


About this guide

This guide covers the steps to submit an application or enquiry on the Connections Portal.

How to use this guide

The guide has a brief overview of the steps in the applications process and then has detailed instructions for each screen (*use the format you prefer*).

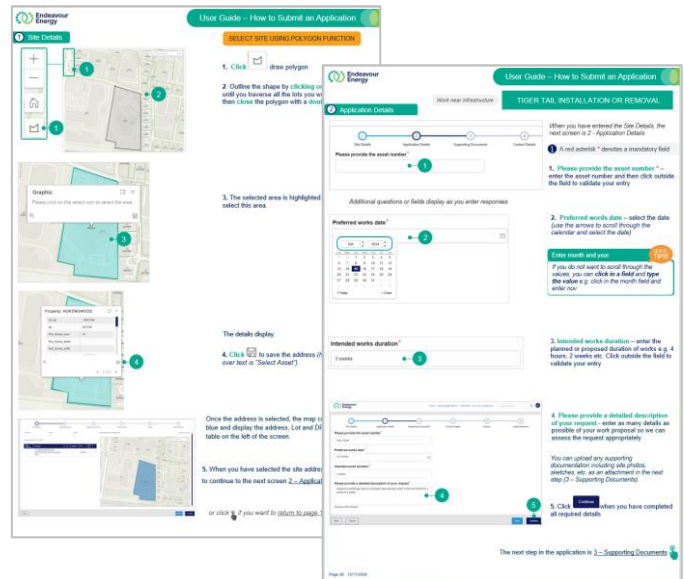
There is also a list of documentation for each application type.

There are links  so you can jump to the section of the guide that is relevant for you and your application type.

Brief overview




Detailed instructions




- Some screens in the application process are the **same for all application types** e.g. **Contact Details, Supporting Documentation, Review, Legal Disclaimer**. This guide has general instructions for these screens.


The next step in the application is [3 – Supporting Documents](#) 

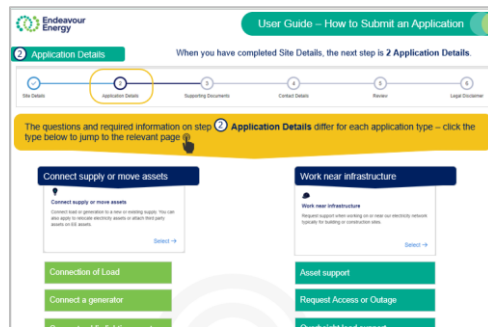
The next step in the application is [5 – Review](#) 

- Other screens **differ depending on the type of application or enquiry** you are completing e.g. the screens for Site Details, Application Details / New Equipment. There are links in the guide to jump to the specific instructions for these screens.


[FIND SITE DETAILS BY ADDRESS](#) 
Click the link above to jump to the instructions

Click the link below to jump to the instructions
[SELECT SITE USING POLYGON FUNCTION](#) 

Click this icon  on any page to jump to the instructions



How-to video

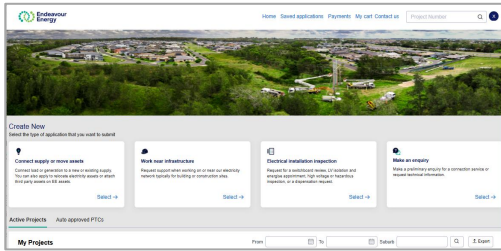
 These instructions are also covered in a how-to video on our [Portal Support page](#)

OVERVIEW OF STEPS TO SUBMIT APPLICATION

Click if you want to jump to the instructions for a specific screen

Application Type
(Create New)

Service or
Enquiry Type



Select the application type and then select the service or enquiry type

If you don't know which type to choose, refer to the information on the [Connect supply or relocate assets](#) page on the Endeavour Energy website

When you have selected the application type and the service type, you are then guided through each screen to submit your application. This guide has instructions for each of the screens below:



1 Site Details

Depending on the application type, you are either prompted to enter the NMI (or NMIs), enter the address or plot the site area on a map.

2 Application Details

This screen differs depending on the application type. Click here to jump to the list of applications types where you can then select the link to [instructions for your specific application type](#)

2 Current & New equipment
3

For a **generator** application (e.g. solar, battery), you are prompted to enter 2 Current Equipment and 3 New Equipment

3 Supporting Documents

4 Contact Details

5 Review

6 Legal Disclaimer

These screens are the same for all application types

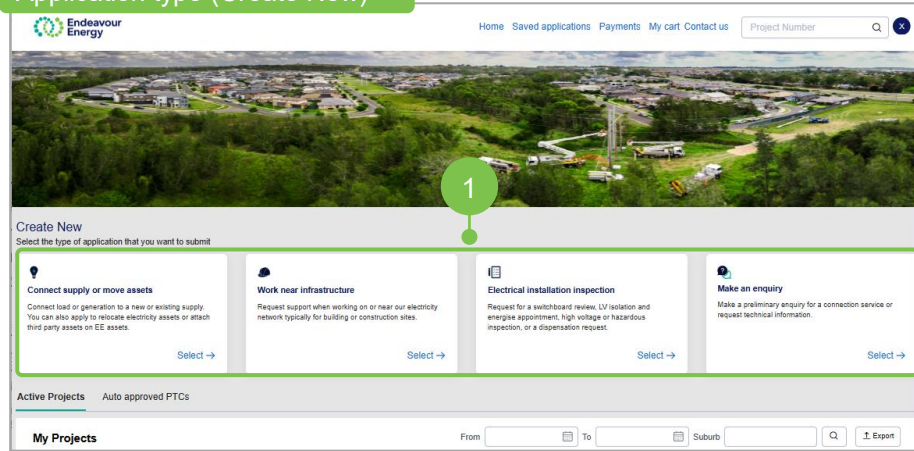
Click if you want to jump to the instructions for a specific screen

Note: If you click **Save** or **Cancel** on any of the above screens, your application can be edited and completed (or deleted) via **Saved Applications**

Payment Lodgement

This guide includes a summary of the steps to pay via credit card, BPAY or EFT when you lodge your application. Refer to the **Make a Payment** guide for instructions on combining payments, nominating another billing party and paying at a later date

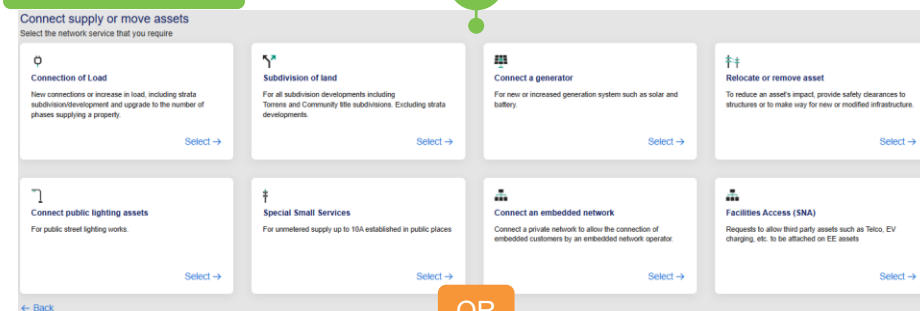
Application type (Create New)



The first step to complete your application is to select the application type and the service type.

1. Click [Select →](#) to select the **type of application**

Network service

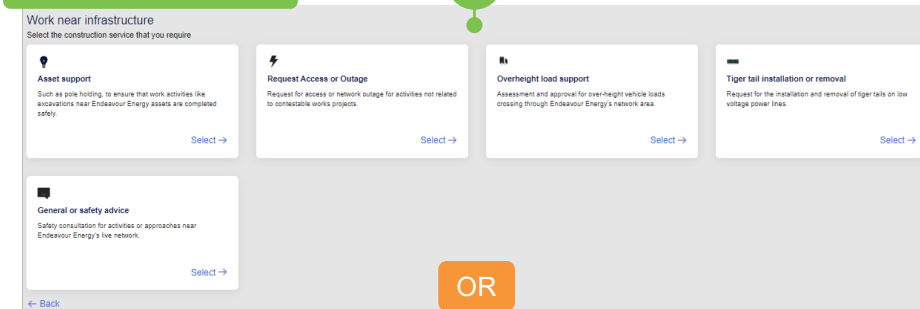


Each application type is then split across different categories.

2. Click [Select →](#) to select the **network service** or **construction service** or **inspection service** or **enquiry type**

or click [← Back](#) to return to the Home screen

Construction service



When you have selected the service or enquiry type, the ① **Site Details** page displays

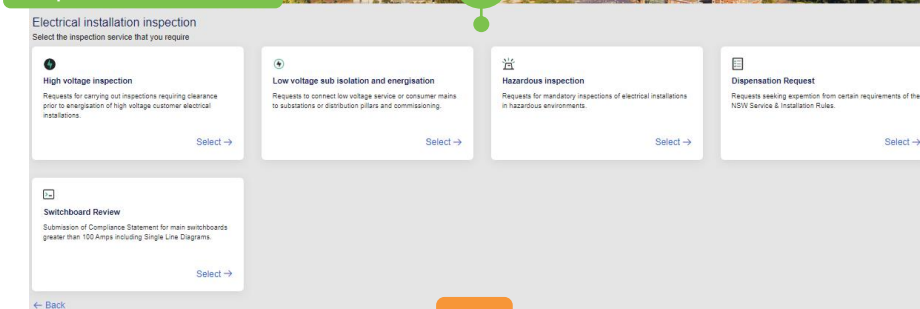
(instructions are continued on [page 5](#))

EV CHARGING

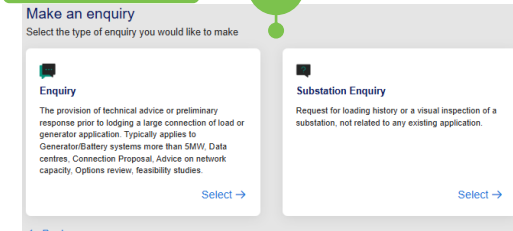
HINTS & TIPS!

*Not sure which application type to choose for **EV Charging**? Refer to the hints and tips on the [next page](#)*

Inspection service



Enquiry type



HINTS & TIPS!

EV Charging

The table below provides an overview of the options for EV Chargers:

Scenario	Application type to select and link to instructions
<p>Load approval for EV Charging</p>	<p>Submit Connection of load application:</p> <ul style="list-style-type: none"> • Select Connect supply or move assets > then select Connection of Load • Refer to the steps here to enter site details and then refer to the steps here to complete the application.
<p>Vehicle-to-Grid (V2G) application</p>	<p>Submit Generator application:</p> <ul style="list-style-type: none"> • Select Connect supply or move assets > then select Connect a generator • Refer to the steps here to enter site details and then refer to the steps here to complete the application. <p>Note: On the Generator form, choose Hybrid inverter and select device as Electric vehicle or use V2G inverter.</p>
<p>EV Charging installation on Endeavour Energy assets</p>	<p>Submit Facilities Access (SNA) application:</p> <ul style="list-style-type: none"> • Select Connect supply or move assets > then select Facilities Access (SNA) • Refer to the steps here to enter site details and then refer to the steps here to complete the application

1 Site Details**THE FIRST STEP (FOR ALL APPLICATION TYPES) IS SITE DETAILS**

Depending on the application type, you are either prompted to enter the **address** (or *plot the area on the map*) or enter the **NMI**.

Note: For **Connection of Load** or **Generator** applications, there are additional questions prior to the prompt to enter the NMI or address.

This section of the user guide provides instructions for the following prompts:

For all **ELECTRICAL INSTALLATION INSPECTION** application types, the below prompt displays:

- **Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)** 

For a **CONNECTION OF LOAD** application type, the below prompt displays:

- **Type of Development proposed?** 

For a **GENERATOR** application type, the below prompt displays:

- **Select Application Size** 

For **all other application types**, the below prompt displays:

- **What is the address of the property you want us to provide a service to?** 

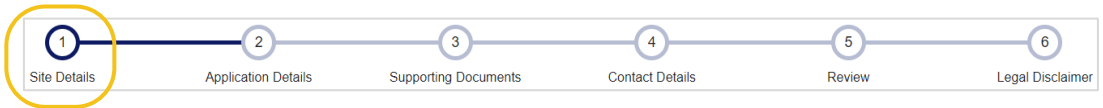
There are also hints & tips in this guide for:

- **Site within a Road Reserve**
- **Multiple Addresses**
- **Manually update address**
- **Site Address details don't display**



HINTS & TIPS!

1 Site Details



Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)

For all **ELECTRICAL INSTALLATION INSPECTION** application types, you are prompted to enter the NMI (or multiple NMIs)

S.No	NMI	Status	Site Address
1	1		—

1. Enter the **NMI** and **click outside the field** (anywhere on the screen) to validate the entry

S.No	NMI	Status	Site Address
1	431	Valid	5 SHELL AVE, SHELL COVE NSW 2529

The **Site Address** is populated from the NMI and the NMI status displays.

2. Click **Continue** to continue to the next screen **Application Details**

S.No	NMI	Status	Site Address
1	431	Valid	5 SHELL AVE, SHELL COVE NSW 2529
2	4311415097	Valid	5 SHELL AVE, SHELL COVE NSW 2529

steps / instructions continue on [page 18](#)

Multiple NMIs

Note: If you have multiple NMIs for the site, click **+Add NMI** and repeat step 1

NMI: NMI is extinct. Kindly edit the NMI details by clicking on the National Meter Identifier (NMI) field.

S.No	NMI	Status	Site Address
1	431	Invalid	27 ST, OXLEY PARK NSW 2760

NMI errors

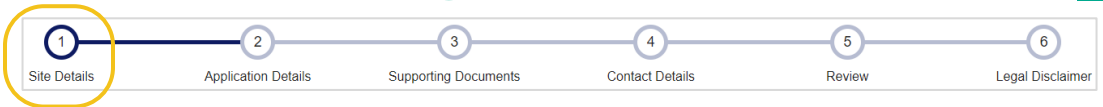
If you enter an invalid NMI or an extinct NMI – when you click outside the field, an error message will display.

Enter the correct NMI (type over the existing entry) and click outside the field to validate the new entry

NMI: Please enter a valid input for NMI

S.No	NMI	Status	Site Address
1	431133482		—

1 Site Details



Click to jump to the instructions for a specific option

Select Application Size

1. For a **Generator** application (such as **solar** and **battery**), you are prompted to select the **Application Size**:

- If you select **Up to 5MW**, the next step is to enter the NMI (or address) – instructions are on the [next page](#)
- If you select **5MW and above** additional questions display (instructions below)

5MW and above

2. **Have you received a Detailed Enquiry Response (DER) for your generator application** – select the relevant option (**Yes** or **No**)

- If you select **YES** – you are prompted to **Please provide the Endeavour Energy Reference Number...** – enter the reference number.

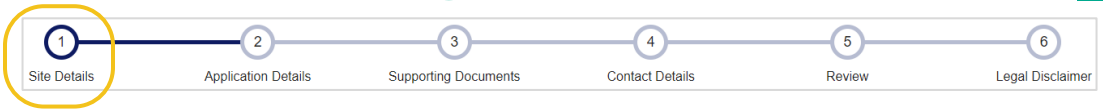
The next step is to enter the NMI (or address) – instructions are on the [next page](#)

OR

OR

- If you select **NO** – you are advised that a Detailed Enquiry Response (DER) is required. Click **Proceed** to be redirected to the Enquiries form.

1 Site Details



Click to jump to the instructions for a specific option

Please enter your National Meter Identifier (NMI)

S.No	NMI	Status	Site Address
1	431 11	Valid	Petronus Tower EDEN PL, TULLIMBAR NSW 2527

- If you **enter the NMI**, you are then prompted to select **Yes** or **No** to confirm if the address is correct. If you click:

- **Yes** (*the address is correct*), when you click **Continue**, you proceed to the **2 Current Equipment** screen

CONNECT A GENERATOR

- **No** (*address is incorrect*), you are prompted to enter the correct address

ADDRESS IS NOT CORRECT

Click the link to jump to the instructions

OR

OR

- If you select **I don't have a NMI**, you are prompted to enter the **address** or plot the area on the map

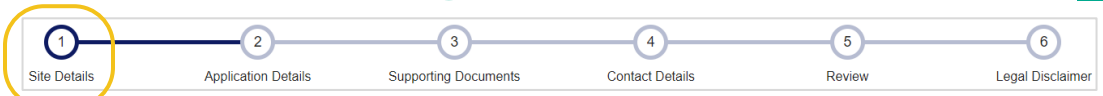
FIND SITE DETAILS BY ADDRESS

SELECT SITE USING POLYGON FUNCTION

Click the link to jump to the instructions

Click to jump to the instructions for a specific option

1 Site Details



Click to jump to the instructions for a specific option

Type of Development proposed?

1. For **Connection of Load** application type, you are first prompted to confirm the **type of development proposed**.

Data Centre or Other load – 15MVA and above

Data Centres and Loads more than 15MVA generally require connection voltages at 33kV or above and can have greater impacts to the Endeavour Energy network. We require a more detailed assessment via a Connection Proposal before proceeding to a Connection of Load application

When you select **Data Centre** or **Other load – 15MVA and above**, you are advised that we require a more detailed assessment via a Connection Proposal before proceeding to a Connection of Load application

2. If you select **Data Centre** or **Other load – 15MVA and above** – you are prompted to confirm **Have you received a Connection Proposal from Endeavour Energy** – select the relevant option (**Yes** or **No**)

• If you select **NO** – you are advised that you need to request a Connection Proposal. Click **Proceed** to be redirected to the Enquiries form.

OR

OR

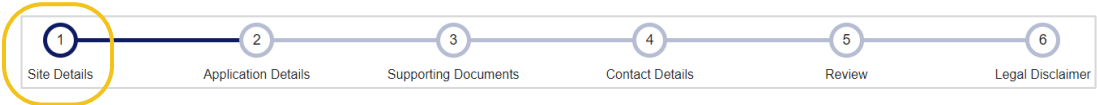
• If you select **YES** – you are prompted to select the **Application Type** – select the relevant option. Note that you will have to upload the Connection Proposal in step 3 Supporting Documents.

The next step is to **enter the NMI** (or address) – instructions are on the [next page](#)

Hover over to view helper text / additional guidance

EV Charging: Select if the application includes EV charging, either on its own or together with other loads.
Temporary Builder Supply: Select if electricity is required temporarily for a civil construction contractor to build the premises.
Other: Select if you require a permanent electricity supply and the load does not include EV charging."

