



A message from

Customer Network Solutions

35/2025

Easement Registration Process for Contestable (Private) Works

30 October 2025

We'd like to remind you about the key steps involved in registering land interests with Endeavour Energy. Following this process will help keep your project moving smoothly and avoid any delays to energisation or delivery. Please take a moment to review the steps below.

Section 5.0 Registered Land Interests When Subdividing Land

The timing for registration of land interests when subdividing land has never changed.

You complete the construction of the Network Connection Works (the Works) and connection to the Distribution System.

The land interests are registered after connection as part of the Notification of Arrangement process.

The only exception is if a Land Interest is required on land not owned by the Customer. In that case you must negotiate and register that Land Interest prior to certification of the Design Drawing.

Section 6.0 Registered Land Interests When NOT Subdividing Land

In December 2022 the timing for registration of land interests was moved to after construction of the Works and at least 3 weeks prior to connection of the Works.

There has been no change to this timing since December 2022.

Section 6.0 Process

1. You submit a Design Drawing for certification that:
 - shows existing utilities and proposed final levels, retaining walls, and utilities within 5 metres of proposed Network Assets
 - shows the footprint and the elevation profile of any existing or proposed building within 3 metres horizontally and 6 metres vertically from a proposed substation plinth
 - includes a draft Definition Plan and Easement Document
 - includes written consent from the land owner if the Land Interest is required on land not owned by the Customer
2. The Design Drawing is certified following relevant procedures.
3. You complete the physical construction of the Works.
4. Your registered surveyor completes the survey, including an offset diagram showing the constructed location of the Network Assets (including any associated bollards, retaining walls, raised platforms, handrails etc) with offsets to property, easement and restriction boundaries.
5. You submit the final Definition Plan, Easement Document and offset diagram to Property Services for approval and signing.
6. Property Services returns the signed Easement Document to you to arrange for signing by other parties and lodgement for registration at NSW Land Registry Services (LRS).
7. You provide the LRS PDF image of the registered Definition Plan and Easement Document to Property Services at least 3 weeks before your booked outage date.

8. Property Services confirms that the outage may proceed to connect the Works to the Distribution System.
9. You complete the construction and connection of the Works and the Letter of Acceptance and Permission to Connect may be issued following relevant procedures.

Clarification on Section 6.0 Process

We'd like to clarify the requirements for completion of physical construction for underground Works.

For the purposes of an offset diagram, we only require physical construction of the Network Assets that the surveyor can locate. These options include a completed duct route (cables not required to be installed), a backfilled culvert, or the complete padmount substation or switching station package.

The Design Drawing only provides offset requirements for the complete package, so if you choose the culvert option different offsets will apply.

Trial Section 6.0 Exemption from Construction for Underground Works

We've listened to feedback from our customers.

We understand that the requirement to complete the physical construction of the Works prior to registration of Land Interests is occasionally challenging due to issues such as theft and long lead times for supply of padmount substations and switching stations.

In response, we are trialling an exemption process where you may register the Land Interests prior to construction of the Works in limited instances where you can demonstrate that it would be detrimental to the security of the unconnected Network Assets or the delivery of the project to wait for construction. A project plan may be developed by the Responsible Person nominated in the Letter of Intent for managing the registration of the easement to demonstrate the need for exemption on a project basis.

Note that both the Letter of Acceptance and Permission to Connect will be withheld pending offset confirmation.

Trial Exemption Process

1. The Design Drawing is certified following relevant procedures.
2. You apply to Property Services for a construction exemption and provide the final Definition Plan and Easement Document for approval and signing.
3. Property Services returns the signed Easement Document to you to arrange for signing by other parties and lodgement for registration at LRS.
4. You provide the LRS PDF image of the registered Definition Plan and Easement Document to Property Services at least 3 weeks before your booked outage date.
5. Property Services confirms that the outage may proceed to connect the Works to the Distribution System.
6. You complete the construction and connection of the Works.
7. Your registered surveyor completes an offset diagram survey showing the constructed location of the Network Assets (including any associated bollards, retaining walls, raised platforms, handrails etc) with offsets to property, easement and restriction boundaries.
8. You submit the offset diagram to Property Services for approval.
9. Property Services confirms that the Letter of Acceptance and Permission to Connect may be issued.

Non-Conformance

If the offset diagram shows that the Network Assets have not been positioned correctly within the registered Land Interest sites, the Developer nominated in the Letter of Intent is responsible for rectification.

Rectification can be achieved by adjusting the position of the Network Assets or the Land Interest sites as agreed between the land owner and the Level 1 ASP Constructor.

Property Services will confirm when rectification has been resolved and that the Letter of Acceptance and Permission to Connect may be issued.

Contact Points:

- For detailed information refer to [Land Interest Guidelines for Network Connection Works](#) (Version 6 August 2024)
- For queries about creating Land Interests email [Property Services](#)

Thank you for your cooperation in ensuring a smooth Land Interest registration process.

Kind regards,

Customer Network Solutions