

UE CONNECTION APPLICATION - POLE to PIT (Underground Electricity Supply)



Phone 1300 131 689	Business Hours 8:00AM – 5:00PM	United Energy ABN 70 064 651 029
Scan & Email undergroundsupply@ue.com.au	Attn: Customer and Market Operations PO Box 449 Mount Waverley VIC 3149	

Thank you for your inquiry regarding a new underground electricity supply which is the standard method of connection for underground electricity supplies as documented within the Victorian Service & Installation Rules and when required by the Electricity Safety Act and Regulations. To enable United Energy (UE) to provide you with a quotation for the underground electricity supply, please return the completed UE Underground Connection Application form including the Site Sketch plan to the above postal address. Your preferred pit location must be selected on either the left or right hand side of the adjacent property boundary. UE will not always be able to accommodate your preferred pit location, and reserve the right to vary its location (e.g. where other authorities' underground assets exist). Incomplete or incorrect applications, and or plans will not be accepted. Please take your time to provide accurate and full information.

On receipt by UE of your completed application an on-site assessment will be conducted as part of our quote preparation. Our quotation will be based on the information supplied by you and our on-site assessment. We endeavor to forward to you our quotation within 20 business days. A variation of quotation costs may apply if the information is incorrect, or where new information is provided. Our quotation is valid for a period of 28 days from the date of the quotation letter. Once your approval and payment is received, our installation period is usually within 30 business days.

If you require **more information** on how to complete this application, please refer to the information sheet on page 5.

Your Responsibilities: You are responsible for engaging a qualified Registered Electrical Contractor (REC) to install the mains from the point of supply (pit) to the main switchboard. You are also responsible for submitting the requisite paperwork to your nominated electricity retailer.

If the application for supply is for a **subdivision**, please return this form to the above address, facsimile or email along with the;

- Copy of your proposed plan of subdivision from your surveyor (**mandatory**);
- Copy of the Planning Permits for the property (if applicable); and
- Site sketch indicating UE poles, trees, driveways, measurements, etc. as per the sample site sketch on page 2.

Note: UE will only issue the statement of compliance required for subdivision approval purposes after payment has been received and any other electricity supply conditions for the subdivision have been satisfied.

Collection Statement

United Energy (UE) will use the personal information that you provide in this form for the purpose of providing you with a quotation to make underground electrical supply available to your premises. This information may be disclosed to your builder, your electrical contractor, or to our third party contractors or business areas within UE or our related companies that may be involved in preparing your quotation, or where disclosure is required by law. If you do not provide the information requested, we may not be able to provide you with a quotation.

You can find more information on how we protect the privacy of personal information, including our processes for accessing that information, in our Privacy Statement, which is located on the privacy page of our website at www.unitedenergy.com.au

If you provide personal information to us about another person, you must inform that person of who we are and how to contact us, why we are collecting the information, the consequences of not providing the information to us, how we use and disclose the information, and how they can gain access to the information, as set out in this form.

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SAMPLE GUIDE – SITE SKETCH / PROPERTY LOCATION DETAILS

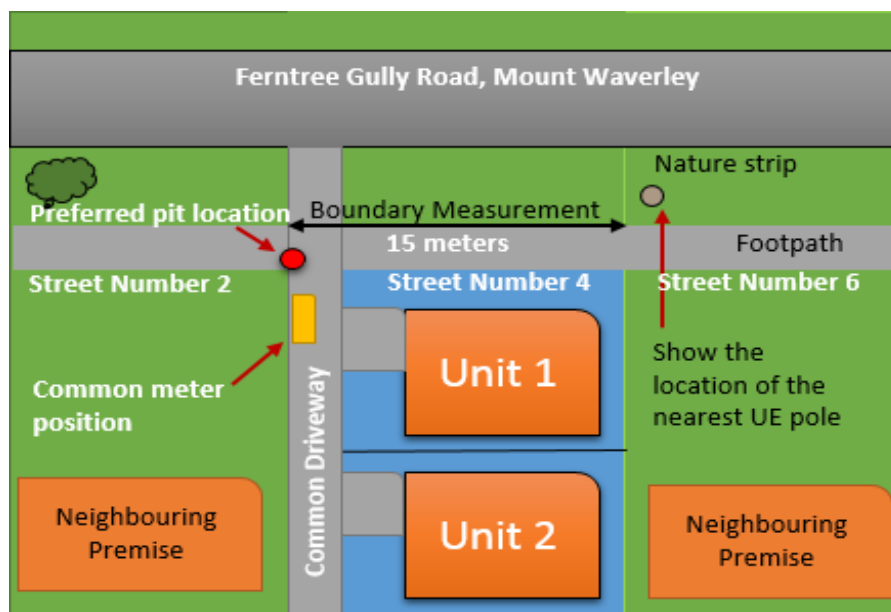
Please provide a sketch of your property within the space provided on **page 4** of this application. Show **all details** as per the sample below or reference the requirements within Clause 7.2 of the Victorian Service & Installation Rules (SIR's). Clause 7.10.3 of the SIR's and the subsequent Figures demonstrate examples of various subdivision electricity supply arrangements.