1 Site Details



Other load – less than 15MVA

Site Details Application Details Supporting Documents Contact Details Review Legal Disclaimer

Type of Development proposed*

ApplicationType*

Do you have a NMI? *

2. If you select **Other load – less than 15MVA** – you are prompted to select the **Application Type** – select the relevant option.

The next step is to **enter the NMI** (or address) – instructions below

Hover over ? to view helper text / additional guidance

Do you have a NMI?

You are then prompted to confirm **if you have a NMI**

Click to jump to the instructions for a specific option

Do you have a NMI? ?*

Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)

S.No	NMI	Status	Site Address	Is the address displayed correct?
1	<input type="text"/>			<input type="checkbox"/>

[ENTER A NMI](#)

Click the link to jump to the instructions

If you don't have a NMI, you can enter the address or select on the map

Do you have a NMI? ?*

What is the address of the property you want us to provide a service to?

If your site is within a road reserve, please select the most adjacent private property to proceed with the application.

LGA Name: _____ Region: _____ Locality: _____ [click save icon to select a site](#) [Map Help Guide](#)

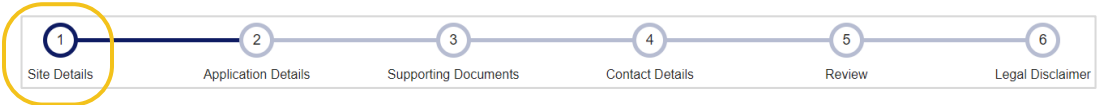
Display Captured Snapshot

Main Address	Address	Lot	Section	DP	Part Lot
No results					

Click the link to jump to the instructions

[FIND SITE DETAILS BY ADDRESS](#)

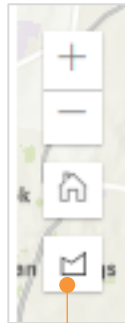
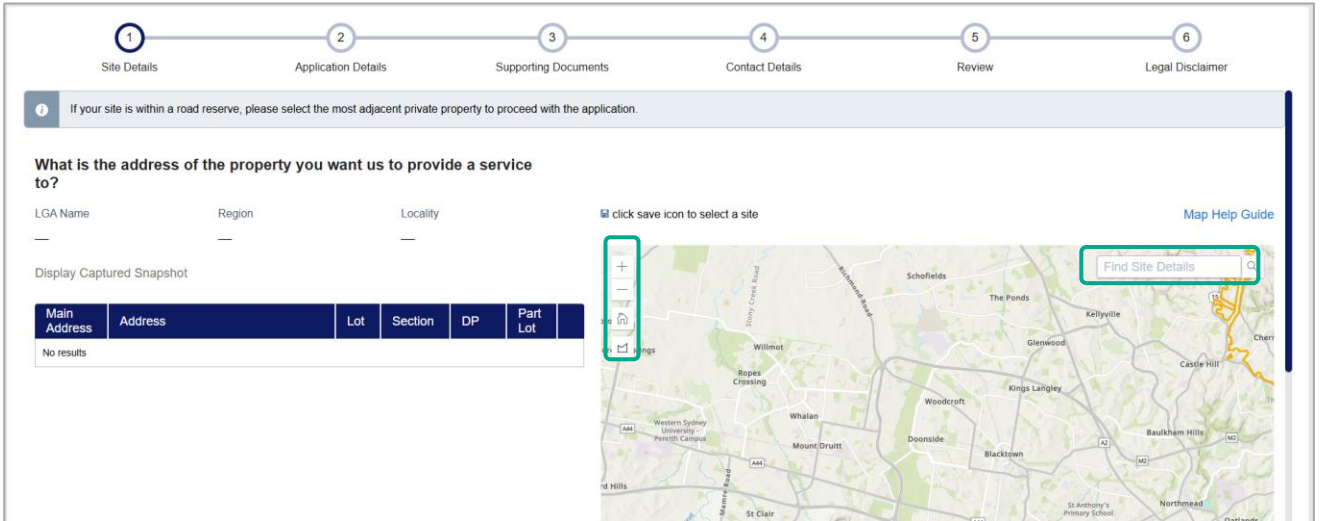
[SELECT SITE USING POLYGON FUNCTION](#)



Click to jump to the instructions for a specific option

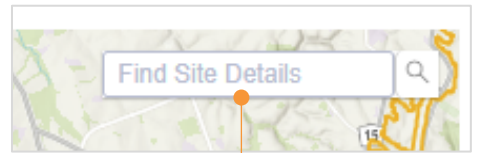
What is the address of the property you want us to provide a service to?

For all other application types, you are prompted to use the map to search for an address or plot the area on the map



SELECT SITE USING POLYGON FUNCTION

Click the link above to jump to the instructions

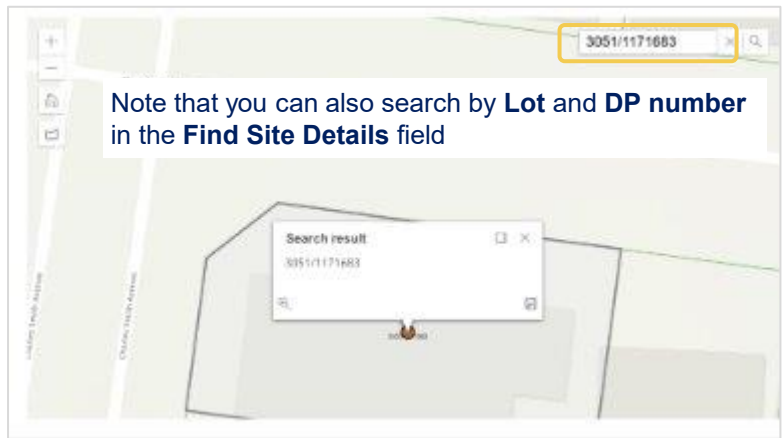


FIND SITE DETAILS BY ADDRESS

Click the link above to jump to the instructions

HINT & TIP!

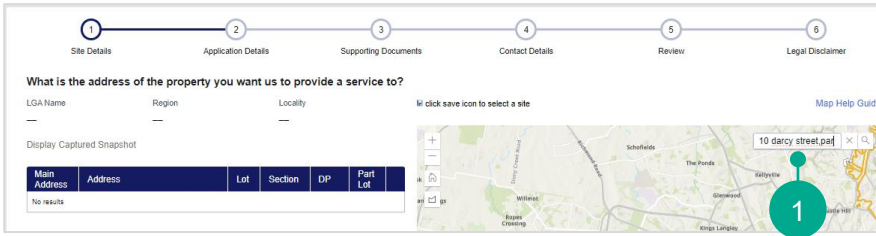
FIND SITE DETAILS BY LOT AND DP



Note that you can also search by **Lot** and **DP** number in the **Find Site Details** field

1 Site Details

FIND SITE DETAILS BY ADDRESS



1. Start to **enter the address** in the **Find Site Details** search field

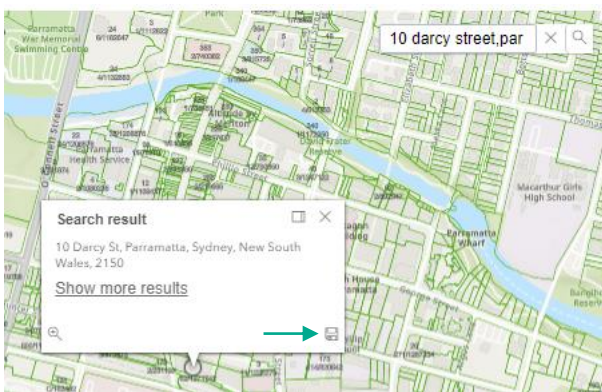
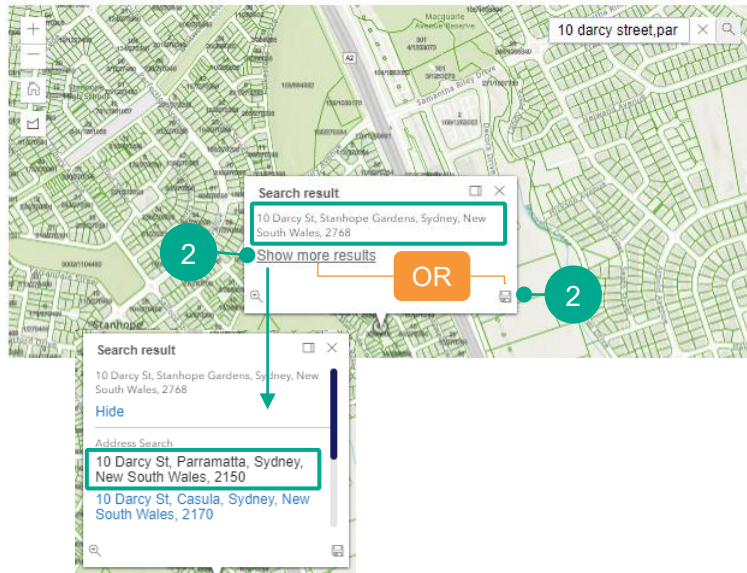
Click the **search** button

2. **Search result** dialog box shows the matching address, and the address is shown on the map:

- If the address is correct, **click** to save (*hover text says Select asset*)

OR

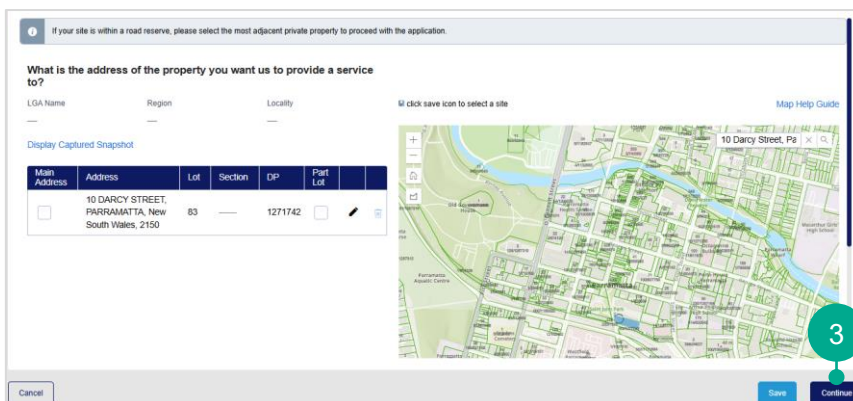
- If the correct address is not shown, click **Show more results** > then **select the address** from the list > and click (*hover text says Select asset*)



Once the address is selected, the map will colour the property blue and display the address, Lot and DP number in the table on the left of the screen.

Note: A part of the address can be associated to the project by selecting the **Part Lot** checkbox. There is also an **Edit** icon to manually update the details if required.

3. Click **Continue** to continue to the next screen **Application Details**



HINTS & TIPS!

1 Site Details

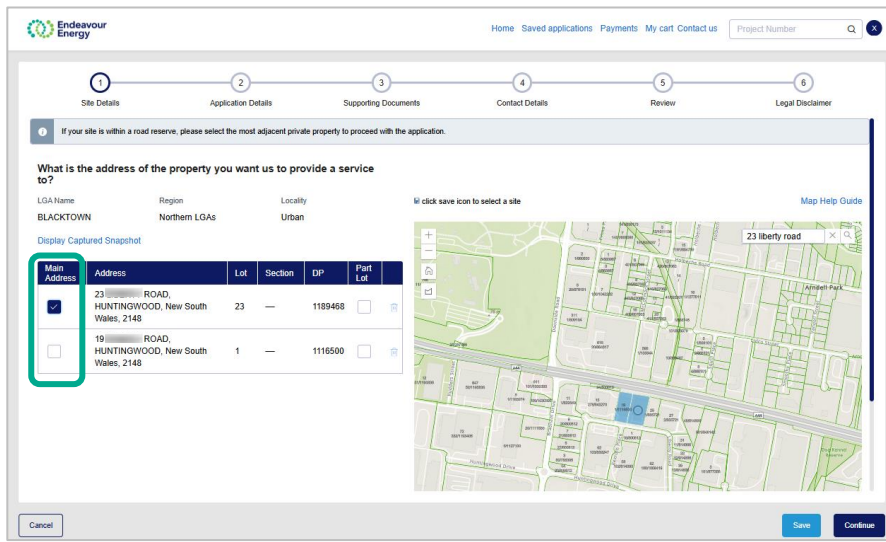
Site within a Road Reserve

When your work area is within a road reserve and not within a private property:

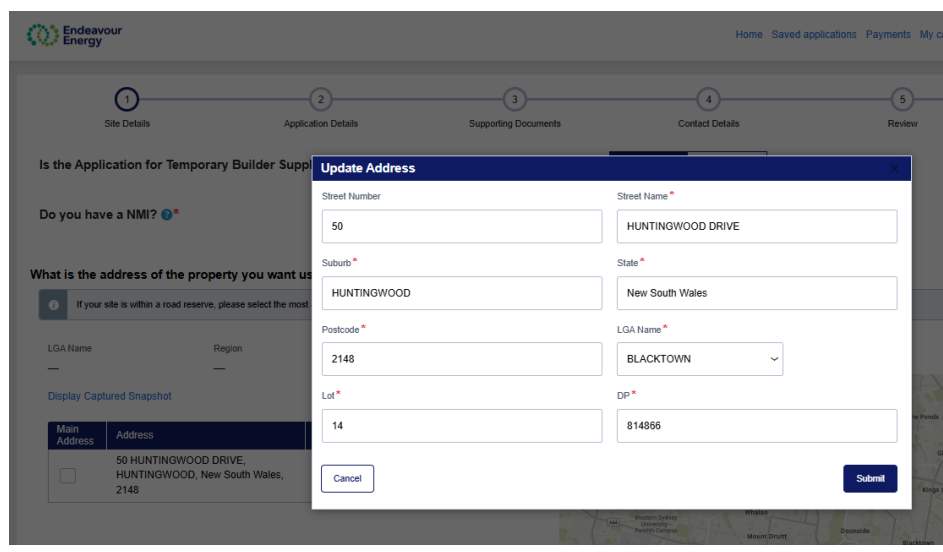
1. search for the address of a property which is closest or adjacent to your location (*this ensures we have the LGA for your application*)
2. enter the details of your actual site location in the **Detailed description** textbox when you continue to the next section (2 – Application Details).

Multiple Addresses

Repeat the address search steps if you have multiple addresses for the site. You can list multiple addresses, however at least one address must be marked as the Main Address (select the checkbox)



Manually update address



If you need to edit the address for any reason:

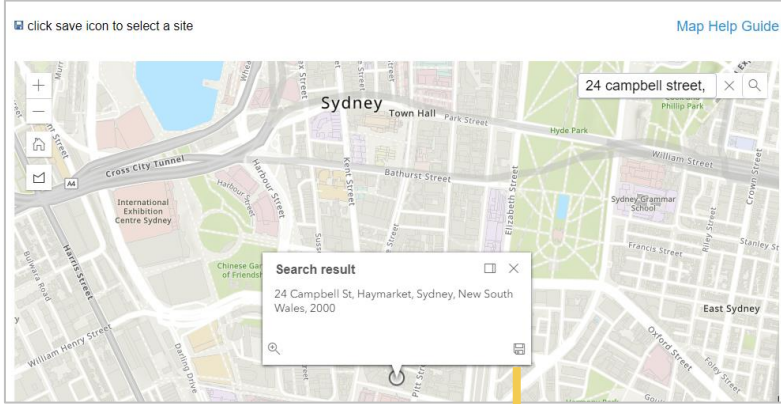
1. Click **Edit details** or click the **Address** (in the table) and a pop-up window will display
2. Edit the sections of the address that need to be updated (*all mandatory fields indicated with ** need to be populated)
3. Click **Submit** to save the address changes.

When you have selected the site address, click [Continue](#) to continue to the next screen [Application Details](#)

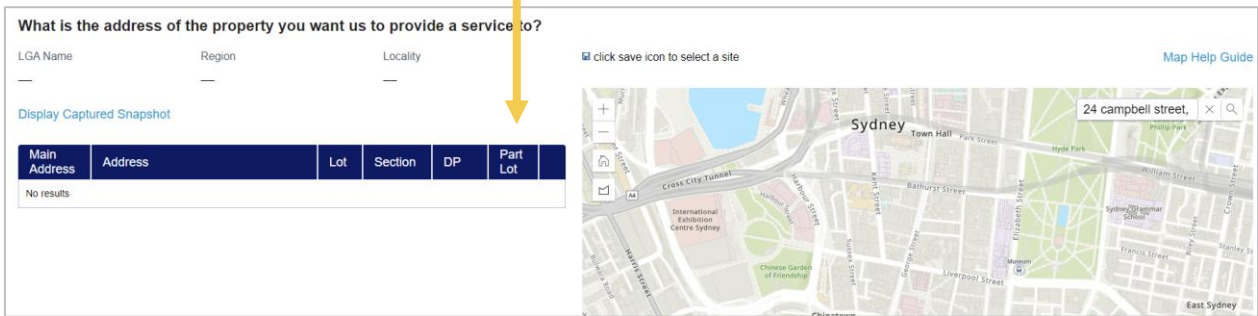
HINTS & TIPS!

1 Site Details

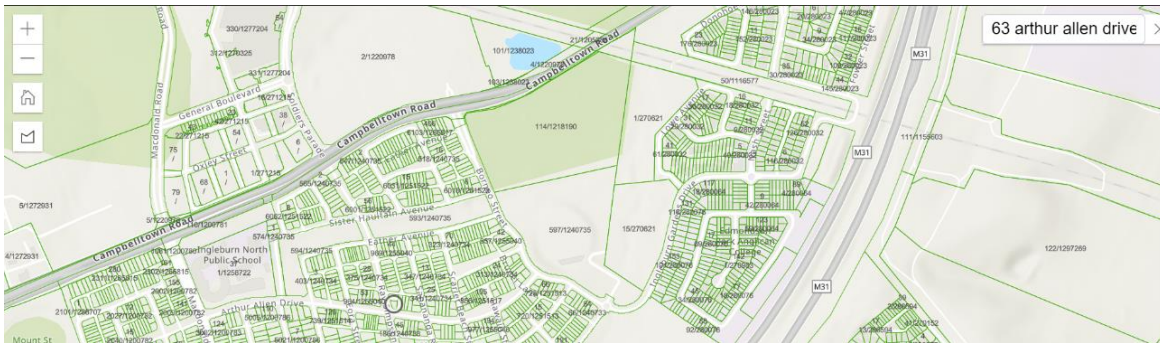
Site Address details don't display / Site Address not in Endeavour Energy Supply Area



If you click **Save** but the **address details do not display in the table on the left** and the **site does not highlight in blue in the map area**, this means the area is not covered by Endeavour Energy.



