

# ACCESS TO RESTRICTED LOW VOLTAGE EQUIPMENT / SUBSTATIONS



Please email all requests to: [Construction.Works@endeavourenergy.com.au](mailto:Construction.Works@endeavourenergy.com.au)

Completing this form:

Section A: **Required**

Section B: **Required**

Section C: Only required for Asset inspection (Section D is not required)

Section D: Only request for Network isolation (Section C is not required)

IS THIS ACCESS RELATED TO: Level 2 ASP ☐ Level 3 ASP ☐ Other ☐

**Please note 10 (ten) business days' notice is required as a minimum for all requests.**

**Scheduled work dates and times can only be determined after receipt of a signed acceptance of a valid quote and payment/credit terms are met.**

**All dates and times are subject to Endeavour Energy resource availability.**

## **Section A: Quoting & invoicing details**

Customer/Company Name:

ABN:

Contact Person:

Phone:

Mobile:

Email:

Mailing address for invoices:

Suburb:

Postcode:

## **Section B: Asset information**

**All works within an indoor substation requires full Endeavour Energy supervision.**

Is the asset an indoor substation / within an indoor substation? Yes ☐ No ☐

Asset number (substation/pillar/other etc):

**Please attach photos if possible.**

Specific address of above asset:

Suburb:

## **Section C – Asset inspection**

Site Contact Name:

Site contact number:

Preferred Isolation Day/Date:

Preferred time:

Inspection Duration (hr):  
(Minimum of 1 hour)

## **Section D – Network isolation**

Detailed description of work being undertaken:

Company Name:

ASP No:

Site Contact Name:

Site contact number:

Authorised person accepting the Operating Agreement:

NAAS ID No:

Preferred Isolation Day/Date:

Preferred time:

Preferred Restoration Day/Date:

Preferred time:

Are you working on Endeavour Energy's isolated equipment? (CB/Fuse Strip) Yes ☐ No ☐

***All Level 2 ASP work on isolated Endeavour Energy equipment requires an authorised person to accept and hold a Low Voltage Access Authority (LVAA). If on the day of the isolation the Level 2 ASP on site does not have the required authorisation to accept and hold the LVAA the work cannot proceed and the quoted fee will be due and payable to Endeavour Energy. Please note that a new date will need to be scheduled and a further fee will be due and payable to Endeavour Energy. If requested, Endeavour Energy can include a provision in the quote to supply a staff member to hold the LVAA.***

Is Endeavour Energy required to provide a staff member to hold the LVAA? Yes ☐ No ☐

If No: (where different from authorised person above)

Authorised person accepting the LVAA:

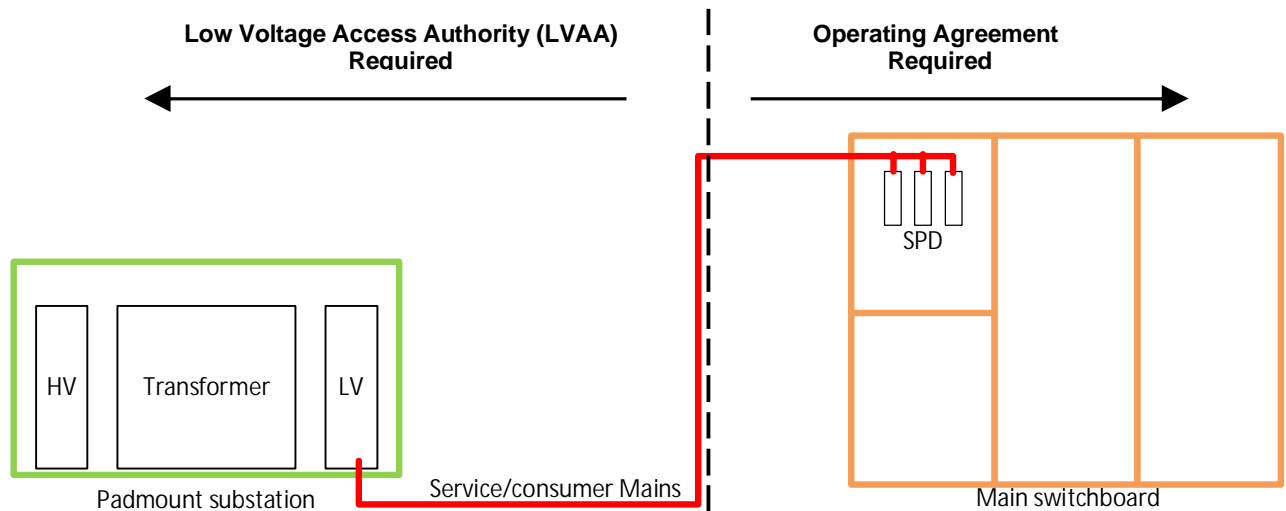
NAAS ID:

***To determine if an Installation Inspector is required to restore the isolation please refer to Annexure 1.***

Is an Installation Inspector (II) required to restore / close? Yes ☐ No ☐

**All requests for Installation Inspectors must be directed to: [inspection@endeavourenergy.com.au](mailto:inspection@endeavourenergy.com.au).**

## Annexure 1: Installation inspector requirement guide



The following instances requiring energisation from a padmount substation require an installation inspector:

- Installation of new service/consumers mains into padmount substation.
- Replacement of existing service/consumers mains into padmount substation.
- Relocating service or consumers mains into a padmount new substation.
- Installation of a new main switchboard
- Replacement of existing main switchboard
- Installation of a new Service Protection Device (SPD).

**Where inspections are required, please ensure all required paperwork has been submitted 5 (five) business days before the restoration date.**

If further guidance is required or for booking an Installation Inspector please contact Inspections via [inspection@endeavourenergy.com.au](mailto:inspection@endeavourenergy.com.au).

***All bookings for installation inspectors are subject to Endeavour Energy resource availability.***