a transformer you may wish to select one of the following supply arrangement options. We will endeavour to meet your request, but cannot guarantee to do so. You will require assistance from your electrical consultant to complete this part. Please tick the box to indicate the type of preferred power arrangements.

Low voltage power supply options

These substation options are generally suitable for loads up to 2MVA. Horizon Power owns and is responsible for all equipment within the substation.

District substation

As well as providing a connection for your premises, a district substation is also connected to Horizon Power's network in the street. This means that if the transformer fails, a limited backup supply may be available from the street until the transformer is repaired. Backup supplies may only support critical essential services and may be insufficient to support air conditioning and other high-energy use equipment.

Sole use substation

With a sole use substation there is no interconnection with Horizon Power's low voltage network in the street. If the transformer fails, you will be without power until it can be repaired or suitable portable back-up generation can be installed.

Note: There may be network operational or power quality reasons for installing either a district or sole-use substation. Horizon Power will therefore make the final decision.

High voltage power supply options

These options are generally suitable for loads above 1MVA. The customer owns and is responsible for all equipment within the substation other than Horizon Power's metering unit and any high voltage switches connecting the substation to the Horizon Power network.

Overhead supply area, single connection

Your premises will be connected to the high voltage network via a single cable. If the cable fails, you will be without power until it can be replaced. This could take up to 24 hours depending on circumstances.

Overhead supply area, dual connection

Your premises will be connected to the high voltage network via two separate cables. If one cable fails, you will be without power only until the network can be switched to provide supply via the second cable. This should normally occur within two hours.

Underground supply area, dual connection

The only option in an underground supply area is for your premises to be connected to the high voltage network via two separate cables. If one cable fails, you will be without power only until the network can be switched to provide supply via the second cable.

This should normally occur within two hours.

Note:

1. High voltage supplies are usually fed from a single network feeder. Whether you have a single or dual connection, a fault on the feeder will result in loss of supply until the feeder can be repaired.
2. The above supply restoration times are indicative only and no guarantee of service level is implied.

Supply with a higher level of security

Please tick this box if you require a power supply arrangement with a greater level of security than is offered by the standard arrangements above.

Part E - Additional information - checklist

If you have engaged an electrical consultant to act on your behalf, it is essential that you have signed Part A to indicate that this is the case, authorising him or her to act as your representative.

Yes, I have engaged a consultant to represent me and have signed the appropriate requirement in Part A.

The following information is also important and will help us design the most suitable electricity supply for your installation.

- Copy of site plan/layout of installation, showing position of all electrical distribution, for example, switchboards and main cable routes
- Electrical single line diagram of installation, detailing all primary plant ratings, for example, rating of fixed plant, cable rating and protective devices installed
- Equipment technical information data-sheet for equipment in Part B, section 6 - for example, voltage and current harmonic contents and starting characteristics
- Earthing details
- Load profiles, if available
- Have you done a feasibility assessment? Please tick this box if you have done a business feasibility assessment, as it would help us understand how we can manage your connection and ongoing supply requirements

If you are not the owner of the lot, you must supply a letter from the owner giving authorisation for infrastructure to be installed for the purpose of a supply connection. This infrastructure may be located within the boundary of the land.

Yes, I have attached a letter from the owner of the lot giving authorisation for the work requested in this application

Part F – Request to provide a formal quote

Request to provide a formal quote

I hereby request Horizon Power to proceed to prepare a formal quote for the project described in this Connection Application and agree to pay the design fee (if applicable) as outlined above.

I understand that this request to provide a formal quote will be subject to the attached Conditions of Request to Provide a Formal Quote.

Signature of applicant

Signed by applicant: _____ Date: _____

Payment

Horizon Power will prepare and forward a tax invoice for the design fee (if applicable) once we have received this form. Your payment options will be listed at the bottom of the invoice.

Note that it is important that the Applicant details in Part A are completed since these will be used to determine who the tax invoice will be issued to.

Horizon Power use only:

Original – designer to file
Copy – a/r use only
Mims invoice no:

Conditions of request to provide a formal quote

- 1. No obligation to proceed** Submission of a Connection Application does not oblige you to proceed with the electricity infrastructure works unless you accept our formal quote.
- 2. Large connections** If your connection will have a total maximum load greater than 1000kVA or 10% of the relevant systems peak load, Horizon Power reserves the right to amend these terms and conditions or impose new conditions in connection with your Connection Application.
- 3. Design fee** A formal quote is free of charge for connections that will have a total maximum demand of 30 kVA or less or projects that only require relocation of Horizon Power assets.

A design fee is payable for connections with a total maximum load of between 31 kVA and 1000 kVA or 10% of the relevant systems peak load, or CT metering that will result in an increase in the load capacity at the relevant site. The design fee is specified in the Fees and Charges section of Horizon Power's website at www.horizonpower.com.au. Horizon Power will issue you with a tax invoice for the design fee (if applicable) after Horizon Power receives this form from you. Horizon Power will only commence preparation of the detailed design and formal quote when this fee (if applicable) is paid.

- 4. Cost of the design fee may increase** If the actual costs incurred by Horizon Power in preparing the detailed design and formal quote exceed the design fee, the difference will be incorporated into the formal quote and will be payable by you in accordance with the terms and conditions attached to the formal quote.
- 5. Design fee non-refundable** The design fee is not refundable, even if you decide not to instruct Horizon Power to proceed with the electricity infrastructure works.
- 6. Additional charges** You must pay Horizon Power any amounts requested by Horizon Power in relation to re-doing or varying the formal quote due to any material amendment to the project described in your Connection Application.
- 7. Statutory approvals and clearances** You are responsible for obtaining any statutory approvals such as planning approval and approvals in relation to heritage, Native title, Aboriginal heritage, flora and fauna or any vegetation clearances from the appropriate government body or agent in relation to the proposed electricity infrastructure works at your own cost. These approvals (if any) should be obtained at the same time as the Connection Application process.
- 8. Execution of Standard Form Contract or Standard Power Supply Agreement** If you accept the formal quote, you will be required to enter into a Standard Form Contract or Standard Power Supply Agreement with Horizon Power which will detail the price you will pay for electricity supplied by Horizon Power.

The commercial rate at which Horizon Power will supply electricity will be given to you with the formal quote. A copy of the terms and conditions of the Standard Form Contract or Standard Power Supply Agreement will also be attached to the formal quote.