Note the difference in the map detail (green outlines) for an area (below) that is covered by Endeavour Energy



Another option to check if an address is covered by Endeavour Energy is to enter the address in **Check outages in my area** on our [website](#)

When you **select the address** from the search results and click Check, a message advises **you are viewing outside of the Endeavour Energy network** if Endeavour Energy does not supply the area.

Check outages in my area

24 campbell street

Check

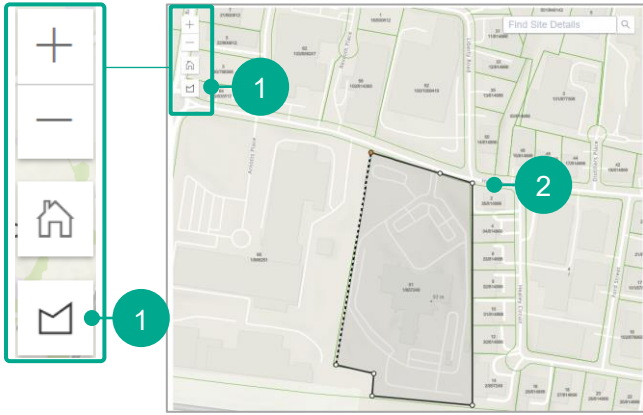
24 Campbell Street
Haymarket NSW, Australia

24 Campbell Street
Parramatta NSW, Australia

You are viewing outside of the Endeavour Energy network.

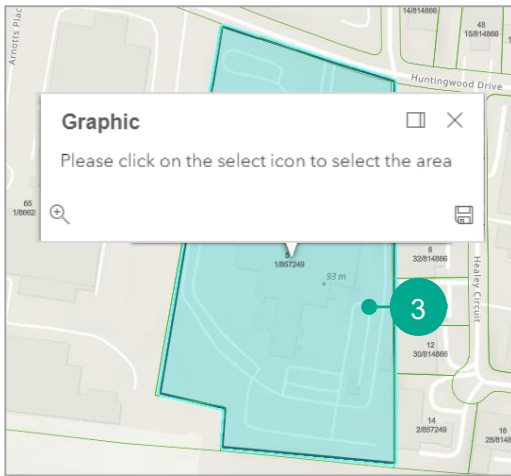
1 Site Details

SELECT SITE USING POLYGON FUNCTION

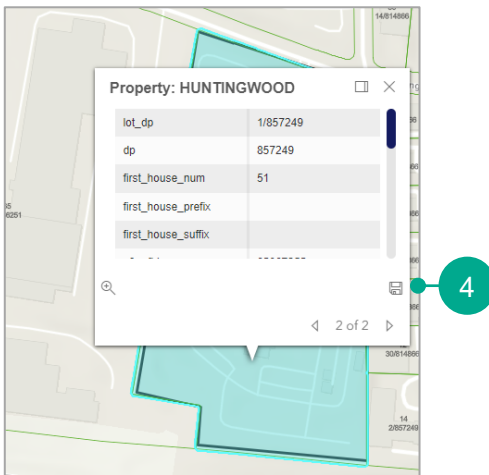


1. Click  draw polygon


2. Outline the shape by **clicking once at each point** until you traverse all the lots you would like to select, then **close** the polygon with a **double click**

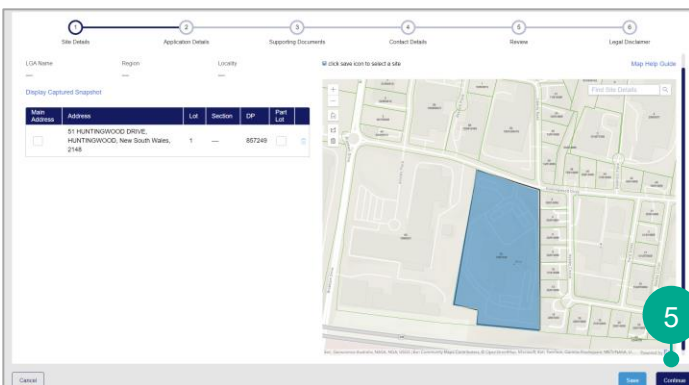


3. The selected area is highlighted. **Click once** to select this area.

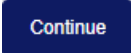


The details display.

4. Click  to save the address (hover over text is "Select Asset").



Once the address is selected, the map colours the area blue and displays the address, Lot and DP number in the table on the left of the screen.

5. Click  to continue to the next screen [Application Details](#) 

steps / instructions are continued on [page 18](#)

1 Site Details

ENTER A NMI

1. Click if you have a NMI for your application (the NMI section then displays)
2. Enter the **NMI** and **click outside the field** (anywhere on the screen) to validate the entry

The **Site Address** is populated from the NMI and the NMI status displays as **Valid**.

- If you entered the wrong NMI -> click to **delete** the entry, click **+ Add NMI** and repeat step 2
- If the site address is correct -> follow ADDRESS IS CORRECT steps below
- If the site address is not correct -> follow ADDRESS IS NOT CORRECT steps on the next page

ADDRESS IS CORRECT

3. If the address is correct, click

i When you click **Yes** to confirm the address is correct, the **+ Add NMI** button displays. If you have multiple NMIs for the site, click **+Add NMI** and repeat step 2

4. Click to **save and continue to the next step - 2 – Application Details**

1 Site Details

ENTER A NMI *continued*

ADDRESS IS NOT CORRECT

1. Click if the address is not correct

S.No	NMI	Status	Site Address	Is the address displayed correct?
1	<input type="text" value="4311 145"/>	<input type="button" value="Valid"/>	2 30 M RD KEMPS CREEK 2178 NSW	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>

Incorrect Address

It is important these details are correct before proceeding.

Please enter the corrected address for NMI 431 145 below *

Can't find your address? [Click here](#)

These changes will be sent to market services and updated within the next 5 business days. Once updated, please revisit your connections portal to begin a new application.

If you have any queries, please do not hesitate to contact us:
 Customer Network Solutions
 Ph: 02 8853 7977
 E: cwadmin@endeavourenergy.com.au

When you click **No** to flag the address is not correct, the **Incorrect address dialog box** displays.

2. Start to enter the correct address

Incorrect Address

It is important these details are correct before proceeding.

Please enter the corrected address for NMI 43 145 below *

- 761 Mamre Road, Kemps Creek NSW, Australia
- 761 Mamre Road, Alecdown NSW, Australia
- 761 Mamic Boulevard, Fraser Rise VIC, Australia
- 761 Mammoth Court, Ballajura WA, Australia

3. Select the address from the list of matching addresses

OR

Incorrect Address

It is important these details are correct before proceeding.

Please enter the corrected address for NMI 43 145 below *

Can't find your address? [Click here](#)

OR

Street Number	Street Name *	Suburb *	Post Code *

State *

These changes will be sent to market services and updated within the next 5 business days. Once updated, please revisit your connections portal to begin a new application.

If you have any queries, please do not hesitate to contact us:
 Customer Network Solutions
 Ph: 02 8853 7977
 E: cwadmin@endeavourenergy.com.au

3. If the correct address is not listed, click [Can't find your address? Click here](#) and enter the address manually

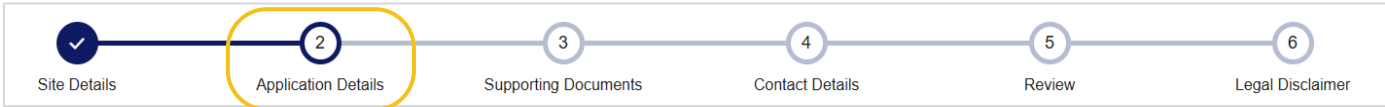
4. Click

You will receive an email confirming your address correction request.

Our Market Services team will update the address for the NMI.

2 Application Details

When you have completed Site Details, the next step is **2 Application Details**.



The questions and required information on step **2 Application Details** differ for each application type – **click the type** below to jump to the relevant page

Connect supply or move assets



Connect supply or move assets

Connect load or generation to a new or existing supply. You can also apply to relocate electricity assets or attach third party assets on EE assets.

[Select →](#)

Connection of Load

Subdivision of land

Connect a generator

Relocate or remove asset

Connect public lighting assets

Special Small Services

Connect an embedded network

Facilities Access (SNA)

Make an enquiry



Make an enquiry

Make a preliminary enquiry for a connection service or request technical information.

[Select →](#)

Enquiry

Substation Enquiry

Work near infrastructure



Work near infrastructure

Request support when working on or near our electricity network typically for building or construction sites.

[Select →](#)

Asset support

Request Access or Outage

Overheight load support

Tiger tail installation or removal

General or safety advice

Electrical installation inspection



Electrical installation inspection

Request for a switchboard review, LV isolation and energise appointment, high voltage or hazardous inspection, or a dispensation request.

[Select →](#)

High voltage inspection

Low voltage sub isolation and energisation

Hazardous inspection

Dispensation Request

Switchboard Review

Connect supply or move assets

CONNECTION OF LOAD

2 Application Details

When you have entered the Site Details, the next screen is **Application Details**

A red asterisk * denotes a mandatory field



1. Do you have a suitable connection for your Strata Development... – select the relevant response

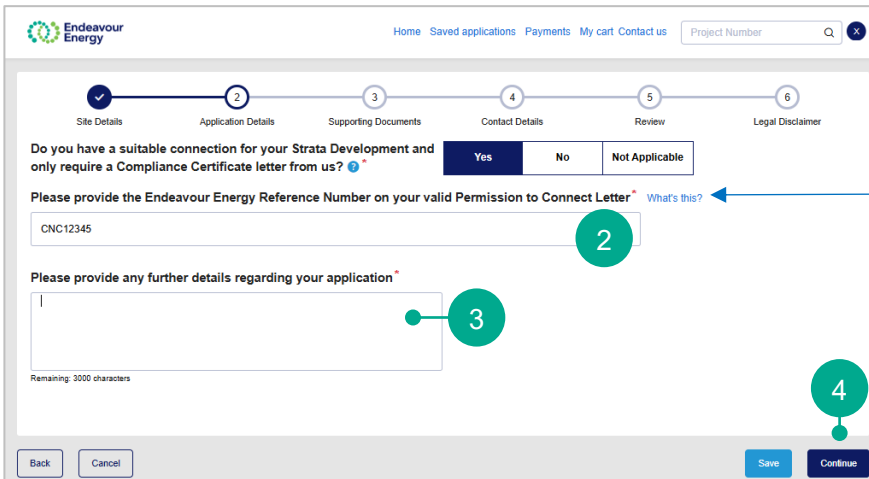
If **YES** – follow steps below

If **NO** or **NOT APPLICABLE** – follow steps on next page

Note: If you hover over ? you will see helper text that provides guidance on how to answer the question

? If your development is not specific to strata, please select "Not Applicable" to proceed further

Do you have a suitable connection for your Strata Development... **YES**



2. Please provide the Endeavour Energy Reference Number... – enter the reference number

Note: If you hover over *What's this?*, you will see helper text that provides guidance on the reference number to enter in this field

3. Please provide any further details regarding your application - enter as many details as possible so we can assess the application appropriately

4. Click **Continue** when you have completed all required details

This page lists the mandatory and optional documents for this application type

The next step in the application is **Supporting Documents**

(instructions are continued on page 77)

2 Application Details (continued)

CONNECTION OF LOAD (continued)

Do you have a suitable connection for your Strata Development... **NO** or **NOT APPLICABLE**

2. Please provide your load details – Select Phase – select the relevant option (Single or Three Phase)
3. What is your total demand – enter the total amps and then click outside the field to validate your entry
4. When you have entered the total demand, you are advised if the application is valid for auto approval

Note: If you hover over you will see helper text that provides guidance on how to answer the question

Refer to our website for information on the auto approval criteria - [connect-supply-or-relocate-assets](#) and [connection of load](#)

AUTO APPROVED (PTC WILL BE ISSUED)

4

NOT VALID FOR AUTO APPROVAL

OR

Please note your application is not valid for auto-approval. Your application will go through a review process and an application fee of \$310.02 will be charged. To proceed, please respond to below questions.

5. If your application meets the auto approval threshold, there are no further questions on this page

Click

The next step is **Contact Details** (applicant & property owner)

5. If your application is not valid for auto-approval, additional questions display

(instructions for applications which are not valid for auto-approval are continued on the [next page](#))

(instructions are continued on [page 78](#))

2 Application Details (continued)

CONNECTION OF LOAD (continued)

Is there an existing load? * Yes No 5

Select existing Phase * Single Phase Three Phase

What is your existing load? *

 Amps

OR

OR

Is there an existing load? * Yes No

What size EV Charger are you installing? *

Select...

Select...

0-10kW

10-40kW

40kW and above

Back Cancel

5. Is there an existing load – select the relevant option (Yes or No)

- If you select **YES** – you are then prompted to select the **existing Phase** and enter the **existing load**
- If you select **NO**, these questions are not displayed, and you are prompted to select the type of development.

Note: if you select **NO** but you selected the application type as **Includes EV Charging**, you are prompted to select the size of the EV Charger you are installing.

Site Details **2** Application Details Supporting Documents Contact Details Review Legal Disclaimer

Do you have a suitable connection for your Strata Development and only require a Compliance Certificate letter from us? * Yes No Not Applicable

Please provide your load details

Select Phase * Single Phase Three Phase

What is your total demand? * Amps

Please note your application is not valid for auto-approval. Your application will go through a review process and an application fee of \$310.02 will be charged. To proceed, please respond to below questions.

Is there an existing load? * Yes No

What type of development are you applying for? * 6

When do you need your connection by? * 7

Please provide any further details regarding your application * 8

Remaining: 3000 characters

Back Cancel Save **9** Continue

6. What type of development are you applying for– select the relevant option from the list

7. When do you need your connection by - enter the date or click to select the date from a calendar

Connection date

QUICK TIPS!

You can enter the date directly in this field. As you enter the date the system automatically formats the date i.e. adds the forward slash /

8. Please provide any further details regarding your request - enter as many details as possible so we can assess the request appropriately

9. Click **Continue** when you have completed all required details

The next page lists the mandatory and optional documents for this application type

The next step in the application is **Supporting Documents**

Mandatory and optional documents for this application type

Supporting documents for a Connection of Load application

If development Type is: Commercial or Retail Government Industrial Residential: Individual dwellings Utilities or Transport	
Site Plan	Mandatory
Connection Proposal	Mandatory
AS3000 Maximum Demand Calculations	Mandatory
Development Agreement (DA) or Complying Development Certificate (CDC)	Optional
Connection Proposal*	
Applicable for Data centre and Large applications (15MVA and above)	Mandatory
If development Type is "Multi Units - Strata developments"	
Final Plan of Subdivision or Strata Plan (must include the PPN i.e. Pre-Allocated Plan Number)	Mandatory
Latest Council approved Development Application Consent (DA) or similar determination from a private certifier	Mandatory
Final Deposited Plan Administration Sheet signed by the surveyor	Mandatory
Final Associated 88B instrument (If Applicable)	Optional
Latest Community Title Management Statement (If Applicable)	Optional
Level 2 ASP to install new service conduit. Provide declaration of installation on the Level 2 ASP's company letterhead, official company email or NOSW submission (If Applicable)	Optional
Connection Proposal*	
Applicable for Data centre and Large applications (15MVA and above)	Mandatory
For Embedded Network type	
Proof of total capacity approved for Embedded Network	Mandatory

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the Site Details, the next screen is **Application Details**

1. How would you best describe your subdivision – select from the list

*Note: if you select **Strata Development**, you are advised that this requires a New Connection Load application. Click Proceed to return to the Home page (where you can then select the correct application type).*

For all other subdivision types, the next question displays (intended use - step 2 below)

2. What is the intended use of the development – select from the list

3. Do you have a suitable connections...and only require a Notification of Arrangement letter from us – select **Yes** or **No**

- If you select **NO**, you are prompted to enter lots / reserves and quantities (follow step 4 on the next page)

OR

- If you select **YES** – you are prompted to provide any further details (follow steps 4 & 5 below)

4. Please provide any further details regarding your application - enter as many details as possible

5. Click **Continue** when you have completed all required details

The next step in the application is **Supporting Documents**

This page lists the **mandatory and optional documents** for this application type

(instructions are continued on page 77)

steps continued from previous page

4. Please provide additional details regarding your subdivision - note the following validations on this question:

- the fields **on the left** side of the page will accept entries entered as a **range** e.g. “1-100”
- the fields **on the right** side of the page will accept **single entries** such as “5”, “25” or “100”

For example, if **Single Dwelling Lots** is populated, then **Quantity of Single Dwelling Lots** (*on the right*) becomes mandatory

5. When do you need your connection by - enter the date or click to select the date from a calendar

Date

QUICK TIPS!