A copy of the Victorian Service & Installation Rules can be downloaded from www.victoriansir.org.au

Include the following information:

- All proposed buildings
 - Subdivided lots
 - Common property (if any)
 - Street name(s)
 - House or lot numbers of the property requiring supply and neighboring properties
 - The location of UE poles
 - Large trees
 - Any other large obstacle that may impede the installation of the underground service
 - Identify any existing or proposed common driveway location and width
 - The type of nature strip, e.g. grass, concrete, bitumen, etc.
 - Any driveways between the UE pole and the property.
 - The preferred pit location must be selected on either the left or right hand side the property with the adjacent property boundary. UE will not always be able to accommodate your preferred pit location, for example where other authorities' underground assets exist, and reserve the right to vary its location.
 - Near train station, schools, shops etc.
 - On a road that may require traffic management, eg busy, no through road etc.
 - Any other observable information that may affect our quotation
- **All measurements must be accurate**
- **If you are subdividing you must provide a plan of subdivision/proposed plan of subdivision from a surveyor**

Sample Site Sketch



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NEW UNDERGROUND SUPPLY DETAILS

Please complete the following details. You may require assistance from your Registered Electrical Contractor or Builder to complete some of the technical information.

APPLICATION			
Applicant Name (for billing purposes): _____			
Company Name: _____		ACN/ABN: _____	
Premise Address: _____			
Postal Address: _____			
Business Ph: _____		Mobile Ph: _____	
Fax: _____		AH Ph: _____	
Property Owners Name (if different to applicant): _____			
Applicant's Email Address: _____			
Applicant's Signature: _____		Date: _____	
DETAILS OF NEW UNDERGROUND SUPPLY (Please tick appropriate box)			
Property Address: No. _____ Lot: _____ Street: _____ (for new underground supply)			
Suburb: _____		Postcode: _____	
Melways Ref: _____			
Type of electricity supply connection?	Domestic <input type="checkbox"/>	Commercial/Industrial <input type="checkbox"/>	
Is this property being Subdivided? If yes, a full plan of subdivision must be provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of Pits Requested: _____
Is this property a multi-occupancy development?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of Pits Requested: _____
If it is a subdivision or multi-occupancy, indicate number of dwellings proposed including existing dwellings: _____			
Is this a replacement of an existing overhead service with an underground supply to a single domestic occupancy (elective undergrounding)? Note: Charges will apply			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the existing street conductors – Overhead? <input type="checkbox"/> or Underground? <input type="checkbox"/>			
Other relevant information _____ _____ _____			
Type of underground service connection	Pit <input type="checkbox"/>	Pillar <input type="checkbox"/>	Other <input type="checkbox"/>
Number of phases required – 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Is the supply required greater than 100amps per phase? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other relevant information (specify)			
Your Registered Electrical Contractor			
Name: _____		Phone: _____	
REC No. _____		Mobile: _____	
Your Builder			
Name: _____		Phone: _____	
		Mobile: _____	

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PLEASE DRAW YOUR SITE SKETCH HERE

(See Figure 1, page 2 for sample sketch) and include other information from the checklist on page 2.

A large, empty rectangular box with a black border, intended for drawing a site sketch. In the top right corner of this box, there is a north arrow symbol consisting of a four-pointed star with the letter 'N' above it.

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Underground Connection Application Information Sheet

Mail: Attn: Customer and Market Operations
PO Box 449 Mount Waverley VIC 3149

Tel: 1300 131 689

Email: undergroundsupply@ue.com.au

Application

Applicant

This is the contact person that United Energy will be liaising with to discuss the underground pit installation and provide a quote.

Company Name and ABN

This is mandatory for all applications from businesses.

Premise Address

This is the address where the pit will be installed.

Postal Address

All correspondence will be posted to this address, unless an email address has been provided.

Property Owner's Name

Please include the property owner's name if you are making this application of their behalf.