You can enter the date directly in this field. As you enter the date the system automatically formats the date i.e. adds the forward slash /

6. Please provide any further details regarding your application - enter as many details as possible

Continue

7. Click when you have completed all required details

The [next page](#) lists the **mandatory and optional documents** for this application type

The next step in the application is **Supporting Documents**

(instructions are continued on [page 77](#))

Mandatory and optional documents for this application type

Supporting documents for a Subdivision application

Subdivision Plan (Lots Layout)	Mandatory
Development Agreement (DA) or Complying Development Certificate (CDC)	Optional
Do you have a suitable connection for your Subdivision and only require a Notification of Arrangement letter from us?, selected as Yes	
Final Plan of Subdivision or Strata Plan (must include the PPN i.e. Pre-Allocated Plan Number)	Mandatory
Latest Council approved Development Application Consent (DA) or similar determination from a private certifier	Mandatory
Final Deposited Plan Administration Sheet signed by the surveyor	Mandatory
Proof of total capacity approved for Embedded Network	Mandatory
Final Associated 88B instrument (If Applicable)	Optional
Latest Community Title Management Statement (If Applicable)	Optional
Level 2 ASP to install new service conduit. Provide declaration of installation on the Level 2 ASP's company letterhead, official company email or NOSW submission (If Applicable)	Optional

(instructions are continued on [page 77](#))

Connect supply or move assets

CONNECT A GENERATOR



2 Current Equipment

A red asterisk * denotes a mandatory field

When you have entered the Site Details, the next screen is **Current Equipment**

Please select available phases at the site*

Single Phase
 Three Phase

1

1. Select whether there is a **Single Phase** or **Three Phase** at the site*

After selecting the phase at the site, our records will show that there is either:

- no existing equipment currently on site
- there is existing equipment on site

If our records are incorrect - show no existing equipment, but you have equipment on site	Follow the steps to + Add Existing Connection below
If our records are incorrect - show an incorrect quantity or manufacturer, or equipment which is not on site	Follow the steps to Edit or Delete Existing Connection , click here
If our records are correct	Click Continue to continue to the New Equipment screen and choose the steps to follow here
If our records are correct and you are replacing the current inverter as part of this generator application	Click Continue to continue to the New Equipment screen and follow the replace steps here

+ Add Existing Connection

Additional fields may display as you select responses

2. If our records are **incorrect** and you have an existing connection at the site, click **Add Existing Connection**

3. Select your connection information (**Type**, **Manufacturer**, **Model**), from the drop-down list
Edit the **quantity**, if relevant

Select to delete your inputs at any time

3

Type*	Manufacturer*	Model*	Quantity*	Capacity*
AC Connection	Select	Select	1	—

4. If relevant, select the **device information** from the menu and **edit the quantity** if greater than 1

4

Device	Battery	Select	Select	1	—
--------	---------	--------	--------	---	---

+ Add Existing Device

5. If relevant, **Add** further Existing Device information

Click **Continue** when you have completed all required details

CONNECT A GENERATOR *continued*

2 Current Equipment (*continued*)

Follow these steps **if our records are incorrect** and you need to **Edit or Delete Existing Connection**

Note: If our records are **correct** and you are **decommissioning** the current equipment on site, **don't delete** the records at this step. You will be able to decommission equipment in the next step "New Equipment"

To Edit Current Equipment (Connections and/or Devices):

Current Equipment

Our records show that the following equipment is currently on site. Please ensure the information provided on this page is correct before proceeding. Click on edit, otherwise press continue.

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	Inverter	Sungrow Power Supply Co Ltd	SH5.0RS (AS4777.2 2020)	1	5.00kVA
Device	Solar PV	Shanghai JA Solar Technology Co Ltd	JAM60S20-390/MR/1000V / 0.39kW	20	7.80kW
Device	Storage	Sungrow	SBR096	1	5.76kW

1. Click the pen icon to **edit existing equipment** (existing connection or device)

i Click the symbol to reset changes made to the record

2. Edit connection and/or device fields, where relevant (Type, Manufacturer, Model, Quantity)

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	Select	Select	Select	1	5.00kVA
Device	Select	Shanghai JA Solar Technolo	JAM60S20-390/MR/1C	20	7.80kW

3. Click the icon to save the edits

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	Select	Select	Select	1	5.00kVA
Device	Select	Jinko Solar Co Ltd	JKM390N-6RL3-B / 0.	17	6.63kW

3

Continue

4. Click **Continue**

To Delete Current Equipment (Connections and/or Devices):

1. Click the icon to **delete existing equipment** (existing connection or device), which suggests it **does not exist at the site**

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	Inverter	SMA Australia Pty Ltd	SB5.0-1AV-41	1	5.00kVA
Device	Solar PV	Jinko Solar Co Ltd	JKM390N-6RL3-B / 0.39kW	17	6.63kW

1

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	Inverter	SMA Australia Pty Ltd	SB5.0-1AV-41	1	5.00kVA
Device	Solar PV	Jinko Solar Co Ltd	JKM390N-6RL3-B / 0.39kW	17	6.63kW

2

2. The line that has been deleted will become greyed out and a **Deleted** icon will appear

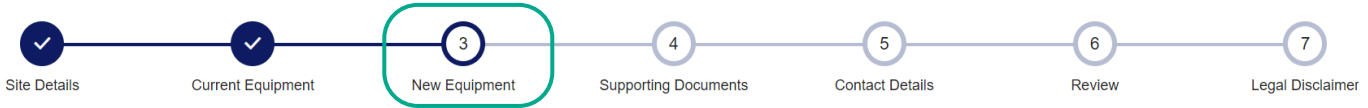
Continue

3

3. Click **Continue**

CONNECT A GENERATOR *continued*

3 New Equipment



When you have confirmed current equipment at the site, the next screen is **New Equipment**

To **replace the current inverter**, click [here](#) to follow the steps on the next page

To **add a new connection**, click [here](#) to follow the steps

To **decommission equipment** at the site (connection(s) or device(s), follow the **steps below**

Type	Manufacturer	Model	Quantity	Capacity		
AC Connection	PV Inverter	Sungrow Power Supply Co Ltd	SG5.0RT (AS4777-2 2020)	1	5.00kVA	
Device	PV Panel	LG Electronics Inc	LG400N3K-V6 / 0.4kW	12	4.80kW	

1. Click on the connection and/or device

Note: Clicking **uninstall** suggests the relevant equipment will be decommissioned as part of this new connection proposal

2. The relevant line(s) will appear greyed out and an **Uninstalled** icon will appear

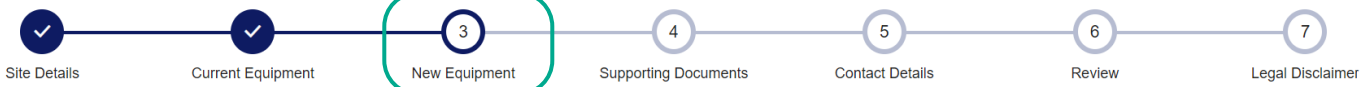
Type	Manufacturer	Model	Quantity	Capacity		
AC Connection	PV Inverter	Sungrow Power Supply Co Ltd	SG5.0RT (AS4777-2 2020)	1	5.00kVA	
Device	PV Panel	LG Electronics Inc	LG400N3K-V6 / 0.4kW	12	4.80kW	Uninstalled

Note: Undo edits by clicking the icon

To **add a new connection**, click [here](#) to follow the steps

CONNECT A GENERATOR *continued*

3 New Equipment



When you have confirmed current equipment at the site, the next screen is **New Equipment**

To **replace** the current inverter, follow the steps below

Current Equipment

Please make any proposed changes to the existing equipment here. This may include uninstalling inverters and/or devices, replacing the inverter, or adding new devices to an existing inverter.

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	PV Inverter	Fronius Australia	Primo 5.0-1	1	5.00kVA
Device	PV Panel	Trina Solar Co Ltd	TSM-330DD09M.08(II) / 0.33kW	20	6.60kW

+ Add New Device

New Equipment

Please add any new equipment (AC Connections and Devices) in this section.

1. Click the **Replace** on the connection

Current Equipment

Please make any proposed changes to the existing equipment here. This may include uninstalling inverters and/or devices, replacing the inverter, or adding new devices to an existing inverter.

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	PV Inverter	Fronius Australia	Primo 5.0-1	1	5.00kVA
AC Connection	PV Inverter	Select	Select	1	
Device	PV Panel	Trina Solar Co Ltd	TSM-330DD09M.08(II) / 0.33kW	20	6.60kW

+ Add New Device

New Equipment

2. The Connection will appear greyed out and an **Uninstalled** icon will appear

3. Select your connection information (**Type, Manufacturer, Model**), from the drop-down list.

Edit the **Quantity**, if relevant

4. To add another device to this connection, click **+Add New Device**, if relevant

5. If you are adding another device, select your device information (**Type, Manufacturer, Model**), from the drop-down list.

Edit the **Quantity**, if relevant

Current Equipment

Please make any proposed changes to the existing equipment here. This may include uninstalling inverters and/or devices, replacing the inverter, or adding new devices to an existing inverter.

Type	Manufacturer	Model	Quantity	Capacity	
AC Connection	PV Inverter	Fronius Australia	Primo 5.0-1	1	5.00kVA
AC Connection	Hybrid Inverter	8 Star Energy Pty Ltd	FORCE 3.0HS (AS47)	1	3.00kVA
Device	PV Panel	Trina Solar Co Ltd	TSM-330DD09M.08(II) / 0.33kW	20	6.60kW
Device	Battery	8 Star Energy Pty Ltd	PS2000H-2 / 5.79kWh	1	

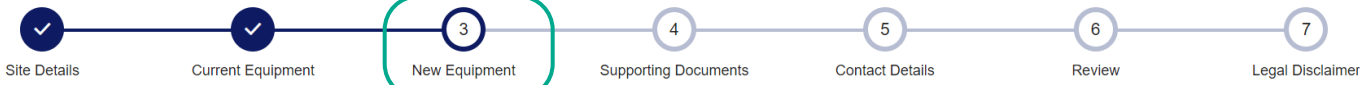
+ Add New Device

Current 5.00kVA Proposed 3.00kVA

Back Cancel Save Continue

6. Click **Continue** when you have completed all required details

CONNECT A GENERATOR *continued*



3 New Equipment *continued*

To add a new connection, follow the steps below

New Equipment

Please add any new equipment (AC Connections and Devices) in this section.

+ Add New Connection 1

Type	Manufacturer	Model	Quantity	Capacity*
AC Connection	PV Inverter	Enphase Energy Australia P	Select	1
Device	PV Panel	Select	Select	1

2 3

+ Add New Device 4

+ Add New Connection 5

i A red asterisk * denotes a mandatory field

1. Click **+ Add New Connection**
2. Select your connection information (**Type, Manufacturer, Model**), from the drop-down list
3. Edit the **quantity**, if relevant
4. To add another device to this connection, click **+Add New Device**, if relevant
5. To add another device to this proposal, click **+Add New Connection**, if relevant

After new connection information has been added, you are prompted to confirm if this is a Solshare application, if relevant.

You will be advised whether your proposal can be automatically approved based on your responses to the connection size and SolShare questions. Applications that are automatically approved will not require an upfront payment. Applications that are not auto-approved will attract applicable fees, which must be paid before the application can be submitted. The auto-approval criteria are available on our website - [Connect supply or relocate assets | Endeavour Energy](#)

If you are installing bi-directional Electric Vehicle (EV) chargers for Vehicle-to-Grid (V2G) or Vehicle-to-Home (V2H) use, please select an approved inverter from one of the following options:

- Hybrid inverter, with Electric Vehicle selected as the device, or
- EV V2G inverter.

Is it a Solshare application? **6** Yes No

Please enter additional SolShare NMIs (where applicable)

S.No	NMI	Status	Site Address
1	43-35	Valid	41 CRES, FAULCONBRIDGE NSW 2776

Add NMI

6. Is it a Solshare application – select Yes or No

If you select:

- **Yes**, you are prompted to enter the additional NMIs. Click **Add NMI** and enter the NMI. Repeat for each additional NMI

Solshare applications are not eligible for auto approval and will be processed as a standard application. It includes a review fee of \$310.02.

OR

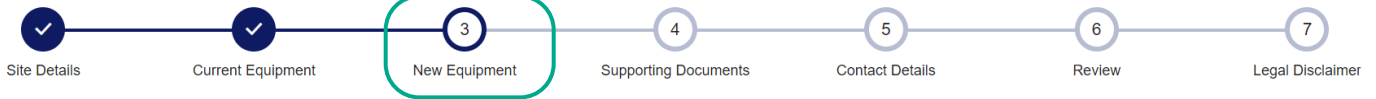
Is it a Solshare application? **6** Yes No

- **No**, no further prompt is displayed. Continue to the next question

Please note your application is not valid for auto-approval. Your application will go through a review process and an application fee of \$310.02 will be charged. To proceed, please respond to below questions.

(instructions are continued on the [next page](#))

CONNECT A GENERATOR *continued*





3 New Equipment *continued*

The next questions differ depending on your response to each question.

These questions are for standard applications that are not auto-approved. Refer to the table below:

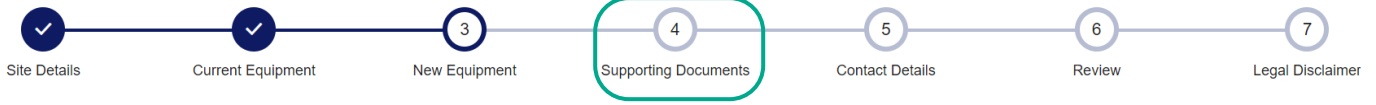
<p>Will you be charging your battery or EV from the grid – select Yes or No</p> <p>This question and the next set of follow-up questions are only displayed if a Battery or Electric Vehicle device is included in the current or new equipment table.</p>	
<p>If you select Yes, the next question is: Do you already have an approved PTC for the extra battery charging load needed to support the site’s new total load – select Yes or No</p>	<p>If you select No: A message advises that your Single Line Diagram must show the battery will not draw power from the grid for charging</p>
<p>If you select Yes, the next question is: Provide Endeavour Energy reference number for the associated load application – enter the reference number</p>	
<p>Provide Endeavour Energy asset number supplying to your electrical installation (Point of common coupling) – enter the asset number</p>	
<p>Is there an associated load application or technical enquiry with your generator application – select Yes or No</p>	
<p>If you select Yes, the next question is: Please provide the Endeavour Energy reference number for the associated application – enter the reference number</p>	
<p>When do you intend to commission your generator – enter a date or select from the calendar</p>	
<p>Please provide any further details regarding your application – this is free text field to enter any additional details for your application</p>	

8. Click  when you have completed all required details

The next step in the application is [either Supporting Documents](#)  or [Contact Details](#) 

The [next page](#)  lists the **mandatory and optional documents** for this application type

CONNECT A GENERATOR *continued*



Mandatory and optional documents for this application type

Supporting documents for a Generator application

Single line diagram (must include existing and new equipment)*	Mandatory	
Voltage Measurement and calculations	Mandatory	
Location/Sketch Diagram (showing connection point)	Mandatory	
Non-Inverter Generation Systems details	Optional	
Single Phase to earth fault level contribution details	Optional	
PDI 5000 Part-A Checklist	Mandatory	For total proposed inverter capacity > 200kVA and < 1.5MVA
PDI 5000 Part-B Checklist	Mandatory	For total proposed inverter capacity >=1.5 MVA and < 5MVA
Protection Schematics	Mandatory	For total proposed inverter capacity > 200kVA
Embedded Network Retailer/Management Authority Approval Letter	Mandatory	This is when NMI is embedded network
SolShare Building Owner/Operator Letter	Mandatory	Only for Solshare applications
Solshare Letter of authority by participating account holders	Mandatory	Only for Solshare applications
Solshare device Test Results	Optional	Only for Solshare applications

The next step in the application is [either Supporting Documents](#) or [Contact Details](#)

Connect supply or move assets

RELOCATE OR REMOVE ASSET

2 Application Details

A red asterisk * denotes a mandatory field

After you have entered the site address in Site Details, the next screen is **Application Details**

1. **Please provide a description...** – enter a description of the asset relocation work or asset removal work

2. **Click outside the field** to validate your entry. The next question then displays

3. **Is there an associated load application...** - select **Yes** or **No**

- If you select **Yes**, you are then prompted to enter the Endeavour Energy reference number for the associated load application
- This question does not display if you select **No**

4. **When do you need your relocation works by** - enter the date or click to select the date from a calendar

Date

QUICK TIPS!

You can enter the date directly in this field. As you enter the date the system automatically formats the date i.e. adds the forward slash /

5. Click when you have completed all required details

The next step in the application is **Supporting Documents**

Supporting documents for a Relocate or remove asset application	
Site Plan or Sketch showing subject area	Mandatory

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the address in Site Details, the next screen is **Application Details**

All fields on this screen are mandatory

1. Please provide a description of the public lighting works – enter a description of the public lighting works and then click outside the field to validate your entry

Additional questions or fields will display as you enter responses

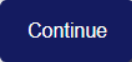
2. Please provide details of the public lighting customer – enter the following details:


- **Company Name**
- **Contact Person Name**
- **Contact Number**
- **Contact Email Address**

3. When do you need your connection by - enter the date or select the date from the calendar

Connection date

QUICK TIPS!
You can enter the date directly in this field. As you enter the date the system automatically formats the date i.e. adds the forward slash /

4. Click  when you have completed all required fields

The next step in the application is **Supporting Documents** 

Supporting documents for a Connect public lighting assets application	
Site Plan or Sketch showing subject area	Mandatory

(instructions are continued on [page 77](#))

SPECIAL SMALL SERVICES

2 Application Details (continued)

A red asterisk * denotes a mandatory field

The screenshot shows a progress bar with six steps: 1. Site Details, 2. Application Details, 3. Supporting Documents, 4. Contact Details, 5. Review, and 6. Legal Disclaimer. Step 2 is currently active. Below the progress bar, there is a question: "Are you applying for a new unmetered connection or alteration?" with two radio button options: "New unmetered connection" and "Alter an existing unmetered connection". A red circle with the number 1 is placed over the "Alter an existing unmetered connection" option.

1. Are you applying for a new unmetered connection or alteration – select the relevant option
(New unmetered connection or Alter an existing...)

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications**

Additional questions display as you select responses

The screenshot shows a dropdown menu for "What type of device are you connecting?" with "Illuminated advertising" selected. A red circle with the number 2 is placed over the dropdown arrow. Below this is a table for "Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)". The table has columns for S.No, NMI, Status, Site Address, and Comments. It currently shows "No items" and a "+ Add NMI" button. A red circle with the number 3 is placed over the "+ Add NMI" button. Below the table is a text input field for "Reason for NMI unavailability".

2. What type of device are you connecting – select from the list. *If not listed, select Other and the Specify Other field then displays where you can then enter the device type*

3. Please enter your National Meter Identifier (NMI)... – click + Add NMI and enter the NMI for the site.

Then **click outside the field** to validate your entry

Note: If you *do not have a NMI*, enter the reason in **Reason for NMI unavailability**

⚠ NMI: Please enter a valid input for NMI.

If you enter a NMI with the incorrect number of digits, an error displays.

Type over the existing NMI and click outside the field to validate your new entry.

The screenshot shows the NMI table with one entry: S.No 1, NMI 431141509, Status Valid, Site Address empty, and Comments empty. A red triangle warning icon is next to the NMI field. A "+ Add NMI" button is below the table.

4. Comments – when you click outside the field to validate your NMI entry, the NMI **Status** displays (Valid) and the **Site Address**. You are prompted to **enter a comment**. Note that the Comments field is only **mandatory** for invalid NMIs such as Extinct NMI, Temporary Supply or Embedded Network NMI.

If you have multiple NMIs, click **+ Add NMI** and enter the next NMI

The screenshot shows the NMI table with one entry: S.No 1, NMI 431141509, Status Valid, Site Address 5: AVE, SHELL COVE NSW 2529, and Comments empty. A red circle with the number 4 is placed over the Comments field. A "+ Add NMI" button is below the table. Below the table is a text input field for "Please specify the customer asset identifier or number".

5. Please specify the customer asset identifier or number – enter the asset number or asset ID

Then **click outside the field** to validate your entry

The screenshot shows a text input field for "Please specify the customer asset identifier or number". A red circle with the number 5 is placed over the input field.

(instructions are continued on the [next page](#))

2 Application Details (continued)

steps continued from previous page

Please provide load details required for Permission to Connect 6

Maximum demand*

1234
Amps

Duty cycle*

Select...

Daily energy consumption

—

6. Please provide load details required for Permission to Connect – enter the **Maximum demand** and select the **Duty cycle**

The **Daily energy consumption** is auto calculated based on these values

When do you need your connection by?*

01/03/2025

8

Please provide any further details regarding your application*

9

Remaining: 3000 characters

Back
Cancel
Save
Continue
10

8. When do you need your connection by - enter the date or click to select the date from a calendar

Connection date

You can enter the date directly in this field. As you enter the date the system automatically formats the date i.e. adds the forward slash /

QUICK TIPS!

9. Please provide any further details regarding your application - enter as many details as possible

10. Click Continue when you have completed all required details

The next step in the application is **Supporting Documents**

Supporting documents for a Special Small Services application

Site Plan (showing proposed device location and network connection point)	Mandatory
Documentation confirming max demand load specified in the application	Mandatory

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the address in Site Details, the next screen is **Application Details**

1. Who is the Asset Owner – select from the list:

- **OPTUS / TELSTRA / VODAFONE (TPG)**

follow steps on [page 38](#)

- **JOLT / EVX**

follow steps on [page 42](#)

- **COUNCIL**

follow steps on [page 44](#)

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications**

Hover over to view helper text / additional guidance and click X to close

2 Application Details (continued)

FACILITIES ACCESS (SNA)

• **OPTUS / TELSTRA / VODAFONE (TPG)**

When you have selected the Asset Owner Optus, Telstra or Vodafone (TPG), you are then prompted to complete the following:

A red asterisk * denotes a mandatory field

1. Are you applying for a new site or augmentation – select the relevant option

Additional questions display as you select responses

2. What type of asset are you attaching – select the relevant type (small cell / large cell)

An information message advises that a separate small services application is not required. A Permission to Connect (PTC) will be issued as part of this application

3. Facility Description – select from the list

Small cell

The following question only displays for Small Cell:

4. How many sites are you applying for – enter the number of sites (between 1 and 10) and then click outside the field to validate your entry

(instructions are continued on the [next page](#))



2 Application Details (continued)

FACILITIES ACCESS (SNA)

SITE NOMINATION AGREEMENT

• OPTUS / TELSTRA / VODAFONE (TPG)

The next questions then display

Customer Site ID* 5

RFNSA ID*

Site Address*

Endeavour Energy Asset Number*

Carrier's Equipment/ Location*

Power Source Pole/Pillar No*

Please provide details required for Permission to Connect.

Maximum demand*

 Amps

Duty cycle* 6

Daily Energy Consumption

5. Complete the following fields

- **Customer Site ID**
- **RFNSA ID** (Radio Frequency National Site Archive ID)
- **Site Address**
- **Endeavour Energy Asset Number**
- **Carrier's Equipment Location** – select from the list of options
- **Power Source Pole/Pillar No**

 6. Please provide details required for Permission to Connect – enter the **Maximum demand** and select the **Duty cycle**

The **Daily Energy Consumption** is auto calculated based on these values

For **Small Cell** – enter the above information for each site and then go to step 10 (enter NMI)

Large Cell

Please provide your load details

Select Phase*

Single Phase

Three Phase

7

What is your total demand including existing load? ?*

8
Amps

Is there an existing load?*

Yes

No

9

Select existing Phase*

Single Phase

Three Phase

What is your existing load?*

Amps

The following questions only display for Large Cell:

 7. **Select Phase** – select the relevant phase

 8. **What is your total demand...** – enter the total demand

 9. **Is there an existing load** – select the relevant option (**Yes** or **No**)

- If you select **YES** – you are then prompted to select the **existing Phase** and enter the **existing load**
- If you select **NO**, these questions are not displayed, and you are prompted to enter the NMI

(instructions are continued on the [next page](#))



FACILITIES ACCESS (SNA)

2 Application Details (continued)

Hover over to access a link to a NMI factsheet (click x to close)

Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)

S.No	NMI	Status	Comments *
No items			

+ Add NMI

Reason for NMI unavailability *

S.No	NMI	Status	Comments *
1	431141509		

+ Add NMI

Please enter a valid input for NMI

Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)

S.No	NMI	Status	Comments *
1	43...98	Valid	

+ Add NMI

Cellular Mobile Telephone Service (CMTS) Details

Details of replacement structure provided.* Yes No NA

Details of new structure foundation provided.* Yes No NA TBC

Will Fibre Optic Cable be installed on Endeavour Energy's structure.* Yes No

Certificates demonstrating the predicted emission levels provided.* Yes No

Emission exclusion zones are identified.* Yes No

Details of Endeavour Energy Assets within non-radiation worker emission exclusion zone.* Nil Yes No

Details of CMTS isolation provided.* Yes No

Locations of telecommunications cable pits within 1 metre of Endeavour Energy structures.* Yes No

Current and proposed structure loadings.* Yes No

A separate box mounted on the shelter with Endeavour Energy's specific key access.* Yes No

Control Equipment Location*

SITE NOMINATION AGREEMENT

- OPTUS / TELSTRA / VODAFONE (TPG)

10. Please enter your National Meter Identifier (NMI)... – click + Add NMI and enter the NMI for the site.

Then [click outside the field](#) to validate your entry

Note: If you do not have a NMI, enter the reason in **Reason for NMI unavailability**

If you enter a NMI with the incorrect number of digits, an error displays.

Type over the existing NMI and click outside the field to validate your new entry.

8. **Comments** – when you click outside the field to validate your NMI entry, the NMI **Status** displays (Valid) and you are prompted to **enter a comment**.

Note that the Comments field is only mandatory for invalid NMIs such as Extinct NMI, Temporary Supply or Embedded Network NMI

If you have multiple NMIs, click + Add NMI and enter the next NMI

9. Select the response for the following **Cellular Mobile Telephone Service (CMTS) Details** fields:

Additional questions display as you select responses

- Details of replacement structure provided
- Details of new structure...
- Will Fibre Optic Cable be installed...
- Certificates...
- Emission exclusion zones...
- Details of EE Assets within ...
- Details of CMTS isolation provided
- Locations of telco cable pits...
- Current and proposed structure loadings
- A separate box mounted on the shelter...

(instructions are continued on the [next page](#))

2 Application Details (continued)

FACILITIES ACCESS (SNA)

SITE NOMINATION AGREEMENT

- OPTUS / TELSTRA / VODAFONE (TPG)

Control Equipment Location*

Mounted 1.2 metres from top 10

EME Isolation switch location for Endeavour's use*

/ Not mounted 1.20 metres from the top 11

Please provide a Description, Quantity, and Dimension of Communication Antenna, Ancillary equipment MHAs, TMAs, RRUs, Combiners, Dish Diplexers etc.*

Communication antenna are attached at the base of the site mast
Ancillary equipment is the following
Equipment size
Equipment face to site 12

Remaining: 2865 characters

Rental Commencement Date*

1/03/2025 13

Please provide other associated application number(s) (where applicable)*

EME 12345 14

Please provide any further details regarding your application*

15

Remaining: 3000 characters 16

Back Cancel Save Continue

10. Control Equipment Location – enter the location and click outside the field to validate your entry

11. EME Isolation switch location for Endeavour's use – enter the location and click outside the field to validate

12. Please provide a Description, Quantity, and Dimension...- enter the details and click outside the field to validate

13. Rental Commencement Date - enter the date or click to select the date from a calendar

14. Please provide other associated application number(s) – enter the application number(s) and click outside the field to validate your entry

15. Please provide any further details regarding your application - enter as many details as possible

16. Click when you have completed all required details

The next step in the application is **Supporting Documents**

This page lists the **mandatory and optional documents** for this application type

(instructions are continued on [page 77](#))

2 Application Details (continued)

FACILITIES ACCESS (SNA)

A red asterisk * denotes a mandatory field

SITE NOMINATION AGREEMENT

- JOLT / EVX

When you have selected Site Nomination Agreement and the Asset Owner is Jolt or EVX, you are then prompted to complete the following:

1. Are you applying for a new site or augmentation – select the relevant option

2. An information message advises that a Separate Connection of Load application is not required. A Permission to Connect (PTC) will be issued as part of this application

3. Facility Description – select from the list

4. Endeavour Energy Asset Number – enter the asset number

5. Please specify the customer asset identifier or number – enter the customer asset number or asset ID

6. Then click outside the field to validate your entry

7. Does the Attachment of Equipment to the Facilities require any Make Ready Works – select Yes or No

8. Rental Commencement Date - enter the date or click to select the date from a calendar

click outside the field to validate your entry if the next question does not display

9. Please provide other associated application number(s) – enter the application number(s) and click outside the field to validate your entry

(instructions are continued on the next page)

2 Application Details (continued)

FACILITIES ACCESS (SNA)

SITE NOMINATION AGREEMENT

- JOLT / EVX

Please provide any further details regarding your application *

10


11

Remaining: 3000 characters

Back Cancel Save Continue

10. Please provide any further details regarding your application - enter as many details as possible

11. Click  when you have completed all required details

The next step in the application is [Supporting Documents](#) 

This [page](#)  lists the **mandatory and optional documents** for this application type

(instructions are continued on [page 77](#))

2 Application Details (continued)

FACILITIES ACCESS (SNA)

SITE NOMINATION AGREEMENT

• COUNCIL

A red asterisk * denotes a mandatory field

When you have selected Site Nomination Agreement and the Asset Owner is Council, you are then prompted to complete the following:

1. Are you applying for a new site or augmentation – select the relevant option
2. Specify the details of other assets you are attaching – enter the asset details
3. Then click outside the field to validate your entry

The next question then displays

4. How many sites in total are you applying for – enter the number of sites and then click outside the field to validate your entry

The next question then displays

5. Does your equipment require power – select Yes or No

6. Complete the following fields for each site:

- Street Name & Number
- Suburb
- Endeavour Energy Asset Number (if applicable)
- Structure Type – select from the list of options
- Attachment type – select from the list of options
- Material use for mounting attachment...
- Purpose of the attachment
- Proposed dates – Installation... - enter the date directly in this field or click to select from the calendar
- Proposed dates – Removal... enter the date directly or select from the calendar

(instructions are continued on the next page)

FACILITIES ACCESS (SNA)

2 Application Details (continued)

SITE NOMINATION AGREEMENT

• COUNCIL

(this page is not relevant if your equipment does not require power – go to the [next page](#))

If your **equipment does require power**, the following additional fields are displayed if you select **Yes**:

7. Please provide details required for Permission to Connect – enter the **Maximum demand** and select the **Duty cycle**

The **Daily Energy Consumption** is auto calculated based on these values

Does your equipment require power? Yes No

Street Name & Number* Suburb*

Endeavour Energy Asset Number (if applicable)

Structure Type* Attachment type*

Material used for mounting attachment which is in physical contact with Endeavour Energy Structure*

Purpose of the attachment*

Proposed dates - Installation of attachment* Proposed dates - Removal of attachment*

7 Please provide details required for Permission to Connect.

Maximum demand* Amps Duty cycle*

Daily Energy Consumption

8. Please enter your National Meter Identifier (NMI)... – click **+ Add NMI** and enter the NMI for the site. Then **click outside the field** to validate your entry

Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits) ?

S.No	NMI	Status	Site Address	Comments
No items				

+ Add NMI **8**

Reason for NMI unavailability*

Note: If you do not have a NMI, enter the reason in **Reason for NMI unavailability**

If you enter a NMI with the incorrect number of digits, an error displays.

Type over the existing NMI and click outside the field to validate your new entry.

9. Comments – when you click outside the field to validate your NMI entry, the NMI **Status** displays (Valid) and you are prompted to **enter a comment**

Note that the *Comments* field is only mandatory for invalid NMIs such as *Extinct NMI*, *Temporary Supply* or *Embedded Network NMI*

If you have multiple NMIs, click **+ Add NMI** and enter the next NMI

Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits) ?

S.No	NMI	Status	Site Address	Comments
1	43...6	Valid	HOUSE LIGHTS, 5...4AS ST, PARRAMATTA NSW 2150	9

Please provide any further details regarding your application*

Maximum 3000 characters

(instructions are continued on the [next page](#))

2 Application Details (continued)

FACILITIES ACCESS (SNA)

SITE NOMINATION AGREEMENT

- COUNCIL

Please provide any further details regarding your application *

10


11

Remaining: 3000 characters

Back Cancel Save Continue

10. Please provide any further details regarding your application - enter as many details as possible

11. Click  when you have completed all required details

The next step in the application is **Supporting Documents** 

This page  lists the **mandatory and optional documents** for this application type

(instructions are continued on page 77)

Mandatory and optional documents for this application type

Supporting documents for a Facilities Access (SNA) application		
Letter of Confirmation of Planning Activity Closure (Council and community consultation)	Optional	
EME report showing all zones	Optional	
Documentation confirming Environmental report	Optional	
All equipment mount drawings (including isolation switch locations / enclosures)	Optional	
Landowner approvals	Optional	
AS3000 Max. Demand Calculations	Mandatory	Applicable for Telcos, EV Charging and Council Powered equipment
A valid copy of Public Liability and Workers Compensation insurances	Optional	
Site Plan (showing proposed device location and network connection point)	Mandatory	
Structural strength assessment and certification	Optional	

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the address in Site Details, the next screen is Application Details

Endeavour Energy Home Saved applications Payments My cart

Site Details Application Details Supporting Documents Contact Details

1 2 3 4

Is your application related to a new connection or upgrade of a "generator" e.g. solar system, battery storage etc.

Yes No

Proceed

This will require a Generator Application. You will be redirected to our main page, then select 'Connect supply or move assets' and then click on the "Connect a generator" service. Would you like to proceed?

A red asterisk * denotes a mandatory field

1. Is your application related to a new connection or upgrade of a generator... – select the relevant response

• If you select **YES** – you are advised that you require a generator application

2. Click **proceed** to return to the Home screen (click **OK** if prompted to discard changes). Select **Connect supply or move assets** application type and then select **Connect a generator** service

OR

OR

Site Details Application Details Supporting Documents Contact Details

1 2 3 4

Is your application related to a new connection or upgrade of a "generator" e.g. solar system, battery storage etc.

Yes No

Please provide a description of your embedded network request*

This request is to convert all 8 units in one apartment block to an embedded network. I have liaised with all current retailers and NMI owners and have the required agreements.
Remaining: 2824 characters

Please enter your Parent - National Meter Identifier (NMI) associated with the site (first 10 digits).

S.No	NMI	Status
No items		

+ Add NMI

Reason for NMI unavailability*

• If you select **NO**, the next question is displayed

2. Please provide a description of your embedded network request – enter as much information as possible and then **click outside the field** to validate your entry

Additional questions will then display

3. Please enter your Parent NMI... – click **+ Add NMI**

Site Details Application Details Supporting Documents Contact Details

1 2 3 4

Please enter your Parent - National Meter Identifier (NMI) associated with the site (first 10 digits).

S.No	NMI	Status
1		

+ Add NMI

Reason for NMI unavailability*

Is there an associated load application with your embedded network application?*

Yes No

4. Enter the **Parent NMI** and then **click outside the field** to validate your entry, **OR**, if you do not have a NMI, enter a reason in the Reason for NMI unavailability field

(instructions are continued on the [next page](#))

CONNECT AN EMBEDDED NETWORK *(continued)*

2 Application Details *(continued)*

5

Is there an associated load application with your embedded network application?*

Yes No

Please provide the Endeavour Energy reference number for the associated application*

5. Is there an associated load application... - select the relevant response:

- If you select **YES** – you are prompted to enter your **Endeavour Energy reference number** (*the format of this reference number is 3 letters followed by 4 or 5 digits*)
- If you select **NO**, this question is not relevant and does not display

Is there an associated load application with your embedded network application?*

Yes No

Please provide details of the nominated Embedded Network Manager (ENM)

Company Name*

Contact Person Name*

Contact Number*

Email*

6

6. Please provide details of the nominated Embedded Network Manager – complete the following fields:

- **Company Name**
- **Contact Person Name**
- **Contact Number** (*enter the number without spaces*)
- **Email**

Endeavour Energy

Home Saved applications Payments My cart Contact us Project Number

Site Details Application Details Supporting Documents Contact Details Review Legal Disclaimer

Please enter your Parent - National Meter Identifier (NMI) associated with the site (first 10 digits).

S.No	NMI	Status
1	431 44	Valid

+ Add NMI

Is there an associated load application with your embedded network application?*

Yes No

Please provide details of the nominated Embedded Network Manager (ENM)

Company Name*

Contact Person Name*

Contact Number*

Email*

When do you need the Embedded Network registration by?*

7

8

Back Cancel Save Continue

7. When do you need the Embedded Network registration by - enter the date or select the date from the calendar

QUICK TIPS!

Date

You can enter the date directly in this field. As you enter the date the system automatically formats the date i.e. adds the forward slash /

8. Click **Continue** when you have completed all required details

The next step in the application is **Supporting Documents**

The next page lists the **mandatory and optional documents** for this application type

2 Application Details *(continued)*

Mandatory and optional documents for this application type

Supporting documents for an Embedded Network application	
Single Line Diagram	Mandatory
Switchboard Compliance Statement	Mandatory
Switchboard Construction Layout	Mandatory
List of NMI outside the Embedded Network	Optional
Confirmation of customer acceptance	Optional
Site Plan	Optional
AER Exemption Confirmation (Email, Letter, or Public Register Screenshot)	Mandatory

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the Site Details, the next screen is **Application Details**

Work near infrastructure

ASSET SUPPORT

REQUEST ACCESS OR OUTAGE

OVERHEIGHT LOAD SUPPORT

TIGER TAIL INSTALLATION OR REMOVAL

The required questions and fields are identical for:

- **Asset support**
- **Request Access or Outage**
- **Overheight load support**
- **Tiger tail installation or removal.**

A red asterisk * denotes a mandatory field

1. Please provide the asset number – enter the asset number **and then click outside the field** to validate your entry

Additional questions or fields will display as you enter or select responses

2. Preferred works date - select the date from the calendar (*use the arrows to scroll through the months / years*)

Month and year

QUICK TIPS!