Applicant's Email Address

United Energy will forward all correspondence to your email address if it has been provided. Ensure that it is clear and legible.

Applicant's Signature

The application must be signed for us to provide you with a quote.

Details of New Underground Supply

Property Address

This is the address where the pit will be installed. If no street number is available, please include the lot number. Ensure that you include the street name, suburb, postcode and Melway's map reference to ensure our crews can locate the site to provide you with a quote.

Domestic/Commercial/Industrial

Please indicate if the supply to the property is for domestic or commercial/industrial purposes.

Is the property being Subdivided or a Multi-occupancy development?

Please indicate if the property is being subdivided or a multi occupancy development.

If being subdivided then a full plan of subdivision must be provided. This will ensure that we provide the necessary electricity infrastructure to meet the requirements of the subdivision.

If you are not subdividing at present, but will subdivide in the future, the developer is responsible for all costs at the time to alter the existing electricity supply arrangements to meet the conditions of the subdivision. **Note:** When applying for an underground supply of electricity to a subdivision the removal of any existing overhead service cables and establishment of grouped metering within Common Property is usually mandatory. Usually the connection pit must be located abutting the Common Property to ensure all cables pass via the Common Property to the common metering position.

Multi-occupancy developments occur when there are multiple dwellings located on one allotment. If there is to be more than 1 dwelling on the site, please include how many dwellings in total. We recommend that electricity supply arrangements to multi-occupancy sites take into account the potential subdivision of the site. If you subdivide in the future, the developer is responsible for all costs at the time to alter the existing electricity supply arrangements to meet the conditions of the subdivision.

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Replacement of Overhead service

If the premise is presently supplied by an overhead service cable, please indicate on the form. Elective works for underground supply is payable by the customer.

Private Overhead Electricity Line (POEL)

If the pit is to replace a Private Overhead Electricity Line (POEL) please indicate this on the form. A POEL is an electricity line that is not in the street, but on your property.

Are Existing Street Conductors Overhead or Underground?

If there are existing overhead power lines in your street, the existing street conductors are overhead. If there are no overhead power lines, but neighbouring properties are on supply, the street conductors are underground.

Type of Underground Service Connection

Pit – an underground service line is the Distributor owned cable connected between the Distributor's low voltage reticulation and the customer point of supply pit normally located abutting the property boundary, at the common boundary of two adjoining allotments. The customer is then responsible for installing the private underground mains from the pit to the installation.

Pillar (or Service Connection Facility) – an object containing terminals for the connection of a Distributor's service cable, e.g. pillar, cubicle, switchboard or current transformer (CT) enclosure.

Is the Supply greater than 100 amps per phase?

Please indicate if the required supply is greater than 100 amps per phase, if so we will need to ensure that this amount of supply can be available from United Energy's existing assets.

Number of phases

Please indicate how many phases are required for your installation. Where possible United Energy will install a underground service cable capable of providing 3 phase supply, however you must never assume that 3 phase supply is available in all areas. **Always seek confirmation from United Energy that 3 phase supply is available to your property if it is a requirement.**

Site Sketch Plan

Your site sketch plan ensures that United Energy can install the pit in a location that will service your property. Include a preferred pit location on a boundary, the front boundary measurements, common property (if any), all proposed buildings, street names, house/lot numbers for your property and neighbouring properties, location of UE poles and pole numbers, any driveways between a UE pole and the property, any obstacles that may impede the installation of the underground service - this includes; large trees, other utility assets, bodies of water, steep sloping ground or rocky terrain.

Reinstatements

After your pit installation, our field contractors will return again within 6-8 weeks to complete permanent repairs such as applying any necessary top soil and grass and/or returning 'hard surfaces' to as near as possible to original.

What happens next?

Your application will be reviewed by our Connections team who will contact you if there is more information required. Once your application is accepted and a site visit conducted a quote will be sent to you via email or in the post. Your quote is valid for a period of 28 days. If you choose to proceed with the installation you can forward your payment and approval to proceed to our Connections team. Their details are located on the first page. The timeframe for installation of the pit will vary depending on your site. For example; if there are obstacles such as gas transmission pipelines, large trees or thick rock the installation can take longer. Inclement weather conditions may also impact possible delays. Once payment and approval to proceed has been received we will be able to provide you with an approximate installation timeframe.

For further enquiries, please contact our Service Desk on **1300 131 689**
(Monday to Friday, 8am to 6pm).
Electrical faults or emergencies **132 099** (24 hours)

Language assistance (24 hours)
For languages other than
English **131450**