*If you do not want to scroll through the values, you can **click in a field** and **type the value** e.g. click in the month field and enter the first three letters of the month e.g. mar*

(instructions are continued on the [next page](#))

2 Application Details (continued)

Intended works duration *

3 weeks 3

3. Intended works duration – enter the planned or proposed duration of works e.g. 4 hours, 2 weeks etc.

Click outside the field to validate your entry.

Please provide a detailed description of your request *

Request to install tiger tails on overhead mains between poles 12345 and 56789 for a period of 3 weeks 4

Remaining: 2897 characters

4. Please provide a detailed description of your request - enter as many details as possible of your work proposal so we can assess the request appropriately

You can upload any supporting documentation including site photos, sketches, etc. as an attachment in the next step (3 – Supporting Documents).

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications**

5. Click Continue when you have completed all required details

The next step in the application is **Supporting Documents**

Supporting documents	
Site Plan or Sketch or Photos	Mandatory

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the Site Details, the next screen is **Application Details**

A red asterisk * denotes a mandatory field

1. Select the type of network asset located near the site – select the asset type from the drop-down list

Additional questions will display after you select the type of asset

2. Please provide the network asset number if available – enter the asset number or leave this field blank if not known or not available

3. Proposed work/site distance from the network asset – enter the distance in metres or leave blank if not applicable

4. Please select the Work/Request Type – select from the drop-down list

Note: If the required option isn't listed, select **Other**. The **Specify Other** field then displays, and you can enter the work or request type

(instructions are continued on the [next page](#))

2 Application Details (continued)

Your estimated work commencement date*

11/03/2025 5

Your estimated work completion date*

Mar 2025 6

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

▼ Today × Close

Additional fields will display as you enter or select responses

5. Your estimated work commencement date - select the date from the calendar (use the arrows to scroll through the months / years)

6. Your estimated work completion date - select the date from the calendar

Month and year

QUICK TIPS!

If you do not want to scroll through the values, you can **click in a field and type the value** e.g. click in the month field and enter the first three letters of the month e.g. mar

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed (or deleted) later via **Saved Applications**

7. Please provide any further details regarding your request - enter as many details as possible so we can assess the request appropriately

You can upload any supporting documentation including site photos, sketches, etc. as an attachment in the next step (3 – Supporting Documents).

8. Click Continue when you have completed all required details

The next step in the application is **Supporting Documents**

Supporting documents	
Site Plan or Sketch or Photos	Optional

(instructions are continued on [page 77](#))

When you have entered the NMI in Site Details, the next screen is **Application Details**

The screenshot shows the 'Application Details' step in a four-step process. The 'HV Customer Number*' field is highlighted with a green circle and a callout '1'.

A red asterisk * denotes a mandatory field

1. HV Customer Number – enter the customer number and then click outside the field to validate your entry

Additional questions will display after you enter or select responses

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications**

The screenshot shows the 'Application Details' step with the 'Endeavour Energy Reference Number*' field highlighted by a green circle and callout '2'. Below it are radio button options for 'Isolation has been arranged and confirmed via our Control Room*'.

2. Please provide the Endeavour Energy Reference Number – enter the reference number

Note: By hovering over *What's this*, you can see helper text that offers instructions on what to enter in this field

3. Isolation has been arranged and confirmed via our Control Room – select the relevant response:

- If you select **NO** – you are then prompted to confirm if the **site is subject to local isolation**

The screenshot shows the 'Application Details' step with the 'Preferred Inspection Date and Time*' field highlighted by a green circle and callout '3'. The 'Isolation has been arranged and confirmed via our Control Room*' radio buttons are also visible.

- If you select **YES**, the question (*is the site subject to local isolation*) is not relevant so does not display

(instructions are continued on the next page)

2 Application Details (continued)

HIGH VOLTAGE INSPECTION *continued*

Time and Date

QUICK TIPS!

Select the **time** first and **then select the date** – the calendar view closes when you select a date.

If you do not want to scroll through the values, you can **click in a field** and **type the value** e.g. click in the month field and enter dec, or click in the minutes field and enter 30

4. Preferred Inspection Date and Time – click the **calendar icon** and select the **time** and then select the **date**

Use the arrows to scroll through the times and dates or enter directly (see Quick Tips)

If you click on the calendar again **to change the time**, select the new time and then click on the date again

Hover over **?** to view helper text / additional guidance

5

6

5. Please provide any further details regarding your request - enter as many details as possible so we can assess the request appropriately

6. Click **Continue** when you have completed all required fields

The next step in the application is **Supporting Documents**

Supporting documents for a High Voltage Inspection application

Certificate of Compliance for Electrical Work (CCEW)	Mandatory
Single Line Diagram	Mandatory
High Voltage Customer Installation Safety Management Plan	Optional
Network Control Outage Notification	Optional
Permission to Connect letter (when applicable)	Optional
Earth Grid Test Reports	Optional
Cable Test reports	Optional
Switchgear onsite test report	Optional
Transformer Test reports	Optional

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the NMI in Site Details, the next screen is **Application Details**

Site Details Application Details Supporting Documents

Please provide the asset number (substation/pillar/other) *

1

A red asterisk * denotes a mandatory field

1. Please provide the asset number – enter the asset number and **then click outside the field** to validate your entry

Additional questions will display as you enter or select responses

Site Details Application Details Supporting Documents Contact Details

Please provide the asset number (substation/pillar/other) *

DS19815

Is the asset an indoor substation or within an indoor substation? *

Yes No

2

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

Preferred Isolation Date & Time ? *

2. Is the asset an indoor substation or within an indoor substation – select the relevant response:

- If you select **YES** – you are advised that this work requires full Endeavour Energy supervision
- If you select **NO**, this note is not displayed

Home Saved applications Payments My

Site Details Application Details Supporting Documents Contact Details

Please provide the asset number (substation/pillar/other) *

DS19815

Is the asset an indoor substation or within an indoor substation? *

Yes No

Preferred Isolation Date & Time ? *

3

Jan 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

8 : 22 AM

Today Close

3. Preferred Isolation Date & Time – click the **calendar icon** and select the **time** and then select the **date**

Use the arrows to scroll through the times and dates

Time and Date

QUICK TIPS!

Select the **time** first and **then select the date** – the calendar view closes when you select a date.

If you do not want to scroll through the values, you can **click in a field** and **type the value** e.g. click in the month field and enter mar, or click in the minutes field and enter 30

If you click on the calendar again **to change the time**, select the new time and then click on the date again

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications**

(instructions are continued on the [next page](#))

LOW VOLTAGE SUB ISOLATION AND ENERGISATION *continued*

2 Application Details *(continued)*

Preferred Isolation Date & Time [?]*

Preferred Restoration Date & Time [?]*

4

4. Preferred Restoration Date & Time – click the **calendar icon** and select the **time** and then select the **date**

If you click on the calendar again **to change the time**, select the new time and then click on the date again

Hover over [?] to view helper text

[?]*
 Whenever changing the time please click on date again for change of time to be saved.

Zoom

QUICK TIPS!

Press **CTRL +** or **CTRL –** on your keyboard to zoom in or out on this page to display the Installation Inspector requirement guide (double tap or pinch to zoom in on an iPad or mobile device)

Are you working on Endeavour Energy's isolated equipment such as LV circuit breaker or fuse? ^{*}

Yes No

Installation Inspector Requirement Guide

Low voltage Access Authority (LVAA) Required

Padmount substation

HV Transformer LV

Service/ consumer mains

Operating Agreement Required

Main switchboard

SPD

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

- Installation of a new service/consumers mains into padmount substation
- Replacement of existing service/consumers mains into padmount new substation
- Relocation 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).

If further guidance is required, please contact Inspections via inspection@endeavourenergy.com.au

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

Detailed description & scope of work being undertaken ^{*}

Remaining: 3000 characters

Back Cancel Save Continue

5

5. Are you working on EE's isolated equipment such as LV circuit breaker or fuse

- If you select **NO**, you are prompted to enter a **Detailed description** of the work (and there are no further questions on the Application Details step)

Continue

6. Click **Continue** to proceed to the next screen - Supporting Documents

(instructions are continued on [page 77](#))

6

OR

OR

Are you working on Endeavour Energy's isolated equipment such as LV circuit breaker or fuse? ^{*}

Yes No

Installation Inspector Requirement Guide

Low voltage Access Authority (LVAA) Required

Padmount substation

HV Transformer LV

Service/ consumer mains

Operating Agreement Required

Main switchboard

SPD

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

- Installation of a new service/consumers mains into padmount substation
- Replacement of existing service/consumers mains into padmount new substation
- Relocation 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).

If further guidance is required, please contact Inspections via inspection@endeavourenergy.com.au

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

Will there be an authorised person to accept LVAA? ^{*}

Yes No

5

5. Are you working on EE's isolated equipment such as LV circuit breaker or fuse

- If you select **YES**, additional questions will display

(instructions are continued on the [next page](#))

LOW VOLTAGE SUB ISOLATION AND ENERGISATION *continued*

2 Application Details (*continued*)

6. Will there be an authorised person to accept LVAA (Low Voltage Access Authority)

- If you select **YES**, a prompt requests that you provide the details of the authorised person in the later **ASP** section (*this is on step 4 – Contact Details*)

7. Detailed description & scope of work being undertaken - enter as many details as possible so we can assess the request appropriately

8. Click to proceed to the next screen - [Supporting Documents](#)

(instructions are continued on [page 77](#))

OR

OR

6. Will there be an authorised person to accept LVAA (Low Voltage Access Authority)

- If you select **NO**, an additional LVAA question will display (see below)

7. Is Endeavour Energy required to provide a staff member to hold the LVAA – select Yes or No

8. Detailed description & scope of work being undertaken - enter as many details as possible so we can assess the request appropriately

9. Click to proceed to the next screen - [Supporting Documents](#)

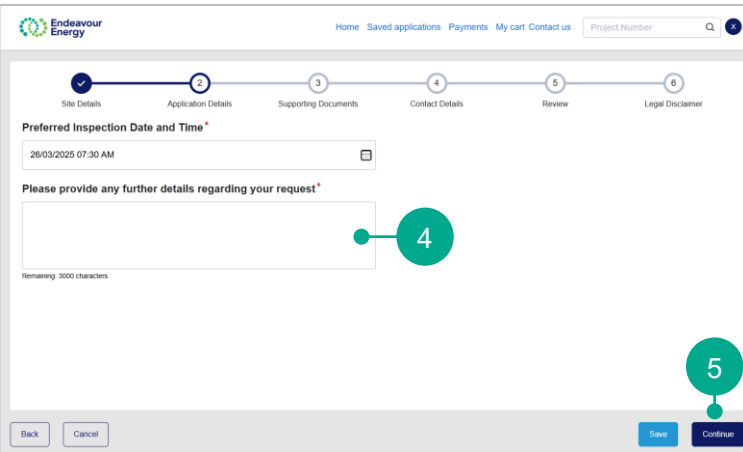
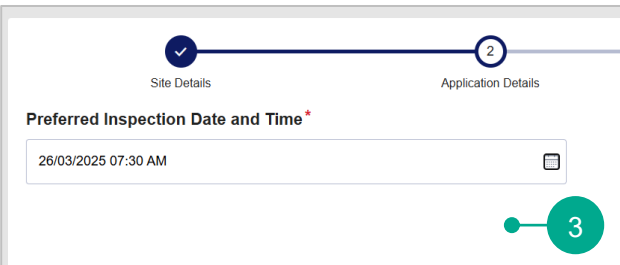
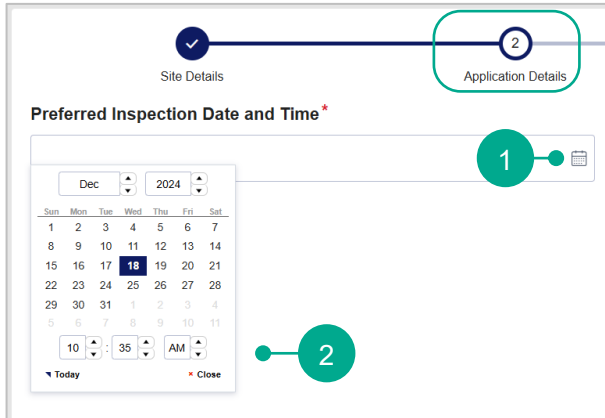
(instructions are continued on [page 77](#))

Supporting documents for a Low Voltage Sub Isolation and Energisation

Certificate of Compliance for Electrical Work (CCEW)	Mandatory
Switchboard Review Letter	Mandatory
Permission to Connect Letter (mandatory if this is a new installation or an upgrade with a change in load)	Optional
Photo of asset (substation/pillar/other)	Optional

2 Application Details

When you have entered the NMI on the Site Details step, the next screen is **Application Details**



A red asterisk * denotes a mandatory field

1. **Preferred Inspection Date and Time** – click to display the calendar

2. Select the **time** and then select the **date**
(use the arrows to scroll through the times and dates or enter directly – see Quick Tips)

Time and Date QUICK TIPS!

Select the **time** first and **then select the date** – the calendar view closes when you select a date.

If you do not want to scroll through the values, you can **click in a field** and **type the value** e.g. click in the month field and enter mar, or click in the minutes field and enter 30

3. **Click outside the field** to validate your entry

4. **Please provide any further details regarding your request** - enter as many details as possible so we can assess the request appropriately

You can upload the CCEW as an attachment in the next step (Supporting Documents)

5. **Click** when you have completed all required details

The next step in the application is **Supporting Documents**

Supporting documents for a Hazardous Inspection application	
Certificate of Compliance for Electrical Work (CCEW)	Mandatory

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the NMI on the Site Details step, the next screen is **Application Details**


A red asterisk * denotes a mandatory field

Additional questions or fields will display as you enter responses

1. **Please provide the Endeavour Energy Reference Number *** – enter the reference number
Note: By hovering over *What's this*, you can see helper text that offers instructions on what to enter in this field
2. **Service and Installation Rules Clause Number** - specify the clause(s) that applies to your exemption eligibility
3. **Please provide any further details regarding your request** - enter as many details as possible so we can assess the request appropriately

You can upload a site plan as an attachment in the next step (3 – Supporting Documents).

4. Click  when you have completed all required details

The next step in the application is **Supporting Documents** 

Supporting documents for a Dispensation Request application

Site Plan	Mandatory
-----------	-----------

(instructions are continued on [page 77](#))

2 Application Details

When you have entered the NIM (Site Details screen), the next step is **Application Details**

A red asterisk * denotes a mandatory field

1. Please provide the Endeavour Energy Reference Number – enter the reference number and then click outside the field to validate your entry

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications**

2. Please provide any further details regarding your request - enter as many details as possible

3. Click **Continue** when you have completed all required details

The next step in the application is **Supporting Documents**

Supporting documents for a Switchboard Review application

Single Line Diagram	Mandatory
Signed Switchboard Compliance Statement	Mandatory
Switchboard Construction Layout	Mandatory

Note: For Switchboard Reviews, there is a link to download the template for the **Signed Switchboard Compliance Statement** on the **Supporting Documents** screen

(instructions are continued on [page 77](#))

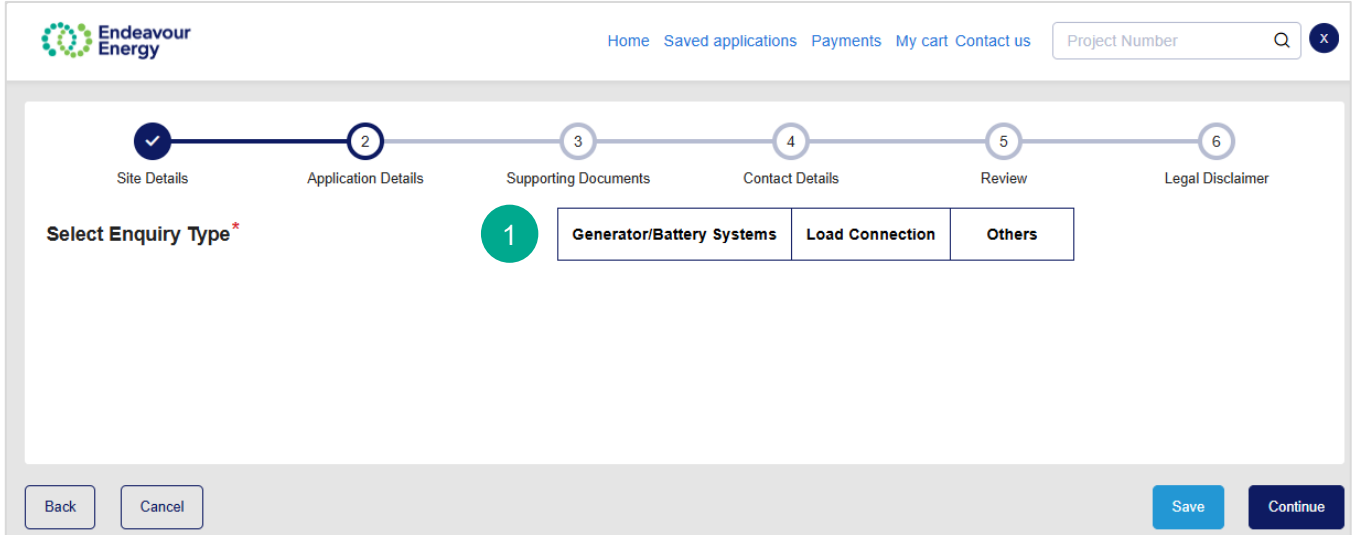
Make an enquiry

ENQUIRY

2 Application Details

When you have entered the address on the Site Details step, the next screen is **Application Details**

A red asterisk * denotes a mandatory field



Submit an enquiry if you:

- Are at the early stages of a data centre or load connection development and need guidance on technical solutions and/or a connection proposal?
- Are at the early stages of a >= 5MW generator system development and need to request a Preliminary Enquiry Response (PER) or Detailed Enquiry Response (DER)?
- Are at the early stages of a <5MW generator system development and need guidance on technical solutions and/or information?
- Have other general enquiries that do not fit into any other categories.

1. **Select Enquiry Type** – select the relevant option (**Generator/Battery Systems**, **Load Connection** or **Others**)

• **GENERATOR/BATTERY SYSTEMS**

follow steps on [next page](#)

• **LOAD CONNECTION**

Data Centre - follow steps on [page 68](#)

Other load - 15MVA and above – follow steps on [page 70](#)

Other load - less than 15MVA – follow steps on [page 72](#)

• **OTHERS**

follow steps on [page 74](#)

Make an enquiry

ENQUIRY

A red asterisk * denotes a mandatory field

When you have selected the Enquiry Type **Generator/Battery Systems**, you are then prompted to complete the following:

1. What is the Total Generation Export Capacity – enter the value in KW and then [click outside the field](#) to validate your entry

Note: Enter the value in KW e.g. 4500 and the system will auto format this to MW. e.g. 4.50 MW

2. Select Generation Type – select the relevant option

- If you entered an **export capacity less than 5MW / 5000kW** you are prompted to confirm the estimated connection date (follow steps on the [next page](#))

- If you entered an **export capacity greater than or equal to 5MW / 5000kW** your request will be treated as a complex enquiry, and you will be required to provide additional information. You are prompted to **Select Type of Response required** (follow steps on [page 66](#))



2 Application Details

Generator/Battery Systems

Export capacity less than 5MW

OR

OR

Export capacity 5MW and above

Make an enquiry

ENQUIRY

2 Application Details

Generator/Battery Systems

Export capacity less than 5MW

For export capacity < 5MW/5000kW you are then prompted to complete the following:

What is the Total Generation Export Capacity?*

4.50 MW

Please check that the value is correct. When editing, always enter the value in kW (e.g. enter 5000 to display as 5 MW)

Select Generation Type*

Solar

What is the estimated connection date?*

29/04/2026

Is there any associated Endeavour Energy application?*

Yes No

Please provide the Endeavour Energy reference number for any associated applications*

ABC12345

3. What is the estimated connection date - enter the date or click to select the date from a calendar

QUICK TIPS!

Connection date

You can enter the date directly in this field. As you enter the date the system automatically formats the date i.e. adds the forward slash /

4. Is there an associated Endeavour Energy application... - select the relevant response:

- If you select **YES** – you are prompted to enter your **Endeavour Energy reference number** (the format of this reference number is 3 letters followed by 4 or 5 digits)
- If you select **NO**, this question is not relevant and does not display

What is the Total Generation Export Capacity?*

4.50 MW

Please check that the value is correct. When editing, always enter the value in kW (e.g. enter 5000 to display as 5 MW)

Select Generation Type*

Solar

What is the estimated connection date?*

29/04/2026

Is there any associated Endeavour Energy application?*

Yes No

Please provide the Endeavour Energy reference number for any associated applications*

ABC12345

Please provide a detailed description of your request*

Remaining: 3000 characters

Back Cancel Save Continue

5. Please provide a detailed description of your request - enter as many details as possible so we can assess the request appropriately

6. Click **Continue** when you have completed all required details

[This page](#) lists the mandatory and optional documents for this application type

The next step in the application is **Supporting Documents**

Make an enquiry

ENQUIRY

2 Application Details

Generator/Battery Systems

Export capacity 5MW and above

For export capacity $\geq 5\text{MW}/5000\text{kW}$ you are then prompted to complete the following:

Select Enquiry Type*

Generator/Battery Systems | Load Connection | Others

What is the Total Generation Export Capacity?*

6.00 MW

Please check that the value is correct. When editing, always enter the value in kW (e.g. enter 5000 to display as 5 MW)

Select Generation Type*

Solar

Select Type of Response required* 3

Preliminary Enquiry Response (PER) | Detailed Enquiry Response (DER)

3. Select Type of Response required – select the relevant option:

Preliminary Enquiry Response (PER) or Detailed Enquiry Response (DER)

Select Type of Response required*

Preliminary Enquiry Response (PER) | Detailed Enquiry Response (DER)

Have you received an associated Preliminary Enquiry Response (PER)?*

Yes | No 4

Please provide the Endeavour Energy reference number for the Preliminary Enquiry*

If you select Detailed Enquiry Response (DER) the following question displays:

4. Have you received an associated Preliminary Enquiry Response (PER) – select the relevant option:

- If you select YES – you are prompted to enter your Endeavour Energy reference number for the Preliminary Enquiry
- If you select NO, this question does not display

Please specify type of plant* 5

What is the expected energy production and consumption?

MWh per month

What is the plant type and configuration?*

Please describe the nature of any disturbing source of load?*

Remaining: 2992 characters

5. For both response types (PER and DER) you are prompted to enter the following:

- Please specify type of plant
- What is the expected energy production and consumption (enter the MWh per month)
- What is the plant type and configuration
- Please describe the nature of any disturbing source of load

(instructions are continued on the next page)

Make an enquiry

ENQUIRY

2 Application Details

Generator/Battery Systems

Export capacity 5MW and above

What technology will be used for the proposed production unit?*

 6

Please specify amount and timing of power required during construction or any auxiliary power requirements*

 6

What is the estimated connection date?*

 7

Is there any associated Endeavour Energy application?*

Yes No 8

Please provide the Endeavour Energy reference number for any associated applications*

 8

6. You are then prompted to enter the following:

- **What technology will be used for the proposed production unit**
- **Please specify amount and timing of power required during construction or any auxiliary power requirements**

7. **What is the estimated connection date** - enter the date or click to select the date from a calendar

8. **Is there an associated Endeavour Energy application...** - select the relevant response:

- If you select **YES** – you are prompted to enter your **Endeavour Energy reference number** (*the format of this reference number is 3 letters followed by 4 or 5 digits*)
- If you select **NO**, this question is not relevant and does not display

Is there any associated Endeavour Energy application?*

Yes No

Please provide the Endeavour Energy reference number for any associated applications*

Please provide a detailed description of your request*

 9

Remaining: 3000 characters

10

Back Cancel Save Continue

9. **Please provide a detailed description of your request** - enter as many details as possible so we can assess the request appropriately

10. Click when you have completed all required details

[This page](#) lists the mandatory and optional documents for this application type

The next step in the application is **[Supporting Documents](#)**

Make an enquiry

ENQUIRY

2 Application Details

Load Connection

When you have selected the Enquiry Type **Load Connection**, you are then prompted to complete the following:

1. Type of Development proposed – select the relevant option

Site Details Application Details Supporting Documents Contact Details Review Legal

Select Enquiry Type*
 Generator/Battery Systems **Load Connection** Others

Type of Development proposed*
 1 Data Centre Other load - 15MVA and above Other load - less than 15MVA

The following questions display for Load Connection - Data Centre:

Hover over to view helper text / additional guidance

2. What is your estimated total demand – enter the value in MVA

Site Details Application Details Supporting Documents Contact Details Review Legal Disclaimer

Select Enquiry Type*
 Generator/Battery Systems **Load Connection** Others

Type of Development proposed*
 Data Centre Other load - 15MVA and above Other load - less than 15MVA

What is your estimated total demand? *
 | 2 This total should include demand for the entire property. For example, If the development comprises of four strata title units, you should not enter the load details of each unit. Instead, the total demand for the entire strata title development shall be provided in this application. If a new granny flat load is being added to the property, total demand should include existing load of the property plus the new load of granny flat.

3. Select Type of Response required – select the relevant option.

Refer to the Type of Response information displayed here for guidance to select the type of response required

Type of Response

- Advice (Network Capacity/Connectivity)** - you are at the exploration phase of your project and are looking for initial network capacity and connection options for your project.
- Options Assessment (Review options and High-level time/cost)** - you are in the development phase of your project that includes Endeavour Energy led augmentation work and require a high-level estimate of the time and cost for Endeavour to complete these works, or some guidance on potential feasible options for connection from an engineering perspective. NOTE: This service is for Endeavour works only (and excludes ASP contestable scope) after you have received initial advice on Network capacity/ connectivity.
- Feasibility Study (Preferred Options/Route/Augmentations)** - you are in a more advanced development phase of your project and require more scoping and/or certainty with your preferred option(s) or key project aspects before proceeding. The order of accuracy will be higher than for an Options Assessment.
- Connection Proposal** - you are looking to connect a large load to the network and require a Connection Proposal to outline the connection solution and process prior to submitting a Connection of Load Application. Note: these can come at a high cost and should only be considered by customers with welldeveloped plans.
- Other** - for any enquiry that does not fit into the other categories

Select Type of Response required? *
 Select... 3

(instructions are continued on the [next page](#))

Make an enquiry

ENQUIRY

2 Application Details

Select Type of Response required?*

Advice (Network Capacity/Connectivity) ▾

Intended workload type?* 6

Hybrid ▾

Status of land acquisition?*

State Significant Development Application (SSDA) process status?*

Please provide Consultant details*

Are you open to a “flexible” arrangement with agreed curtailment requirements?*

Yes	No
-----	----

6. You are then prompted to select or enter the following:

- **Intended workload type**
- **Status of land acquisition**
- **State Significant Development Application (SSDA) process status**
- **Please provide Consultant details**
- **Are you open to a “flexible” arrangement with agreed curtailment requirements**

What is the estimated connection date?*

31/05/2026 7

Is there any associated Endeavour Energy application?* 8

Yes	No
-----	----

Please provide the Endeavour Energy reference number for any associated applications*

ABC12345

7. **What is the estimated connection date** - enter the date or click to select the date from a calendar

8. **Is there an associated Endeavour Energy application...** - select the relevant response:

- If you select **YES** – you are prompted to enter your **Endeavour Energy reference number** (*the format of this reference number is 3 letters followed by 4 or 5 digits*)
- If you select **NO**, this question is not relevant and does not display

Please provide a detailed description of your request*

9

Remaining: 3000 characters

10

Back Cancel Save Continue

9. **Please provide a detailed description of your request** - enter as many details as possible so we can assess the request appropriately

10. Click **Continue** when you have completed all required details

[This page](#) lists the mandatory and optional documents for this application type

The next step in the application is **[Supporting Documents](#)**

Make an enquiry

ENQUIRY

2 Application Details

Load Connection

When you have selected the Enquiry Type **Load Connection**, you are then prompted to complete the following:

1. **Type of Development proposed** – select the relevant option

Select Enquiry Type*

Generator/Battery Systems	Load Connection	Others
---------------------------	------------------------	--------

Type of Development proposed*

1	Data Centre	Other load - 15MVA and above	Other load - less than 15MVA
----------	-------------	------------------------------	------------------------------

The following questions display for Load Connection – Other load – 15MVA and above:

2. **What is your estimated total demand** – enter the value in MVA
3. **Development Type** – enter the value

Select Enquiry Type*

Generator/Battery Systems	Load Connection	Others
---------------------------	------------------------	--------

Type of Development proposed*

Data Centre	Other load - 15MVA and above	Other load - less than 15MVA
-------------	-------------------------------------	------------------------------

What is your estimated total demand? ? *

 MVA **2**

Development type*

 3

Type of Response

- Advice (Network Capacity/Connectivity)** - you are at the exploration phase of your project and are looking for initial network capacity and connection options for your project.
- Options Assessment (Review options and High-level time/cost)** - you are in the development phase of your project that includes Endeavour Energy led augmentation work and require a high-level estimate of the time and cost for Endeavour to complete these works, or some guidance on potential feasible options for connection from an engineering perspective. NOTE: This service is for Endeavour works only (and excludes ASP contestable scope) after you have received initial advice on Network capacity/connectivity.
- Feasibility Study (Preferred Options/Route/Augmentations)** - you are in a more advanced development phase of your project and require more scoping and/or certainty with your preferred option(s) or key project aspects before proceeding. The order of accuracy will be higher than for an Options Assessment.
- Connection Proposal** - you are looking to connect a large load to the network and require a Connection Proposal to outline the connection solution and process prior to submitting a Connection of Load Application. Note: these can come at a high cost and should only be considered by customers with well developed plans.
- Other** - for any enquiry that does not fit into the other categories

Refer to the Type of Response information displayed here for guidance to select the type of response required

Select Type of Response required?*

4. **Select Type of Response required** – select the relevant option.

Select Type of Response required?*

 4

(instructions are continued on the [next page](#))

Make an enquiry

ENQUIRY

2 Application Details

Do you intend to be a HV Customer?*

Yes No **5**

Select preferred security level (redundancy)*

N-1 Level N Level Explore both N/N-1 level

5. Do you intend to be a HV Customer - select the relevant response:

- If you select **YES** – you are prompted to **Select preferred security level (redundancy)** (N-1 Level, N Level or Explore both N/N-1 level)
- If you select **NO**, this question is not relevant and does not display

What is the estimated connection date?*

30/04/2026 **6**

Is there any associated Endeavour Energy application?*

Yes No **7**

Please provide the Endeavour Energy reference number for any associated applications*

ABC12345

Please provide a detailed description of your request*

8

Remaining: 3000 characters

Back Cancel

6. What is the estimated connection date - enter the date or click to select the date from a calendar

7. Is there an associated Endeavour Energy application... - select the relevant response:

- If you select **YES** – you are prompted to enter your **Endeavour Energy reference number** (the format of this reference number is 3 letters followed by 4 or 5 digits)
- If you select **NO**, this question does not display

8. Please provide a detailed description of your request - enter as many details as possible so we can assess the request appropriately

Do you intend to be a HV Customer?*

Yes No

Select preferred security level (redundancy)*

N-1 Level N Level Explore both N/N-1 level

What is the estimated connection date?*

30/04/2026

Is there any associated Endeavour Energy application?*

Yes No

Please provide a detailed description of your request*

Remaining: 3000 characters

Back Cancel **9** Save Continue

9. Click when you have completed all required details

This [page](#) lists the mandatory and optional documents for this application type

The next step in the application is **Supporting Documents**

Make an enquiry

ENQUIRY

2 Application Details

Load Connection

When you have selected the Enquiry Type **Load Connection**, you are then prompted to complete the following:

1. **Type of Development proposed** – select the relevant option

Select Enquiry Type*

Generator/Battery Systems | **Load Connection** | Others

Type of Development proposed* 1

Data Centre | Other load - 15MVA and above | **Other load - less than 15MVA**

The following questions display for Load Connection – Other load – 15MVA and above:

2. **What is your estimated total demand** – enter the value in MVA
Hover over ? to view helper text / additional guidance
3. **Development Type** – enter the value
4. **Is this enquiry related to EV charging** – select the relevant response

Select Enquiry Type*

Generator/Battery Systems | **Load Connection** | Others

Type of Development proposed*

Data Centre | Other load - 15MVA and above | **Other load - less than 15MVA**

What is your estimated total demand? ? *

2 MVA

Please check that the value is correct. When editing, always enter the value in kVA (e.g. enter 5000 to display as 5 MVA)

Development type*

3

Is this enquiry related to EV charging?*

Yes 4 | No

(instructions are continued on the [next page](#))

Make an enquiry

ENQUIRY

2 Application Details

5. Do you intend to be a HV Customer - select the relevant response:

- If you select **YES** – you are prompted to **Select preferred security level (redundancy)** (*N-1 Level, N Level or Explore both N/N-1 level*)
- If you select **NO**, this question is not relevant and does not display

Do you intend to be a HV Customer?* **5**

Yes No

Select preferred security level (redundancy)*

N-1 Level N Level Explore both N/N-1 level

6. What is the estimated connection date - enter the date or click to select the date from a calendar

What is the estimated connection date?*

28/04/2026 **6**

7. Is there an associated Endeavour Energy application... - select the relevant response:

- If you select **YES** – you are prompted to enter your **Endeavour Energy reference number** (*the format of this reference number is 3 letters followed by 4 or 5 digits*)
- If you select **NO**, this question does not display

8. Please provide a detailed description of your request - enter as many details as possible so we can assess the request appropriately

9. Click when you have completed all required details

What is the estimated connection date?*

28/04/2026

Is there any associated Endeavour Energy application?* **7** Yes No

Please provide the Endeavour Energy reference number for any associated applications*

ASD89652

Please provide a detailed description of your request*

8

Remaining: 3000 characters

9

Back Cancel Save Continue

[This page](#) lists the mandatory and optional documents for this application type

The next step in the application is [Supporting Documents](#)

Make an enquiry

ENQUIRY

2 Application Details

Others

When you have selected the Enquiry Type **Others**, you are then prompted to complete the following:

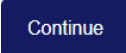
1. What does the enquiry relate to – select the relevant option


2. What is the estimated connection date – select the time and date (*use the arrows to scroll through the times and the calendar or enter directly*)


3. Is there an associated Endeavour Energy application... - select the relevant response:

- If you select **YES** – you are prompted to enter your **Endeavour Energy reference number** (*the format of this reference number is 3 letters followed by 4 or 5 digits*)
- If you select **NO**, this question does not display

4. Please provide a detailed description of your request - enter as many details as possible so we can assess the request appropriately

5. Click  **when you have completed all required details**

[This page](#)  lists the mandatory and optional documents for this application type

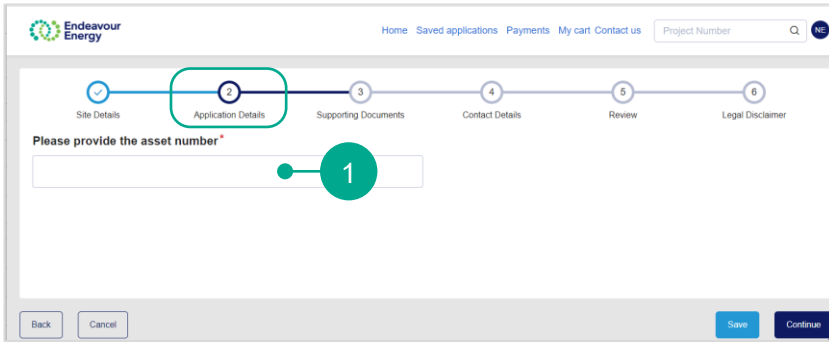
The next step in the application is **[Supporting Documents](#)** 

Make an enquiry

SUBSTATION ENQUIRY

2 Application Details

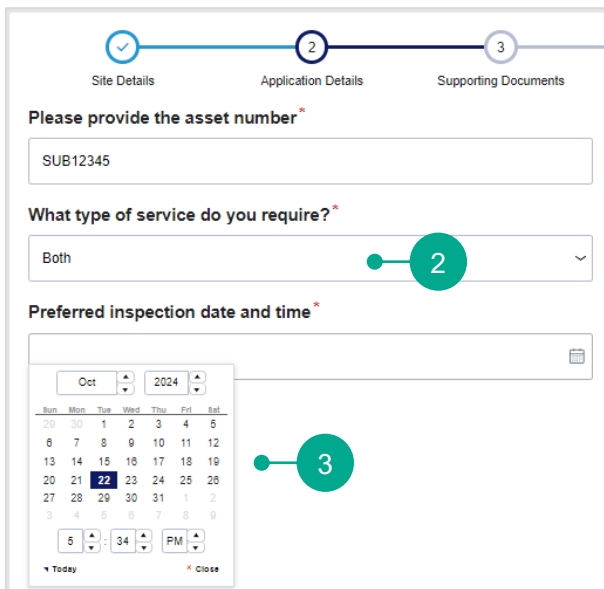
When you have entered the address on the Site Details step, the next screen is **Application Details**



A red asterisk * denotes a mandatory field

- 1. Please provide the asset number** – enter the asset number and then click outside the field to validate your entry

Additional questions or fields display as you enter responses



- 2. What type of service do you require?** – select the required option (**Load History / Site Visual Inspection / Both**)

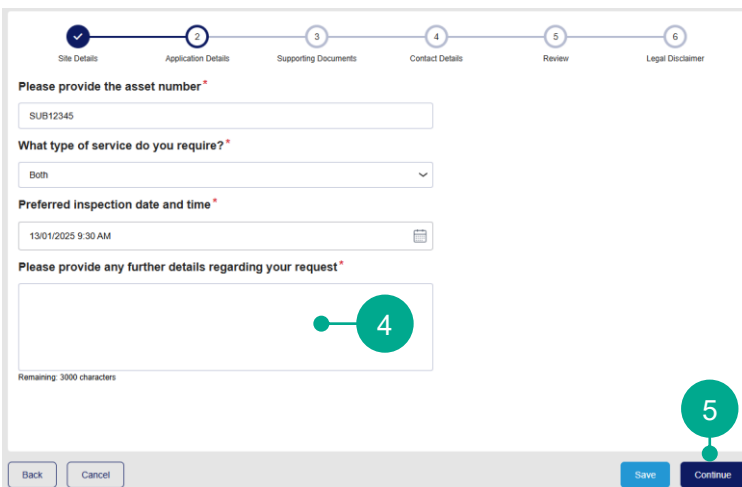
- 3. Preferred inspection date and time** – select the time and date (*use the arrows to scroll through the times and the calendar or enter directly*)

Time and Date

QUICK TIPS!


Select the **time** first and **then select the date** – the calendar view closes when you select a date.


If you do not want to scroll through the values, you can **click in a field** and **type the value** e.g. click in the month field and enter dec, or click in the minutes field and enter 30



- 4. Please provide a detailed description of your request** - enter as many details as possible of your work proposal so we can assess the request appropriately

You can upload a site plan, sketch or photos as attachments in the next step (*Supporting Documents*)

- 5. Click ** when you have completed all required fields

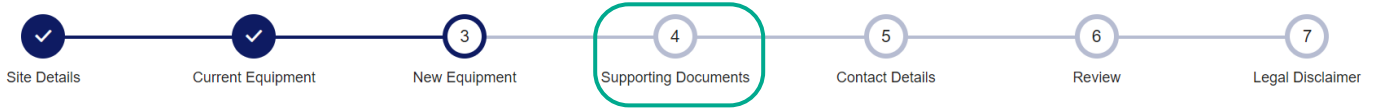
The next step in the application is **Supporting Documents** 

(instructions are continued on [page 77](#))

Note: If you click **Save** or **Cancel** on this page, your enquiry can be edited and completed or deleted via **Saved Applications**

Make an enquiry

2 Application Details



Mandatory and optional documents for this application type

ENQUIRY

Supporting documents for an Enquiry	
Site Plan or Sketch or Photos	Mandatory - All
Expected load ramp rate including anchor tenant status*	Only for 'Data centre' and 'Other load - 15MVA and above'
State Significant Development Application (SSDA) related documents*	Only for 'Data centre' and 'Other load - 15MVA and above'
Overall delivery program*	Only for 'Data centre' and 'Other load - 15MVA and above'
HV Masterplan Review	Other load - less than 15MVA and Other load - 15MVA and above

SUBSTATION ENQUIRY

Supporting documents for a Substation Enquiry	
Site Plan or Sketch or Photos	Mandatory

(instructions are continued on the [next page](#))

3 Supporting Documents

When you have completed Application Details, the next step is **Supporting Documents**

A red asterisk * denotes a mandatory attachment or field

Mandatory attachments differ depending on the application type

1. Click Attach

2. To upload the documents:

- **Drag and drop documents** into the box

OR

- Click **Select files** to select the files from your drive.

The files are listed. Repeat step 2 if you have more files to attach.

3. Click Attach when you have uploaded all relevant documents.

4. **Select the checkbox** for each document type you have attached.

5. Click Continue when you have completed all required details.

The next step in the application is **Contact Details**

No documents to attach?

If you do not upload and attach the documents, you must populate the reason for not uploading the required documents.

4 Contact Details

When you have attached the Supporting Documents, the next step is **Contact Details**

! Contact types differ depending on the application type. You may be prompted to enter any of the following:

- **Applicant**
- **Site Contact**
- **Property Owner**
- **Developer**
- **ASP**

Applicant details

Your **Contact Name, Company Name, Contact Number, Email and Address** are prepopulated from your Customer Portal user profile (these fields are greyed out and cannot be changed here)

1. **Contact Number** – change, if required
2. **Address** – this can also be changed, if required

A red asterisk * denotes a mandatory field

Contact types differ depending on the application type so you may not be prompted to enter these details

Site Contact / Developer/ Property Owner details

3. If the **Site Contact or Developer or Property Owner details are the same** as the applicant details, select the **Same as Applicant** checkbox.

If the details **are not the same** as the Applicant details, you will need to manually enter the contact information.

(instructions are continued on the next page)

i If your application type prompts you to enter a site contact, they will receive an email when you submit your application (the email advises that they have been nominated as a site contact for this project).

4 Contact Details *continued*

ASP details

Home **Saved applications** Payments My cart Contact us Project Number

Site Details Application Details Supporting Documents **Contact Details** Review Legal Disclaimer

Please provide Developer's details

The Developer is an individual or company on whose behalf the building or electrical work is being done. This may be the owner of the land for new or modified building works.

Same as Applicant

Contact Name Nicola	Company Name NA	Contact Number 0410	Email N...@gmail.com
Street Number 10	Street Name Darcy Street	Suburb Parramatta	Post Code 2150
State NSW			

Is there an Accredited Service Provider associated with this application? Yes No

ASP1 – Construction **ASP2 – Connection** **ASP3 – Design**

Contact Name *	Contact Name *
Company Name	Company Name
NA if not applicable	NA if not applicable
Contact Number *	Contact Number *
Email *	Email *
ASP Accreditation number	ASP Accreditation number
Address	Address
Street Number	Street Number
Street Name *	Street Name *
Suburb *	Suburb *
Post Code *	Post Code *
State *	State *

Back **Cancel** Save **Continue**

4. Is there an Accredited Service Provider... - if prompted, select the relevant response:

- If there is no ASP - select **NO** and go to step 5 below

OR

- If there is an ASP or ASPs, select **YES**

Select the checkbox for the relevant type or types:

- **ASP1 – Construction**
- **ASP2 – Connection**
- **ASP3 - Design**

Enter the details for the ASP or ASPs

- 5.** Click **Continue** when you have completed all required details

The next step in the application is Review

Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications** (top of the screen)

(instructions are continued on page 80)


5 Review

When you have reviewed or entered the Contact Details, the next screen is **Review**

1. **Scroll down** the page to review all the information you have entered and check the details are correct


Note: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications**

2. If you need to make any changes, **click**  to go back to each previous screen

Alternatively, click on the step at the top of the page to jump to that page e.g.  Site Details

Make the required changes and click  to save the changes and move through each page

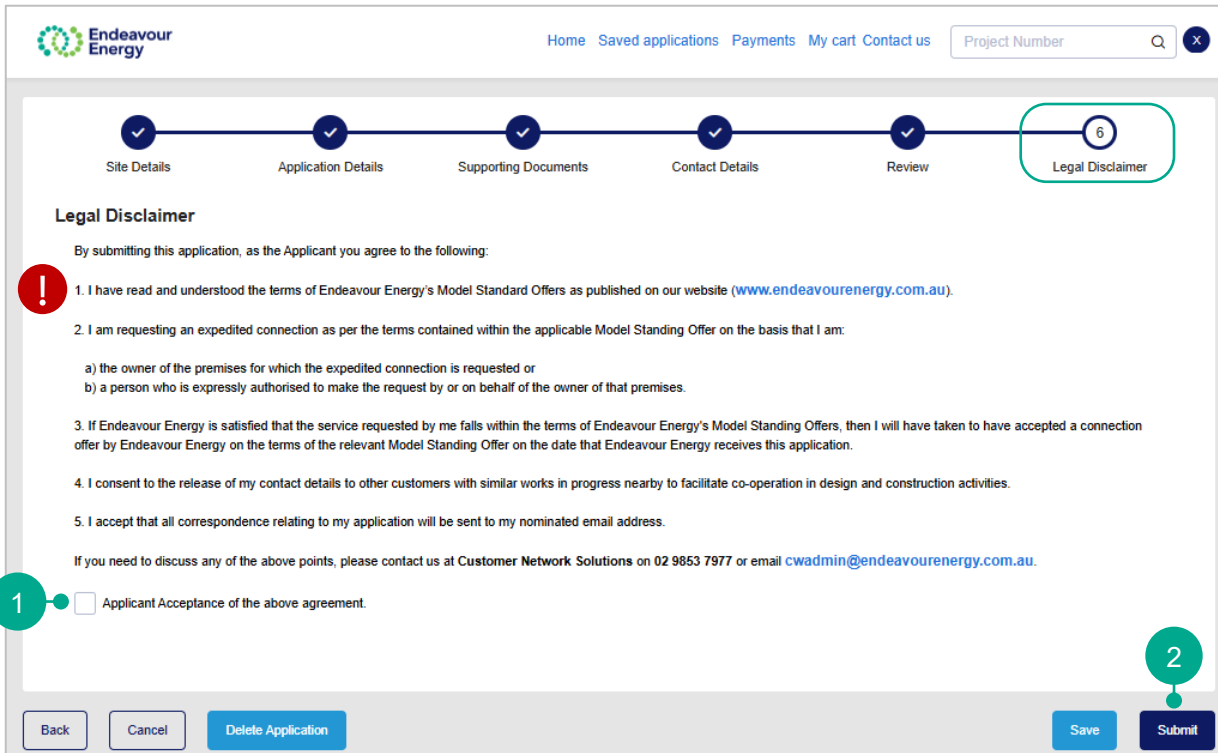
3. When you have reviewed the information, **click** 

The next step in the application is [Legal Disclaimer](#) 

(instructions are continued on [page 81](#))

6 Legal Disclaimer


When you have reviewed the application, the next screen is **Legal Disclaimer**



! *Note: The wording of the Legal Disclaimer differs depending on the application type*

Read the Legal Disclaimer

1. If you want to proceed with the application, **select** the Applicant Acceptance of the above agreement checkbox
2. **Click**  to proceed

The next step in the application is Payment Lodgement 

(instructions are continued on page 82)

Note: If you do not want to proceed with the application, click **Delete Application**

Note: If you click **Save > Save and close** on this page, you can access your application via the Saved applications link at the top of the screen.

Thank you for your application submission

OR

Payment Lodgement

When you have read and accepted the Legal Disclaimer, the next screen is either:

- **Thank you for your application submission** – if there is no fee so **no payment required**
- OR**
- **Payment Lodgement** – if there is a fee so **payment is required**

Thank you for your application submission

Thank you for your application submission.

The application will now progress to assessment unless all required documents have not been received. We will send you an email confirming your Endeavour Energy reference number and provide you with a copy of your submitted application form for your reference.

To follow the progress of your submitted application/connection project, please visit the Endeavour Energy Connections Portal.

For any enquiries, please don't hesitate to contact us.

Customer Ne
P: 02 9853 7
E: [cwadmin](mailto:cwadmin@endeavourenergy.com.au)

Thank you for your application submission.

Permission to Connect letter will be issued to you and the nominated Retail customer/Property owner via email. You can also access it from our Connections Portal under Project dashboard.

For any enquiries, please don't hesitate to contact us.

Customer Network Solutions
P: 02 9853 7977
E: cwadmin@endeavourenergy.com.au

Close

Close

1

1. **Click** . You are returned to the Connections Portal Home page.

OR

OR

Payment Lodgement

Endeavour Energy

Home Saved applications Payments My cart Contact us Project Number

Payment Lodgement

Thank you for your Application Submission.
To progress your application to assessment, please complete your payment for Standard Connection Offer.
Once payment is completed, we will assess your application and we will provide you with an appropriate response which will address your requirements.

Once you proceed to payment, the details of your saved application will no longer be editable.

Endeavour Energy will not call you directly or ask for your bank account details.

Total amount to be paid \$

Site Details Application Details Supporting Documents Contact Details

Edit Application Proceed To Payment

1

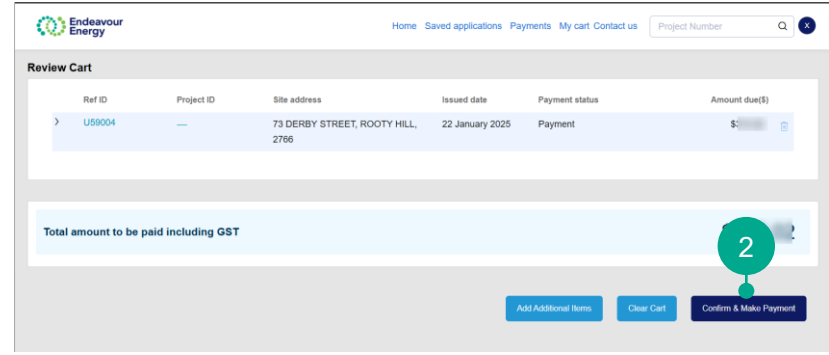
Cancel Delete Application

1. **Click**

(instructions are continued on the next page)

Note: This is the last step where you are still able to edit your application. Once you click Proceed to Payment you can no longer make any changes to your application.

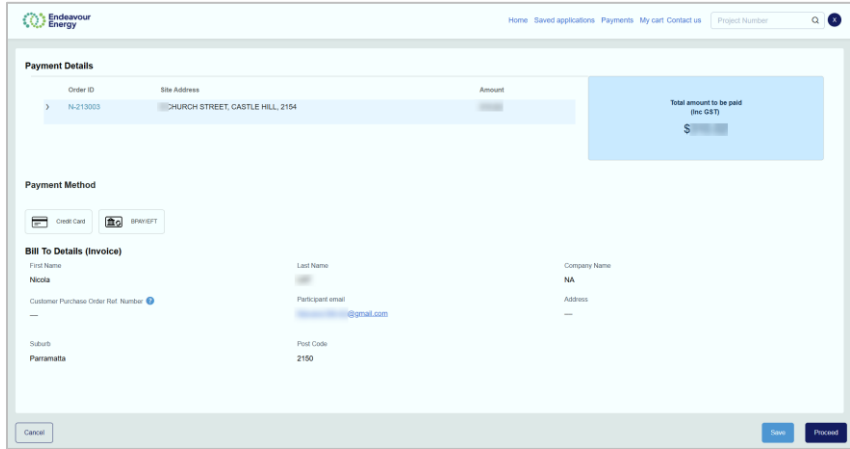
Review Cart



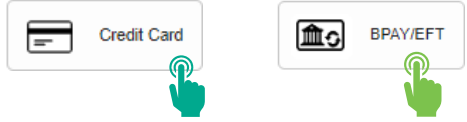
Click > to expand the row if you want to display additional details

2. Click **Confirm & Make Payment**

Payment Details



Next steps - differ depending on the payment method you want to select



i The next pages in this guide include a summary of the steps to pay via credit card, BPAY or EFT when you lodge your application.

For instructions on combining payments, nominating another billing party and paying at a later date, refer to the **Make a Payment user guide** or **how-to video** on our **Portal Support** page

HOW TO PAY BY CREDIT CARD

Payment Details

3. Click



Only the account holder of the Connections Portal account can pay via credit card.

Note the Participant email address on this screen. All payment notifications are sent to the email address that the project fee has been issued to.

4. Click



Thank you for choosing Credit Card as your payment option

5. Click



Non Refundable Fee

6. Click



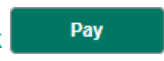
if you are happy to continue

Payment Details

7. Select the Card Type, enter your Card Number, select the Expiry Month, Expiry Year and enter the CVN.

Note: If you click Cancel at this step, the application will be available under Payments > Pending Payments on the Home page.

8. Click



to complete the payment

Thank you for your payment

9. Click

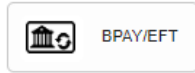


You are returned to the Connections Portal Home page. Your application is listed in the My Projects section (it may take a few minutes for it to be listed).

HOW TO PAY BY BPAY / EFT

Payment Details

1. Click



2. **Bill To Details (Invoice)** – your details default. If another party is going to pay the application fee via BPAY or EFT, enter their details. Ensure the email address is accurate

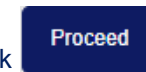
3. Click



Note: If you **Save** at this step, the application will be available under **Payments > Pending Payments** on the Home page.

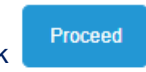
BPAY Payment Details

4. Click



Non Refundable Fee

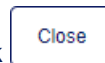
5. Click



if you are happy to continue

We have confirmed BPAY as your payment option – Thank you!

6. Click



An email will be sent to the nominated **billing party** with the BPAY and EFT details to use for the payment.

You are returned to the Connections Portal Home page. Your application is **not listed** in the **My Projects** section as the fee has not yet been paid.

Email Notifications and Tax Invoices

The billing party receives the BPAY Payment Pending email notification. The tax invoice is attached.

Important!

When you are making the BPAY or EFT payment, please quote the **Reference Number** displayed in the Payment Options in the tax invoice. **The reference number only applies to this application.** A different BPAY and EFT reference number is generated for other applications / fee payments.